

CHAPTER 25:27
ZIMBABWE COUNCIL FOR HIGHER EDUCATION ACT

Act 1/2006, 3/2016 (Part CX).

[Date of commencement: 1st October, 2006.]

ARRANGEMENT OF SECTIONS

PART I

Preliminary

- [1.](#) Short title and date of commencement.
- [2.](#) Interpretation.

PART II

Establishment of the Zimbabwe Council for Higher Education

- [3.](#) Establishment of Council.
- [4.](#) Seal of Council.
- [5.](#) Objects and powers of Council.
- [6.](#) Functions of Council.
- [7.](#) Membership of Council
- [8.](#) Responsibility of the Minister.
- [9.](#) Secretariat of Council.

PART III

Registration of Private Institutions of Higher Education

- [10.](#) Registration of private institutions.
- [11.](#) Provisional and final registration of private institutions.
- [12.](#) Provisions to be contained in charters of private institutions.
- [13.](#) Amendment of charters of private institutions.
- [14.](#) Revocation of charters of private institutions.

PART IV

Public Institutions of Higher Education

- [15.](#) Establishment of public institutions.
- [16.](#) Declaration of institutions of higher education.
- [17.](#) Closure or merger public institutions.

PART V

Institutional Standards and Accreditation

- [18.](#) Publication of institutional quality assurance standards and evaluation of institutions.
- [19.](#) Basis of accreditation.
- [20.](#) Effect of accreditation.
- [21.](#) Reports of Institutions to Council.

PART VI

Financial Provisions

- [22.](#) Funds of Council.
- [23.](#) Investment of monies not immediately required by Council.
- [24.](#) Financial year.
- [25.](#) Accounts of Council.
- [26.](#) Audit of Council accounts.
- [27.](#) Annual report.

PART VII

28.	Immunity.
29.	Repeal of Cap 25:08 and savings.
30.	Regulations.
31.	Transitional provisions.
First Schedule	Powers of the Council.
Second Schedule	Provisions applicable to the Council.

AN ACT to establish the Zimbabwe Council for Higher Education to register and accredit institutions of higher education; to repeal the National Council for Higher Education Act [*Chapter 25:08*]; and to provide for matters connected therewith or incidental thereto.

PART I

Preliminary

1. Short title

This Act may be cited as the Zimbabwe Council for Higher Education Act, [*Chapter 25:27*].

2. Interpretation

In this Act -

"accreditation" means the process of recognition of an institution of higher education's programmes in accordance with [section 18](#);

"accreditation certificate" means a certificate issued in terms of [section 18](#);

"chairperson" means the chairperson of the Council appointed in terms of [section 7 \(1\) \(a\)](#);

"Chief Executive Officer" means the Chief Executive Officer of the Council appointed in terms of [section 9 \(1\) \(a\)](#);

"co-opted member" refers to a member co-opted to the Council in terms of [section 7 \(1\) \(g\)](#);

"Council" means the Zimbabwe Council for Higher Education;

"foreign institution of higher education" means an institution whose head office is located outside Zimbabwe;

"higher education" means education provided by institutions of higher education;

"institution of higher education" or "institution" means -

- (a) a technical or polytechnic college offering degrees; or
- (b) a public or private university or university college and its associate or affiliate institutions, or
- (c) an arm of a foreign institution of higher education that awards degrees;

"institutional quality assurance standards" and "institutional quality assurance system" means the standards and system referred to in [section 6 \(d\)](#);

"member" means any member of Council including the chairperson and the Chief Executive Officer of the Council;

"Minister" means the Minister of Higher and Tertiary Education or any other Minister to whom the President may, from time to time assign the administration of this Act;

"National Qualification Framework Register" means the register referred to in [paragraph 7](#) of the [Second Schedule](#);

"private institution" means an institution of higher education including a university or university college that is not established by the State;

"provisional registration certificate" means a certificate issued in terms of [section 11](#);

"public institution" means an institution including a university or university college established by the State;

"university college" means an institution of higher education established in terms of this Act, which provides teaching up to degree standard and which is affiliated to a university.

3. Establishment of Council

There is hereby established a council to be known as the Zimbabwe Council for Higher Education which shall be a body corporate, capable of suing and being sued in its corporate name and, subject to this Act, of performing all such acts as a body corporate may by law perform.

4. Seal of Council

(1) The seal of the Council shall be of such design as may be determined by Council and shall be kept in the custody of the Chief Executive Officer.

(2) The affixing of the seal shall be authenticated by the chairperson, vice-chairperson or any other person authorised by a resolution of the Council.

5. Objects and powers of Council

(1) The objects of the Council shall be to promote and co-ordinate education provided by institutions of higher education and to act as a regulator in the determination and maintenance of standards of teaching, examinations, academic qualifications and research in institutions of higher education.

(2) For the better exercise of its objects, the Council shall have powers, subject to this Act, to do or cause to be done, either by itself or through its agents all or any of the things specified in the [First Schedule](#), either absolutely or conditionally or either solely or jointly with others.

6. Functions of Council

Without prejudice to the generality of [section 5](#), the functions of the Council shall be -

- (a) to advise the Minister on all higher education matters; and
- (b) to develop and recommend policy on higher education including the establishment of public institutions and advise the Minister accordingly; and
- (c) to accredit institutions of higher education; and
- (d) to design and recommend an institutional quality assurance system for higher education, that is, a system whereby the courses, programmes and degrees offered by institutions are evaluated on a regular and objective basis, and to recommend to the Minister institutional quality assurance standards for -
 - (i) the establishment, standardisation and accreditation of institutions of higher education including standards of the physical plant and equipment; and
 - (ii) the preparation and amendment of university charters and statutes; and
 - (iii) the development of curricula; and
 - (iv) the standards of libraries; and
 - (v) the safety standards of laboratories and workshops; and
 - (vi) student transfer between programmes and institutions of higher education;and
- (e) to advise on the shape and size of the higher education system; and
- (f) to advise on the budgeting and funding arrangements for higher education for public institutions; and
- (g) to assist institutions of higher education in the training of high calibre staff; and
- (h) to promote equity in access to higher education through the provision of student assistance programmes; and
- (i) to promote international co-operation and facilitate exchanges in higher education; and
- (j) to perform any other function that the Minister may deem necessary.

7. Membership of Council

(1) The Council shall consist of the following members -

- (a) a chairperson appointed by the Minister; and
- (b) a vice-chairperson appointed by the Minister; and
- (c) nine members who are not members of the Public Service, of whom at least three shall be external to the higher education sector, appointed by the Minister in accordance with [subsection \(3\)](#); and
- (d) three Secretaries of Ministries that the Minister in consultation with the Ministers concerned, considers to be relevant to the development of higher education; and
- (e) three vice-chancellors appointed by the Minister to represent public and private institutions respectively; and
- (f) the Chief Executive Officer of the Council; and
- (g) three members of international repute co-opted by members appointed in terms of [paragraphs \(a\), \(c\), \(d\) and \(e\)](#).

(2) The appointment of the chairperson and members referred to in [subsection \(1\) \(c\)](#) shall be undertaken in such a manner as to ensure in so far as is practically possible, that -

- (a) the functions of the Council, in terms of this Act, are discharged according to the highest professional standards;
- (b) the membership taken as a whole is broadly representative of the higher education system and related interests such as research development;
- (c) due attention is given to the representativity of the Council on such relevant grounds as gender, ethnicity, religion, arts and sciences.

(3) For the purposes of [subsection \(1\) \(c\)](#), the Minister shall, by notice in the *Gazette* and by advertisement in any other media he or she deems fit, invite nominations for the members of the Council concerned from the public and from national organisations which the Minister considers to represent -

- (a) students, academic employees and non-academic employees in institutions of higher education; and
- (b) vice-chancellors of State universities and private universities; and
- (c) the business community and labour; and
- (d) any statutory body established to regulate any profession or calling; and
- (e) private voluntary organisations registered under the Private Voluntary Organisations Act [*Chapter 17:05*].

(4) The Minister shall cause the names of members of the Council to be published by notice in the *Gazette*.

(5) The [Second Schedule](#) shall apply to the terms and conditions of office, qualifications, filling of vacancies of members of Council and the procedure to be followed by Council at its meetings.

(6) If members of the public or any organisation referred to in [subsection \(3\)](#) fails to submit a list of nominees for appointment to the Council within thirty days of being invited to do so by the Minister, the Minister may appoint any person to represent members of the public or organisation concerned, and the person so appointed shall hold office as a member in all respects as if he or she had been duly nominated and appointed in terms of [subsection \(3\)](#).

8. Responsibilities of the Minister

(1) The Minister shall refer all proposals for legislation on higher education, including Bills for new Acts and Bills to amend existing Acts, to the Council for advice.

(2) The Minister shall give due consideration to the advice given by the Council in terms of [subsection \(1\)](#).

(3) The Minister may act without the advice of the Council if -

- (a) the matter is urgent; or
- (b) the Council has failed to provide the advice within a reasonable time.

9. The Secretariat

(1) There shall be a Secretariat of the Council consisting of -

- (a) the Chief Executive Officer appointed by the Minister subject to such directions as the President may give him or her; and
- (b) one or more Deputy Chief Executive Officers appointed by the Council;
- (c) such other staff of the Secretariat as the Council may require from time to time in order to carry out its functions.

(2) The Chief Executive Officer shall be appointed on such terms and conditions fixed by the Minister, subject to any directions the President may give him or her.

(3) No person shall be appointed as Chief Executive Officer unless he or she -

- (a) is a holder of a PhD or in the opinion of the Minister, a distinguished scholar;
- (b) has at least ten years experience as an academic employee or administrator in the field of higher education;
- (c) has such other qualifications and experience as the Council may determine.

(4) The Chief Executive Officer shall, subject to such directions on matters of policy as the Council may give, be responsible for -

- (a) the general administration and supervision of the Council's staff and its operations; and
- (b) maintaining the efficiency and reputation of the Council; and
- (c) ensuring that the functions of the Council as set out in [section 6](#) are carried out; and
- (d) the recruitment and retention of staff necessary for the proper discharge of the functions of the Council on such terms and conditions as may be determined by the Council.

(5) The Chief Executive Officer shall serve as the Secretary of the Council.

PART III

Registration of Private Institutions of Higher Education

10. Registration of private institutions

(1) No person shall operate a private institution or an arm of a foreign institution unless the private institution or arm is registered under this Act.

(2) Any person wishing to register a private institution or an arm of a foreign institution shall apply to the Council by submitting to the Chief Executive Officer the prescribed form accompanied by the draft charter of the institution and such other documentation and fee as may be prescribed.

(3) The Council shall, in terms of [section 11](#), evaluate and verify the suitability of an application under this section and advise the Minister accordingly.

(4) Any person who contravenes [subsection \(1\)](#) shall be guilty of an offence and liable to a fine not exceeding level nine or to imprisonment for a period not exceeding two years or both such fine and such imprisonment.

11. Provisional and final registration of private institutions

(1) Where the Council is satisfied that -

- (a) the financial and other resources required to enable the private institution to discharge its functions are available or are likely to be available; and
- (b) the applicant will achieve the aims and objectives for which the private institution is to be established; and
- (c) the private institution, when established, is likely to attain and maintain standards set out in accordance with Part V on a long-term basis; and
- (d) the establishment of the institution of higher education is in the interest of higher education in Zimbabwe;

it may provisionally register the applicant until such time as it is finally registered in terms of [subsection \(8\)](#) and issue to it a provisional registration certificate.

(2) Provisional registration authorises the private institution to -

- (a) set up a governing body for the proposed higher education institution; and
- (b) commence or continue to develop physical facilities; and
- (c) commence or continue to assemble academic resources; and
- (d) publicise the programmes of instruction expected to be offered at the institution.

(3) Provisional registration may be subject to such terms and conditions including the intake of students, as the Council may determine.

(4) The Council shall publish by notice in the *Gazette* and by advertisement in any other media it deems fit, the name and particulars of every private institution to which it has issued a provisional registration certificate.

(5) A provisional registration certificate shall be valid for twelve months from the date of issue.

(6) On or before the expiry of a provisional registration certificate, a private institution shall apply to the Council for final registration by submitting to the Chief Executive Officer the prescribed form accompanied by such documentation and fee as may be prescribed.

(7) If the Council, after considering the application and making such inspection of the institution as it deems fit, is satisfied that the provisionally registered private institution has fulfilled the terms and conditions under the provisional registration certificate, it may make recommendations to the President through the Minister that a charter be granted to the institution concerned.

(8) If, after receiving the recommendations, the President considers that the establishment of the private institution concerned will further the development of higher education in Zimbabwe, he or she may grant the institution a charter, in which event he or she shall publish a proclamation in a statutory instrument -

- (a) declaring the institution to be finally registered; and
- (b) setting forth the terms of the charter.

(9) Upon publication of a proclamation, the private institution concerned shall be established as a body corporate capable of suing and being sued in its corporate name and, subject to its charter and this Act, of performing all acts that a body corporate may by law perform.

(10) The Council shall keep a register of all private institutions at its offices which shall be available for inspection by members of the public during normal working hours, upon payment of the prescribed fee.

12. Provisions to be contained in charters of private institutions

Every charter of a private institution of higher education shall make provision for the following matters -

- (a) the name of the institution; and
- (b) the objects and functions of the institution; and
- (c) the membership and governance of the institution; and
- (d) the administration of the institution; and
- (e) the finances and business plan of the institution; and
- (f) the general academic regulations of the institution; and
- (g) the appointment, removal and conditions of service of members of staff; and
- (h) the admission, rights and discipline of students; and
- (i) the establishment of faculties, departments, institutes and centres;
- (j) the making of statutes, ordinances or rules for the regulation of the institution and its members; and
- (k) any other matter which is considered by the Minister to be necessary or desirable for the proper functioning of the institution.

13. Amendment of charters of private institutions

(1) If the governing body of a private institution of higher education wishes an amendment to be made to the charter of the institution, the governing body may apply to the Council, in writing and in such form as may be prescribed by the Council, for approval of the amendment.

(2) An application in terms of [subsection \(1\)](#) shall be accompanied by -

- (a) a draft of the proposed amendment; and

- (b) such information as may be prescribed or as the Council may require; and
- (c) the prescribed fee.

(3) The Council shall consider every application and after conducting such inquiry and making such investigation into the matter as it deems necessary, it shall submit the application, together with its advice thereon, to the Minister.

(4) If at any time the Council considers that it may be necessary or desirable for the charter of any private institution of higher education to be amended in order to -

- (a) enable the institution of higher education to carry out its functions more efficiently; or
- (b) further the interests of higher education in Zimbabwe generally;

the Council may conduct such inquiry and make such investigation in the matter as it deems necessary and may submit its advice to the Minister for the amendment of the charter:

Provided that, before submitting its advice to the Minister, the Council shall afford the governing body of the institution concerned an opportunity to make representations in the matter and shall forward any representations made by the governing body to the Minister together with its advice in writing.

(5) The Minister shall submit to the President the application, advice of the Council and representations received by him or her in terms of this section, together with any recommendations that he or she may wish to make in the matter:

Provided that, before submitting any such advice, representations and recommendations to the President, the Minister may require the Council to conduct such further inquiry or to make such further investigation into the matter as he or she may specify.

(6) If after receiving an application or recommendation in terms of this section for the amendment of a charter, the President is satisfied that the amendment -

- (a) will enable the institution of higher education concerned to carry out its functions more efficiently; or
- (b) will be in the interests of higher education in Zimbabwe generally; he or she may, by proclamation in a statutory instrument, amend the charter.

14. Revocation of charters of private institutions

(1) If at any time the Council is satisfied that a private institution of higher education -

- (a) has failed to carry out its object; or
- (b) has breached its charter in a material respect; or
- (c) is not carrying out its functions in a proper manner;

and that it is in the interest of higher education in Zimbabwe generally for the charter of the institution of higher education concerned to be revoked, the Council may advise the Minister that the charter be revoked:

Provided that, before submitting its advice to the Minister, the Council shall afford the governing body of the institution of higher education concerned an opportunity to make representations in the matter and shall forward any such representations made by the governing body to the Minister together with its advice.

(2) The Minister shall submit to the President any advice and representations received by him or her together with any recommendation that the Minister may wish to make in the matter:

Provided that, before submitting such advice, representations and recommendations to the President, the Minister may require the Council to conduct such further inquiry or make such further investigation into the matter as he or she may specify.

(3) If, after receiving a recommendation in terms of this section for the revocation of a charter, the President is satisfied that it is in the interests of higher education in Zimbabwe generally for the charter of the institution of higher education to be revoked, the President may, by proclamation in a statutory instrument, revoke the charter with effect from such date as he or she may specify in the proclamation.

(4) With effect from the date specified in the proclamation in terms of [subsection \(3\)](#), the institution of higher education concerned shall cease to exist:

Provided that the revocation of its charter shall not affect the validity of any certificate, diplomas, degrees or other academic qualifications conferred or awarded by the institution of higher education concerned before that date.

(5) The Council may allow a private institution of higher education to merge with another similar institution if that is considered to be the best way of making the institution viable.

15. Establishment of public institutions

The Council may advise the Minister, either at his or her request or on its own initiative, on the establishment of a public institution.

16. Declaration of institutions of higher education

The Minister may, with the advice of the Council and by notice in the *Gazette*, declare any -

- (a) government educational institution operating under the Education Act [*Chapter 25:04*] or to the Manpower Development Act [*Chapter 28:02*]; or
- (b) statutory body;

offering degrees as to be an institution of higher education.

17. Closure or merger of public institutions of higher education

(1) If at any time the Council is satisfied that a public institution of higher education has failed to discharge its functions in terms of the enactment under which it was established, and that it is in the interest of higher education in Zimbabwe generally for the institution concerned to be merged or to be closed, the Council may recommend to the Minister any one or more of the following -

- (a) a merger of the institution with any other institution; or
- (b) the closure of the institution; or
- (c) the repeal of the enactment under which the institution was established:

Provided that, before submitting its advice to the Minister, the Council shall afford the governing body of the institution of concerned an opportunity to make representations in the matter and shall forward any such representations to the Minister together with its recommendations.

(2) The Minister shall submit to the President any recommendations and representations received by him or her in terms of this section, together with any recommendations that he or she may wish to make in the matter:

Provided that, before submitting any such recommendations or representations to the President, the Minister may require the Council to conduct such further inquiry or make such further investigation into the matter as he or she may specify.

(3) If the President is satisfied that it is in the interests of higher education in Zimbabwe generally for the institution of higher education to merge or to be closed, the President may signify in writing his or her approval of the merger or closure of the institution specifying the date from which the institution of higher education shall merge or cease to operate.

Provided that the merger or closure of the institution shall not affect the validity of any certificate, diplomas, degrees or other academic qualifications conferred or awarded by the institution of higher education concerned before that date.

18. Publication of Institutional quality assurance standards and evaluation of institutions

(1) The Minister may, on the recommendation of the Council, prescribe the institutional quality assurance standards that will govern the performance, operations and general conduct of all institutions of higher education.

(2) The Council shall evaluate the performance of institutions regularly in the light of the institutional quality assurance standards prescribed in terms of [subsection \(1\)](#) and accredit the institutions.

(3) After the evaluation in terms of [subsection \(2\)](#), the Council shall issue or refuse to issue an accreditation certificate to the institution.

(4) The Council shall publish the results of the accreditation process carried out in terms of [subsection \(2\)](#).

(5) After the completion of the evaluation process, the Council shall indicate in writing the specific steps to be taken by the institution concerned towards the attainment of the standards referred to in [subsection \(1\)](#).

19. Basis of accreditation

(1) An institution of higher education shall be issued with a certificate of accreditation if it demonstrates the achievement of acceptable standards in terms of physical, human, financial and material resources, management and operational procedures and an acceptable standard of academic life focusing on teaching, research and public and expert service.

(2) For each programme the accreditation process may take into account -

- (a) the academic qualifications for all members of staff employed by the higher education institution during the period assessed and those expected to be employed by the higher education institution;
- (b) the total number of students that have been enrolled in each programme of instruction offered at the institution of higher education and the standards attained by those that have graduated during the period assessed;
- (c) Information and Communication Technology infrastructure and provision for training;
- (d) the size and quality of the library and equipment, which have been developed;
- (e) the financial resources that are available for the exclusive use by the institution of higher education, certified by its auditors;
- (f) the physical facilities including land that are available for the exclusive use by the institution of higher education concerned.

20. Effect of accreditation

The qualifications awarded in respect of programmes of instruction offered by an accredited institution of higher education shall be recognised as comparable and of equivalent merit to similar qualification awarded in respect of programmes offered by all other accredited institutions in Zimbabwe.

21. Reports of institutions to Council

(1) Every institution of higher education shall prepare and submit to the Council -

- (a) an annual report of its activities within six months after the 31st December each year; and
- (b) a detailed assessment at such intervals (not more frequently than four months at a time) as the Council may determine, of the steps it has taken towards the achievement of the aims and objectives for which it was established.

(2) The Council shall analyse all reports submitted pursuant to [subsection \(1\)](#) and may make such comments or give such advice thereon for action by the institution of higher education concerned.

(3) If an institution has failed to submit its report within the stipulated period, the Council may serve upon the institution an order -

- (a) requiring the institution to submit the report; and
- (b) stipulating the period within which the report should be submitted;

and notice of the order shall be published by the Council in such manner as it considers appropriate to draw the attention of the persons affected or likely to be affected by the order.

(4) An order served in terms of [subsection \(3\)](#) may specify a penalty for each day that the institution subjected to the order is in default of compliance with the order, not exceeding level five.

(5) The Council may institute civil proceedings for specific performance or the recovery of any penalty imposed in terms of [subsection \(4\)](#) against the institution concerned.

(6) A judgement given by a court in terms of [subsection \(5\)](#) shall have the same force and effect and may be executed in the same manner as if the judgement had been given in a civil action instituted in the court.

PART VI

Financial Provisions

22. Funds of Council

The funds of the Council shall consist of -

- (a) any moneys that may be payable to the Council from moneys appropriated for the purpose by Act of Parliament;
- (b) any donations, grants, bequests or loans made to the Council with the consent of the Minister; and
- (c) registration fees received in terms of [section 10](#);
- (d) any civil penalties collected in terms of [section 21](#);
- (e) any other moneys that may accrue to the Council whether in terms of this Act or otherwise.

23. Investment of monies not immediately required by Council

Any funds of the Council not immediately required by the Council may be invested in such a manner as the Council in consultation with the Minister, may approve.

24. Financial year

The financial year of the Council shall be a period of twelve months ending on the 31st December in each year.

25. Accounts of Council

(1) The Council shall ensure that proper accounts and other records relating to such accounts are kept in respect of all the Council activities, funds and property, including such particular accounts of the Minister may direct.

(2) Within four months after the end of each financial year, the Council shall prepare and submit to the Minister a statement of accounts in respect of their financial year or in respect of such other period as the Minister may direct.

26. Audit of Council accounts

(1) The accounts of the Council shall be audited by the Auditor General, who for that purpose shall have the functions conferred upon him or her by the Public Finance Management Act [*Chapter 22:19*] (No. 11 of 2009), as though the assets of the Council were public moneys and the members of the Council and employees and agents of the Council were officers as defined in that Act.

[[Sub-s. \(1\)](#) amended by Part CX of No. 3 of 2016.]

(2) Any member of the Council or employee or agent of the Council who -

- (a) fails or refuses to provide the Auditor-General with any explanation or information required by him or her for the purpose of an audit in terms of [subsection \(1\)](#); or
[[Para. \(a\)](#) amended by Part CX of No. 3 of 2016.]
- (b) hinders or obstructs the Auditor General in the conduct of an audit in terms of [subsection \(1\)](#);
[[Para. \(b\)](#) amended by Part CX of No. 3 of 2016.]

shall be guilty of an offence and liable to a fine not exceeding level six or to imprisonment for a period not exceeding one year or to both such fine and such imprisonment.

(3) Notwithstanding [subsection \(1\)](#) the Comptroller and Auditor General may appoint a suitable person to audit the accounts of the Council, and if he or she does so -

- (a) [subsections \(1\)](#) and [\(2\)](#) shall apply in respect of the person so appointed as if he or she were the Comptroller and Auditor General; and
- (b) any expenses incurred by the person so appointed in carrying out his or her audit shall be met from the Funds of the Council.

27. Annual report

(1) The Council shall within six months after the financial year or such longer period as the Minister may

approve, submit to the Minister a comprehensive report on the operations of the Council during that year, together with the auditor's report and the audited accounts.

(2) The Minister shall lay the annual report before Parliament on one of the fourteen days on which Parliament next sits after the report is received by him or her.

PART VII

General

28. Immunity

No action, suit or other proceedings shall lie against the Council or a member of Council or a member of the staff of the Council acting in the ordinary course of his or her employment in relation to any action taken in good faith by the Council:

Provided that this section shall not be construed so as to prevent any person from recovering compensation for any loss or damage sustained by him or her which was caused by negligence or fraud.

29. Repeal of Cap. 25:08 and savings

(1) The National Council for Higher Education Act [*Chapter 25:08*] is repealed.

(2) Any charters, regulations, rules, by-laws, orders or awards which, immediately before the fixed date, were in force under the repealed Act shall remain in force as if they had been made or granted under this Act.

(3) Any matter or thing which was lawfully made, done, or commenced under the repealed Act and which immediately before the fixed, had effect or was capable of acquiring effect shall, subject to this Act, continue to have effect or to be capable of acquiring force, as the case may be and shall be deemed to have been made, done, or commenced under this Act.

30. Regulations

(1) The Minister after consultation with the Council, may make regulations prescribing all matters which under this Act are required or permitted to be prescribed or which, in his or her opinion are necessary or convenient to be prescribed for the better carrying out of the objects and purposes of this Act, or to give force and effect to the provisions of this Act.

(2) Regulations may provide for -

- (a) the qualifications ordinarily required for any person to be appointed to the teaching staff of an institution of higher education, having regard to the branch of education in which he or she is expected to give instruction;
- (b) the minimum standards of instruction for the grant of any qualifications by an institution of higher education;
- (c) the maintenance of standards and the co-ordination of work or facilities in institutions of higher education;
- (d) matters in respect of which fees may be charged and advice on scales of fees which may be charged by public institutions of higher education;
- (e) the manner in which an inquiry may be conducted on an institution of higher education;
- (f) the manner of registration of institutions of higher education and the maintenance of the register; and
- (g) the manner of accreditation of programmes in institutions of higher education.

31. Transitional provisions

(1) Every institution of higher education which is in existence at the commencement of this Act shall be deemed to be duly registered with the Council.

(2) An institution of higher education shall be deemed to be in existence if it -

- (a) has been established by an Act by the Parliament; or

(b) holds a charter granted by the President; or

(c) is otherwise registered with the Ministry responsible for higher education.

(3) All institutions of higher education registered with the Council shall, no later than six months after the prescribed date, apply to the Council for accreditation.

(4) Every application submitted to the Council in terms of [subsection \(3\)](#) shall be in the prescribed form and manner.

First Schedule POWERS OF COUNCIL

(Section 5(2))

1. To do anything which this Act provides may or shall be done by the Council.
2. To purchase, take on lease or in exchange or otherwise acquire dwelling-houses for occupation by persons in the employ of the Council.
3. To purchase land and construct thereon dwelling-houses for occupation by persons in the employ of the Council.
4. To enter into such contracts as the Council considers necessary for the performance of its functions or discharge of its duties.
5. To insure with an insurer registered under the Insurance Act [*Chapter 24:07*] against any losses, damage, risks or liabilities which the Council may incur.
6. To determine the standardization, homogeneity, equivalence and recognition of qualifications.
7. To acquire movable and immovable property for the purposes of carrying out its functions.
8. To convene conferences, seminars, symposia and workshops on various aspects of higher education.
9. To establish a Higher Education Fund for the purpose of improving and promoting higher education through special grants for students, specific projects and assisting institutions of higher education with scholarships for training staff.
10. To require every institution of higher education to provide the Council with such information as the Council may deem necessary for the purposes of its functions.
11. Generally to do all such things as are incidental or conducive to the exercise of the functions or the performance of the duties of the Council or are incidental to the powers specified in this Schedule or which are calculated, directly or indirectly, to enhance the value of or to develop the operations, undertakings and property of the Council.

Second Schedule PROVISIONS APPLICABLE TO THE COUNCIL

(Section 7(5))

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|---|---|
| <ol style="list-style-type: none"><u>1.</u><u>2.</u><u>3.</u><u>4.</u><u>5.</u><u>6.</u><u>7.</u><u>8.</u><u>9.</u><u>10.</u><u>11.</u> | <p>Disqualifications for appointment as member.</p> <p>Terms and conditions of office of members.</p> <p>Vacation of office by appointed members.</p> <p>Suspension of appointed members of council.</p> <p>Filling of vacancies on Council.</p> <p>Meetings and procedure of Council.</p> <p>Committees of Council.</p> <p>Remuneration and allowances of members of Council and committees.</p> <p>Disclosure of interests by members of Council and committees.</p> <p>Minutes of proceedings of Council and committees.</p> <p>Validity of decision and acts of Council and committees.</p> |
|---|---|

1. Disqualifications for appointment as member

(1) Subject to this Act, a person shall not be qualified for appointment as a member if -

(a) he or she has, in terms of a law in force in any country -

- (i) been adjudged or otherwise declared insolvent or bankrupt and has not been rehabilitated therefrom; or
- (ii) made an assignment or composition with his or her creditors which has not been rescinded or set aside; or

- (b) he or she has been convicted in Zimbabwe or in any other country of any offence involving dishonesty or any other offence for which a term of imprisonment without the option of a fine, whether or not any portion of that sentence has been suspended has been imposed, or
- (c) he or she is a member of Parliament

(2) A person shall not be qualified for appointment as a member, nor shall he or she hold office as a member, if he or she is a member of two or more other statutory bodies.

(3) For the purposes of [subparagraph \(2\)](#) -

- (a) a person who is appointed to a council, board or other authority which is a statutory body or which is responsible for the administration of the affairs of a statutory body shall be regarded as a member of that statutory body;
- (b) "statutory body" means -
 - (i) any commission established by the Constitution; or
 - (ii) any body corporate established directly by or under an Act for special purposes specified in that Act, the membership of which consists wholly or mainly of persons appointed by the President, Vice-President, a Minister or any other statutory body or by a Commission established by the Constitution.

2. Terms and conditions of office of members

(1) An appointed member of the Council shall hold office for such period, not exceeding three years, as the Minister may fix at the time of his or her appointment.

(2) On the expiry of the period for which an appointed member of the Council has been appointed, he or she shall continue to hold office until he or she has been re-appointed or his or her successor has been appointed:

Provided that a member shall not continue to hold office in terms of this subsection for more than six months.

(3) A person who ceases to be a member of the Council shall be eligible for re appointment.

(4) Members of the Council shall hold office on such conditions as the Minister may fix.

3. Vacation of office by appointed members

(1) An appointed member of the Council shall vacate his or her office and his or her office shall become vacant -

- (a) one month after the date he or she gives notice in writing to the Minister of his or her intention to resign his or her office or after the expiry of such other period of notice as he or she and the Minister may agree; or
- (b) on the date he or she begins to serve a sentence of imprisonment, whether or not any portion has been suspended, imposed without the option of a fine -
 - (i) in Zimbabwe, in respect of an offence; or
 - (ii) outside Zimbabwe, in respect of conduct which, if committed in Zimbabwe, would have constituted an offence;

or

- (c) if he or she becomes disqualified in terms of paragraph 1 (1) (a), (b) or (c) or (2) to hold office as a member; or
- (d) if he or she is required in terms of [subparagraph \(2\)](#) or [\(3\)](#) to vacate his or her office as a member.

(2) The Minister may require an appointed member of the Council to vacate his or her office if the member -

- (a) has been guilty of conduct which renders him or her unsuitable to continue to hold office as a member; or
- (b) has failed to comply with any condition of his or her office fixed in terms of [paragraph 2](#); or
- (c) has ceased to possess any qualification by reason of which he or she was appointed; or
- (d) is mentally or physically incapable of efficiently performing his or her duties as a member.

(3) The Minister, on the recommendation of the Council, may require an appointed member of the Council to vacate his or her office if the Minister is satisfied that the member has been absent without the consent of the chairperson of the Council from three consecutive meetings of the Council, of which he or she has been given at least seven days' notice, and that there was no just cause for the member's absence.

4. Suspension of appointed members of Council

The Minister may suspend from office an appointed member of the Council against whom criminal proceedings

are instituted for an offence involving dishonesty and, whilst that member is so suspended, he or she shall not carry out any duties or be entitled to any remuneration or allowances as a member.

5. Filling of vacancies on Council

On the death of, or the vacation of office by, an appointed member, the Minister shall within three months, appoint a person to fill the vacancy.

6. Meetings and procedure of Council

(1) The Council shall hold its first meeting on a date and place fixed by the Minister, and thereafter shall meet for the dispatch of business and adjourn, close and otherwise regulate its meetings and procedure as it thinks fit:

Provided that the Council shall meet at least four times in each financial year. (2) The chairperson of the Council -

- (a) may convene a special meeting of the Council at any time; and
- (b) shall convene a special meeting of the Council on the written request of the Minister or not fewer than two members, which meeting shall be convened for a date not sooner than seven days and not later than thirty days after the chairperson's receipt of the request.

(3) Written notice of a special meeting convened in terms of subparagraph (2) shall be sent to each member not later than forty-eight hours before the meeting and shall specify the business for which the meeting has been convened.

(4) No business shall be discussed at a special meeting convened in terms of subparagraph (2) other than -

- (a) such business as may be determined by the chairperson of the Council, where he or she convened the meeting in terms of subparagraph (2) (a); or
- (b) the business specified in the request for the meeting, where the chairperson of the Council convened the meeting in terms of subparagraph (2) (b).

(5) The chairperson of the Council or, in his or her absence, the vice-chairperson shall preside at all meetings of the Council:

Provided that, if the chairperson and vice-chairperson are both absent from any meeting of the Council, the members present may elect one of their number to preside at that meeting as chairperson.

(6) Ten members shall form a quorum at any meeting of the Council.

(7) Subject to [subparagraph \(12\)](#), anything authorised or required to be done by the Council may be decided by a majority vote at any meeting of the Council at which a quorum is present.

(8) With the Council's approval, the chairperson of the Council may invite any person to attend a meeting of the Council or a committee, where the chairperson considers that the person has special knowledge or experience in any matter to be considered by the Council or the committee, as the case may be, at that meeting.

(9) A person invited to attend a meeting of the Council or of a committee in terms of [subparagraph \(8\)](#) may take part in the proceedings of the Council or the committee as if he or she were a member thereof, but shall not have a vote on any question before the Council or committee, as the case may be.

(10) Subject to subparagraph (11) and to [paragraph 9](#), at meetings of the Council each member present shall have one vote on any question before the Council and, in the event of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to a deliberative vote.

(11) The Chief Executive Officer shall not take part in the discussion of, and shall not vote on, any question before the Council which involves his or her tenure of office or conditions of service.

(12) Any proposal circulated among all members and agreed to in writing by a majority of them shall have the same effect as a resolution passed by a duly constituted meeting of the Council and shall be incorporated into the minutes of the next succeeding meeting of the Council:

Provided that, if a member requires that such a proposal be placed before a meeting of the Council, this subparagraph shall not apply to the proposal.

7. Committees of Council

(1) For the better exercise of its functions, the Council may establish one or more committees in which the Council may vest such of its functions as it considers appropriate:

Provided that the vesting of any function in a committee shall not divest the Council of that function, and the Council may amend or rescind any decision of the committee in the exercise of that function.

(2) On the establishment of a committee in terms of [subparagraph \(1\)](#), the Council -

- (a) shall appoint at least one member of the Council as a member of the committee, and that member or one of those members, as the case may be, shall be chairperson of the committee; and

(b) may appoint as members of the committee, on such terms and conditions as the Council may fix, coopted persons who are not members of the Council.

(3) Meetings of a committee may be convened at any time and at any place by the chairperson of the Council or the chairperson of the committee.

(4) Subject to [paragraphs 10](#) and [11](#), the procedure to be followed at any meeting of a committee and the quorum at any such meeting shall be as fixed by the Council.

(5) The Council shall appoint the following committees -

(a) the Executive Committee of Council which shall be the principal committee of the Council and consisting of -

(i) the chairperson and vice-chairperson of the Council, who shall be chairperson and vice-chairperson respectively,

(ii) the Chief Executive Officer of Council;

(iii) the chairperson of the Higher Education Quality Assurance and Accreditation Committee; and

(iv) one member appointed by Council from among the nine members appointed into Council in accordance with [section 7 \(1\) \(c\)](#).

(b) the Higher Education Quality Assurance and Accreditation Committee whose chairperson shall be a Vice-Chancellor or former Vice-Chancellor shall -

(i) promote institutional quality assurance standards in higher education

(ii) audit the institutional quality assurance systems in higher education;

(iii) pay special attention to quality assurance as it relates to the relevance of programmes offered by institutions of higher education, financial resources available to the institutions, the calibre of staff, physical infrastructure, equipment, strategic leadership, length and depth of programmes, examination standards, management efficiency, peer evaluation and academic audits;

(iv) develop and implement an accreditation and evaluation framework for learning programmes leading to the National Qualifications Framework Register of qualifications offered by institutions of higher education in Zimbabwe; and

(v) recommend to the Council the accreditation of institutions of higher education and their programmes;

(vi) advise Council on proposed higher education legislation;

(vii) prepare and table for eventual adoption by the Council, all advice to the Minister regarding charters for private institutions of higher education and the registration of such institutions.

(c) the Higher Education Shape and Size Committee which shall advise Council -

(i) on the overall capacity in terms of the number of institutions and enrolments in the higher education system;

(ii) on the size of individual institutions of higher education;

(iii) on optimal enrolments in individual institutions of higher education, their programmes and classes;

(iv) in relation to the need to develop high and varied levels of intellectual and conceptual knowledge, skills and attitudes to meet the requirements of a developing country;

(v) on the development of professionals in different disciplines through different kinds of educational and pedagogic modes;

(vi) on equity and access to higher education;

(d) the Higher Education Funding and Financing Committee which shall -

(i) administer the Higher Education Fund and monitor the use of grants made by the Higher Education Fund to ensure adherence to the purposes for which the funds are disbursed;

(ii) provide Council with relevant information to advise the Minister on all aspects of funding and financing in public institutions of higher education including advice on policies, principles, formulae and criteria governing the allocation of public funds to institutions of higher education and to review periodically such policies, principles, formulae and criteria;

(iii) provide Council with relevant information to advise the Minister on the mechanisms of allocating public funds for student financial assistance, and for financing of private institutions;

(iv) provide a basis for the Council to advise the Minister on funding for- the development of physical plant in public institutions of higher education;

- (v) advise on levels of remuneration of staff in institutions of higher education;
- (vi) assist in negotiations between government and institutions of higher education on issues pertaining to the provision of funds and the remuneration of staff in public institutions of higher education.

8. Remuneration and allowances of members of Council and committees

Every member of the Council or of a committee shall be paid -

- (a) such remuneration, if any; and
- (b) such allowances to meet his or her reasonable expenses incurred in connection with the business of the Council or the committee, as the case may be;

as the Council may fix with the approval of the Minister.

9. Disclosure of interests by members of Council and committees

(1) In this section -

"associate", in relation to a member, means -

- (a) a person who is related to the member by blood or by marriage; or
- (b) a partner, employee or employer of the member; or
- (c) any body of persons, whether corporate or unincorporated, of which the member is a director or in which the member holds any office or position other than that of an auditor or in which the member holds a controlling interest.

(2) A member shall take no part in the consideration or discussion of, or vote on, any question before the Council which relates to any matter in which he or she or his or her associate has an interest.

(3) Nothing in this section shall be taken to prevent members of the Council or of a committee of the Council from taking part in the consideration of, or voting on, any matter that affects members generally in their, capacity as persons liable to pay revenue.

(4) Any person who contravenes [subparagraph \(2\)](#) shall be guilty of an offence and liable to a fine not exceeding level four or to imprisonment for a period not exceeding three months or to both such fine and such imprisonment.

10. Minutes of proceedings of Council and committees

(1) The Council shall cause minutes of all proceedings of and decisions taken at every meeting of the Council and of every committee to be entered in books kept for the purpose.

(2) Any minutes referred to in [subparagraph \(1\)](#) which purport to be signed by the person presiding at the meeting to which the minute relate or by the person presiding at the next following meeting of the Council or the committee concerned, as the case may be, shall be accepted for all purposes as *prima facie* evidence of the proceedings and decisions taken at the meeting concerned.

11. Validity of decisions and acts of Council and committees

No decision or act of the Council or a committee or act that is authorised by the Council or a committee shall be invalid solely because there was a vacancy in the membership of the Council or the committee or because a disqualified person purported to act as a member of the Council or the committee, as the case may be, at the time the decision was taken or the act was done or authorised.

ZIMBABWE COUNCIL FOR HIGHER EDUCATION ACT CHAPTER 25:27

INDEX TO SUBSIDIARY LEGISLATION

REGULATION

[S.I. No. 39 of 2016](#)
Proclamation 2 of 2016

[S.I. No. 132 of 2018](#)
Zimbabwe Council for Higher Education (National Qualifications Framework)
Regulations

S.I. No. 39 of 2016: Proclamation 2 of 2016

PROCLAMATION

by

HIS EXCELLENCY THE HONOURABLE ROBERT GABRIEL MUGABE, G.C.Z.M., President of Zimbabwe and Commander-in-Chief of the Defence Forces of Zimbabwe.

WHEREAS it is provided by section 11 (8) of the Zimbabwe Council for Higher Education Act [*Chapter 25:27*] (No. 1 of 2006), that if, after receiving an application in terms of section 10 (2) of the Act for the establishment of a private university, together with recommendations thereon made by the Zimbabwe Council for Higher Education and the Minister of Higher and Tertiary Education, Science and Technology Development, the President considers that the establishment of the University will further the development of higher education in Zimbabwe, the President may grant the university a charter, in which event he shall publish a proclamation in the *Gazette*-

- (a) declaring the university to be established; and
- (b) setting forth the terms of the charter.

AND WHEREAS, in terms of section 11 of the said Act, the Minister of Higher and Tertiary Education has submitted to me an application for the establishment of the Zimbabwe Ezekiel Guti University, together with the recommendations thereon of the Zimbabwe Council for Higher Education:

NOW, THEREFORE, under and by virtue of the powers vested in the President as afore-said, I do hereby-

- (a) declare the Zimbabwe Ezekiel Guti University be established; and
- (b) set out in [the Schedule](#) hereto the terms of the Charter which I have granted to the said University.

Given under my hand and the Public Seal of Zimbabwe at Harare, this Seventeenth day of March, in the year of our Lord, two thousand and sixteen.

R.G. MUGABE

President

By Command of the President.

CHARTER OF THE ZIMBABWE EZEKIEL GUTI UNIVERSITY

ARRANGEMENT OF SECTIONS

[PART I](#)

Preliminary

- [1.](#) Short title and date of commencement.
- [2.](#) Interpretation.

[PART II](#)

Establishment and Functions of the Zimbabwe Ezekiel Guti University

- [3.](#) Establishment of University.
- [4.](#) Establishment of faculties.
- [5.](#) Governance (Autonomy).
- [6.](#) Prohibition against discrimination: student body and staff.
- [7.](#) Objects and powers of University.
- [8.](#) Membership of University.

[PART III](#)

The University Council

- [9.](#) University Council.
- [10.](#) Functions and powers of University Council.
- [11.](#) Disqualification for appointment as University Council member.
- [12.](#) Vacation of office by University Council members.
- [13.](#) Chairperson and Vice-Chairperson of University Council.
- [14.](#) Executive Committee of University Council.

[15.](#) Committees of Council.

[PART IV](#)

Principal Officers of University

[16.](#) Chancellor.
[17.](#) Vice-Chancellor.
[18.](#) Pro-Vice-Chancellors.

[PART V](#)

The Senate

[19.](#) Senate.
[20.](#) Functions of Senate.
[21.](#) Academic Board.

[PART VI](#)

Senior Management and Appointment of Staff of University

[22.](#) Registrar.
[23.](#) Bursar.
[24.](#) Librarian.
[25.](#) Executive Director.
[26.](#) Dean of Students.
[27.](#) Chaplain.
[28.](#) Terms and conditions of service of staff.
[29.](#) Academic Appointments Committee.
[30.](#) Non-Academic Appointments Committee.
[31.](#) Academic Staff Promotions Committee.
[32.](#) Non-Academic Staff Promotions Committee.

[PART VII](#)

Organisation of Faculties

[33.](#) Deans.

[PART VIII](#)

Discipline

[34.](#) Staff Disciplinary Committee.
[35.](#) Student Disciplinary Committee.
[36.](#) Procedure of Disciplinary Committees.

[PART IX](#)

Finance

[37.](#) Finance Committee.
[38.](#) Fund-raising Committee.
[39.](#) Accounts of University.

[PART X](#)

Alumni Association

[40.](#) Alumni Association.

[PART XI](#)

Convocation

[41.](#) Convocation.

[PART XII](#)

Miscellaneous

[42.](#) Governance of University (Statutes).

- [43.](#) Amendment, repeal or replacement of Statutes.
[44.](#) Regulations.
[45.](#) Service.
[46.](#) Validity of decisions of University Council, Senate, Convocation, Boards and Committees.
[47.](#) Amendment of Charter.
[48.](#) Revocation of Charter.

TO establish the Zimbabwe Ezekiel Guti University and to provide for matters connected therewith or incidental thereto.

PART I

Preliminary

1. Short title and date of commencement

(1) This document may be cited as the Zimbabwe Ezekiel Guti University Charter.

(2) This Charter shall come into operation upon approval by His Excellency, the President of the Republic of Zimbabwe.

2. Interpretation

(1) In this Charter, unless the context otherwise requires-

"Academic Appointments Committee" means the committee appointed in terms of section 29 which makes academic appointments;

"Academic Staff Promotions Committee" means the committee appointed in terms of section 31 which makes academic promotions in academic rank;

"academic staff" means all persons employed, whether full-time or part-time, permanently or on short-term contracts by the University as professors and lecturers of any rank, course co-ordinators, course developers, tutors or persons engaged in research;

"administrative staff" means all persons employed by the University who are categorised in terms of the Statutes as members of the administrative staff;

"Alumni Association" means the Alumni Association established in terms of section 40;

"Bursar" means the person holding office as Bursar of the University in terms of section 23;

"Chairperson of a Department" means a person appointed in terms of the Statutes to be Chairperson of a Teaching Department or Head of an Institute;

"Chairperson of the University Council" means the person elected to be chairperson of the University Council in terms of section 13;

"Chancellor" means the Archbishop and President of the Z.A.O.G.A. (Forward In Faith) Church in his capacity as Chancellor of the University in terms of section 16;

"Chaplain" means the person designated to deal with the spiritual, moral and religious aspects of the University; and holding the office of the Chaplain in terms of section 27;

"Chaplaincy" means the persons referred to in section 27 (3);

"Church" means the Zimbabwe Assemblies Of God Africa (Z.A.O.G.A.) (Forward In Faith) Church;

"Convocation" means the convocation established in terms of section 41;

"Council" means the University Council established in terms of section 9;

"Date of commencement" means the date when the Charter is assented to by the President of the Republic of Zimbabwe;

"Dean" means the person elected as Dean in terms of section 33, who is the overall head of a Faculty;

"Dean of Students" means the person appointed by the Council in terms of section 26;

"Department" means a department of the University as established in terms of the Statutes;

"Department Board" means department board of the University as established in terms of the Statutes;

"Director" means a person holding office as director in terms of the Statutes;

"Executive Director" means the person holding office as Executive Director of the University in terms of section 25;

"Faculty" means a faculty of the University established in terms of the Statutes;

"Faculty Board" means a faculty board established in terms of the Statutes;

"Fund-raising Committee" means the committee established in terms of section 38;

"Head of Department" means the person appointed in terms of the Statutes to be head of a teaching department or head of an institute or research centre controlled by the University who will normally be the senior academic in that department, institute or research centre;

"Institute" means an institute established in terms of the Statutes;

"Librarian" means the person holding office as librarian of the University in terms of section 24;

"Library Staff" means all persons employed by the University who are categorised in terms of Statutes as members of the library staff;

"Non-Academic Staff" means all persons employed by the University who are not members of the academic staff or administrative staff;

"Non-Academic Appointments Committee" means the committee appointed in terms of section 30;

"Non-Academic Staff Promotions Committee" means the committee appointed in terms of section 32;

"Professor" means a professor of the University in terms of the Statutes;

"Pro Vice-Chancellor" means a person holding office as Pro Vice-Chancellor in terms of section 18;

"Registrar" means the person holding office as Registrar of the University in terms of section 22;

"Regulations" means regulations made by the Senate under section 44;

"Research centre" means a research centre established in terms of the Statutes;

"Senate" means the Senate of the University established in terms of section 19;

"Senior Administrative Staff" means the Vice Chancellor, Pro Vice-Chancellor(s), Registrar, the Bursar, Librarian and such other members of staff as the Council may from time to time determine;

"Senior Proctor" means a legal practitioner from the faculty of law who is the chief disciplinary authority of the University;

"Statutes" means the Statutes of the University set out in [the Schedule](#) to section 42, as amended from time to time or replaced in terms of section 43;

"student" means any person registered to study at the Zimbabwe Ezekiel Guti University;

"Students Union" means any association of students recognised by Council as the Students' Union;

"Technical staff" means all persons employed by the University who are categorised in terms of the Statutes as members of the technical staff;

"University" means the Zimbabwe Ezekiel Guti University constituted in terms of this Charter;

"Vice-Chancellor" means the person holding the office of the Vice-Chancellor in terms of section 17;

"Vice Chairperson of the University Council" means the person elected to be vice chairperson of the University Council in terms of section 13;

"workers" means all persons employed by the University who are categorised in terms of the Statutes as workers.

PART II

Establishment and Functions of the Zimbabwe Ezekiel Guti University

3. Establishment of University

(1) There is hereby established a University to be known as the Zimbabwe Ezekiel Guti University (hereinafter referred to as the University).

(2) The University shall be a body corporate with perpetual succession and shall be capable of suing and

being sued in its corporate name and, subject to this Charter, of performing all acts that bodies corporate may by law perform.

(3) The University is established for the greater glory of God and, with the approval and under the patronage of the Z.A.O.G.A. (Forward in Faith) Church Executive Board to whom the University Council is ultimately responsible.

(4) The University, as an independent Christian institution, professes fidelity to the Christian message and adherence to the teaching authority of the Church. Further the University requests its members to respect the specific identity and mission of the Zimbabwe Ezekiel Guti University, and to adhere to the Rules and Policy and Code of Conduct as required.

4. Establishment of faculties

The University shall have such faculties as may be established from time to time by the University Council on the recommendation of the Senate, in accordance with the developmental requirements of Zimbabwe and the guidance of the Church.

5. Governance

The University shall be self-governing and an independent institution awarding its own degrees, diplomas and certificates.

6. Prohibition against discrimination: student body and staff

(1) No test of class, religious belief, political affiliation, opinion, custom, culture, ethnic origin, colour, place of birth, sex, gender, marital status, or whether they were born in or out of wedlock, shall be imposed upon or be required of any person in order to entitle that person to be admitted as a member of the staff, or student body of the University, or to hold any office therein or privilege thereof, except where a specific qualification for admission or appointment is required by the University Council, or as provided in legislation.

(2) Nothing in [subsection \(1\)](#) shall be construed as preventing the University from giving preference to citizens or residents of Zimbabwe when making appointments, or promotions, or when admitting students.

7. Objects and powers of University

(1) The objects of the University are-

- (a) to promote the goals set out in its Mission Statement;
- (b) the advancement and transmission of knowledge and intellectual inquiry through teaching, research and learning, and so far as is consistent with these objectives, the nurturing of intellectual, aesthetic, social and moral growth of the students of the University;
- (c) inculcating excellence in academic research and community service;
- (d) promoting the moral business acumen, entrepreneurship and techno-preneurship of students in the University;
- (e) to provide a Christian inspiration not only to individuals but to the University community as a whole;
- (f) to recognise its responsibility to the wider community by programmes of continuing education and by co-operation with other institutions of higher learning within the region;
- (g) through a programme of pastoral ministry and community service to offer to the members of its community an opportunity to integrate religious and moral principles with their academic study and non-academic activities.

(2) For the achievement of its objects, the University shall subject to this Charter, have the following powers-

- (a) to provide courses leading to degrees, diplomas or certificates;
- (b) to provide for research and courses of instruction, suitable to the needs of learners and to take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge;
- (c) to hold examinations and to confer degrees, diplomas, certificates and other awards, upon persons who have followed and completed a course or courses of study approved by the Academic Board;
- (d) to institute professorships, lectureships, research fellowships, staff development fellowships and other posts and offices and to make appointments thereto;

- (e) to promote research with emphasis on theology, agriculture, business, education, the humanities science and technology, health sciences, computer science, and industrial and developmental projects, with particular reference to the development needs of Zimbabwe and the region;
- (f) to institute and award fellowships, scholarships, bursaries, prizes, medals, exhibitions and other distinctions, awards and forms of assistance consistent with its objects;
- (g) to encourage sport and sportsmanship; and to promote a healthy lifestyle in its students;
- (h) to erect, equip and maintain laboratories, offices, printing facilities, storage and dispatch buildings, and libraries;
- (i) to regulate and provide for the housing of its students and members of staff;
- (j) to provide and maintain sports fields and other recreational facilities for its students and members of staff;
- (k) to charge and receive such fees as may from time to time be prescribed by or in terms of the Statutes;
- (l) to enter into such contracts and to establish such trusts and to appoint such staff as the University may require;
- (m) to establish pension, superannuating or provident or other credit fund schemes for the benefit of its staff or any section thereof, and to enter into arrangements with any organisation or person for the operation of such schemes;
- (n) to acquire any property, movable or immovable, and to take, accept and hold any property which may become vested in it by way of purchase, exchange, grant, donation, lease, testamentary disposition or otherwise;
- (o) to sell mortgages, let on hire, exchange, donate or otherwise dispose of any property held by it;
- (p) to invest in land or securities such funds as may be vested in it for the purpose of endowment, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure;
- (q) to borrow money for any purpose which the Council may deem necessary;
- (r) to lend money in form of short-term loans to its staff on terms and conditions approved by the Council;
- (s) to invest any money which is not immediately required for use; and
- (t) to do all such acts and things whether or not incidental to the powers specified in and whether inside or outside Zimbabwe as may be requisite in order to further its objects or any of them.

8. Membership of University

The University shall consist of-

- (a) the University Council;
- (b) the Chancellor;
- (c) the Vice-Chancellor;
- (d) one or more Pro Vice-Chancellors;
- (e) the Registrar;
- (f) the Bursar;
- (g) the Librarian;
- (h) the Executive Director;
- (i) the Dean of Students;
- (j) the Chaplain;
- (k) members of the Senate;
- (l) members of the Convocation;
- (m) professors and lecturers;
- (n) students;
- (o) members of the administrative staff;

- (p) members of the Alumni Association; and
- (q) such other persons as the University Council may declare to be members.

PART III
The University Council

9. University Council

(1) Subject to the Zimbabwe Council for Higher Education Act [*Chapter 25:27*], and the Statutes of the University, the executive authority of the University shall be directly vested in the University Council.

(2) The membership of the Council shall be as follows-

- (a) the Chancellor, the Vice-Chancellor, the Pro Vice-Chancellors), and the Executive Director who shall be *ex officio* members;
- (b) five persons to be appointed by the Chancellor;
- (c) up to ten persons, and not less than four, nominated by the Church's National Council, and approved by the Executive Board of the Church, representing the various Church ministries, including the Women's Department;
- (d) up to six persons, and not less than three, who are members of the academic staff and technical staff who are appointed by the Senate, from amongst their number;
- (e) the President of the Students' Executive Council, who shall be an *ex officio* member;
- (f) one person who is a distinguished academic appointed by the Council on the recommendation of Senate;
- (g) one person approved by the Vice-Chancellor and elected by the non-Senate members of the academic staff from amongst their number;
- (h) one person approved by the Vice-Chancellor and elected by the administrative staff from amongst their number;
- (i) one person approved by the Vice-Chancellor and elected by the worker's committee of the University;
- (j) two members nominated by the Government of Zimbabwe;
- (k) the President of the University Alumni Association; and
- (l) one person elected by the Convocation.

(3) If any person, organisation or authority fails or declines to appoint or elect any person in terms of [subsection \(2\) \(c\), \(d\), \(g\), \(h\), or \(i\)](#), within two months after a representative being called upon to do so, the Council, after consultation among themselves may appoint someone to fill the vacancy.

(4) The secretary to the Council shall be the Registrar.

(5) The terms of office of the members of the Council shall be as provided in the Statutes.

(6) The members of Council shall elect from among themselves a chairperson who shall not be a member of the staff of the University.

10. Functions and powers of University Council

(1) Subject to this Charter and Statutes, the Council shall-

- (a) with the approval of the Chancellor, appoint the Vice-Chancellor, and the Pro Vice-Chancellor(s);
- (b) appoint the Registrar, the Bursar, the Librarian, the Dean of Students, the Chaplain, academic staff, the administrative staff and other employees of the University:

Provided that the Council may delegate its duties under this paragraph to such committee as may be prescribed in the Statutes;

- (c) on the recommendation of the Senate, institute professorships and other academic offices and abolish or hold in abeyance any such offices;
- (d) receive and, if the Council considers it proper to do so, give effect to reports and recommendations from the Senate on those matters upon which Senate is authorised or required by this Charter or the Statutes to make reports and recommendations;

- (e) cause to be prepared annually a statement of income and expenditure of the University during the previous academic year, and the assets and liabilities of the University on the last day of such year;
- (f) submit statements of income and expenditure referred to above, to audit by an auditor appointed by the Council and shall publish such statements and the auditor's reports thereof;
- (g) cause to be prepared annually estimates of income and expenditure for the following financial year;
- (h) cause to be prepared and made available to the public a report on the activities of the University during each year; and
- (i) cause to be prepared any proposal amendments, repeal or replacements of the Statutes and/or Charter.

(2) Without limitation on any other powers conferred on the Council by this Charter, the Council shall have the following powers-

- (a) to receive recommendations from the Senate for the conferment, withdrawal or restoration of degrees, including honorary degrees, diplomas, certificates and other awards and distinctions of the University and, if approved, to submit them to the Chancellor;
- (b) to administer the property of the University and to control its affairs and functions;
- (c) to exercise on behalf of the University such of the powers as set out in this Charter as are not exercisable in terms of this Charter by any other authority;
- (d) to delegate any of its functions to the Executive Committee or to any other committee or officer of the University; and
- (e) to do such other acts as it considers necessary for the proper administration of the University and the achievement of its objects.

11. Disqualification for appointment as University Council member

The Chancellor shall not appoint a person as a member of the University Council, and no person shall be qualified to hold office as a member of Council who-

- (a) has, in terms of any law in force in any country-
 - (i) been adjudged or otherwise declared insolvent or bankrupt and has not been rehabilitated, or
 - (ii) made an assignment to, or arrangement or composition with, his or her creditors which has not been rescinded or set aside;
- or
- (b) has, within the period of five years immediately preceding the date of his or her proposed appointment, been sentenced to a term of imprisonment of or exceeding six months, whether or not any portion has been suspended, imposed without the option of a fine in any country, and has not received a free pardon; or
- (c) is a Member of Parliament in any country; or
- (d) is of unsound mind.

12. Vacation of office by University Council members

A member shall vacate office and his or her office shall become vacant-

- (a) after giving the Chancellor and the University Council such period of notice of his or her intention to resign as may be fixed in his or her conditions of appointment or, if no such period has been fixed, after the expiry of one month or after the expiry of such other period of notice as he or she and the Chancellor may agree; or
- (b) on the date he or she begins to serve a sentence of imprisonment, the term of which is not less than six months, whether or not any portion has been suspended, imposed without the option of a fine in any country; or
- (c) if he or she becomes disqualified in terms of section 11 (a) or (b) to hold office as member; or
- (d) if he or she is absent without the permission of the Council from three consecutive meetings of the Council.

13. Chairperson and Vice-Chairperson of University Council

(1) The Council shall elect a Chairperson and Vice-Chairperson from amongst its members for such period and subject to such terms and conditions as are prescribed in the Statutes.

(2) At all meetings of the Council where the Chairperson and the Vice Chairperson are not present the members present shall elect one of their number to act as chairperson.

(3) The quorum of the Council shall be half the total number of members.

14. Executive Committee of University Council

(1) There shall be a principal committee of the Council, to be known as the Executive Committee of the Council, with such powers as may be delegated to it by the Council.

(2) The Executive Committee shall consist of-

- (a) the Chairperson and Vice-Chairperson of the Council;
- (b) the Vice Chancellor and every Pro Vice-Chancellor; and
- (c) eight (8) members of the Council of whom-
 - (i) three (3) shall come from those members appointed into Council by the Chancellor,
 - (ii) three (3) shall come from those members appointed into Council by Senate, and
 - (iii) two (2) shall be appointed by the Council.

(3) The Chairperson and Vice-Chairperson of the Council shall be the Chairperson and Vice-Chairperson respectively of the Executive Committee.

(4) The Executive Committee shall exercise such of the functions of the Council as the Council may delegate to it.

(5) Any delegation of functions by the Council may be made absolutely or subject to condition and may be amended or withdrawn at any time.

(6) A delegation of any function by the Council shall not prevent the Council from itself exercising that function.

(7) Half the members of the Executive Committee shall constitute a quorum.

15. Committees of Council

(1) The Council may establish one or more committees in which it may vest such of its functions as it may think fit.

(2) The Council may appoint persons who are not members of the Council to be members of any committee established in terms of [subsection \(1\)](#) above and may fix the terms and conditions of office of such persons:

Provided that at least one member of the Council shall be appointed as a member of each committee.

(3) The vesting of any function in a committee in terms of [subsection \(1\)](#)-

- (a) may be made absolutely or subject to conditions and may be amended or withdrawn at any time; and
- (b) shall not prevent the Council itself from exercising that function.

(4) A committee established in terms of [subsection \(1\)](#)-

- (a) shall be under the control and serve at the pleasure of the Council; and
- (b) shall maintain a permanent record of its actions and proceedings; and
- (c) shall regularly submit a report on its activities to the Council.

PART IV

Principal Officers of University

16. Chancellor

(1) The Archbishop and President of the Z.A.O.G. A. (Forward In Faith) Church shall be the Chancellor of the

University.

(2) The Chancellor shall be the overall head of the University.

(3) The Chancellor shall have the right-

- (a) to preside over any assembly or meeting held by or under the authority of the University; and
- (b) upon the recommendation of the Council and Senate to confer degrees and diplomas, certificates and other awards and distinctions of the University, and to withdraw or restore such awards.

(4) The Archbishop and Vice President of the Z.A.O.G.A. (Forward In Faith) Church shall assume and perform the duties of the Chancellor whenever he is absent, or when he is unable to perform the functions of his office for any reason.

(5) In the event of the office of the Archbishop and Vice President of the Church being vacant, the Church Executive Board shall appoint a candidate with relevant qualifications to act as Chancellor for such a period as is provided in the Statutes.

17. Vice-Chancellor

(1) The Vice-Chancellor shall be appointed by the Chancellor after consultation with the University Council and the Church Executive Board and shall hold office for such a period as is provided for in his or her contract of employment.

(2) Subject to the general control of the Council, the Vice-Chancellor shall be the chief academic, administrative and disciplinary officer of the University, with general responsibility for maintaining and promoting the efficiency, effectiveness and good order of the University.

(3) Subject to [subsections \(4\)](#) and [\(5\)](#), the Vice-Chancellor may-

- (a) suspend from duty any member of staff of the University; and
- (b) prohibit the admission of a student or any person to the University; and
- (c) prohibit, indefinitely or for such period as he or she may specify, any student or group of students from attending any classes; and
- (d) prohibit any student or group of students or person or group of persons from entering or remaining on such part or parts of the University campus as he or she may specify; and
- (e) expel or suspend, indefinitely or for such a period as he or she may specify, any student or group of students; and
- (f) dissolve or suspend, indefinitely or for such a period as he or she may specify, the Students' Union or any of its committees or organs; and
- (g) prohibit or suspend, indefinitely or for such a period as he or she may specify, any activity or function of the Students' Executive Council or any of its committees or organs; and
- (h) impose any other penalty or give any other in respect of-
 - (i) a member of staff, which is recommended by the Staff Disciplinary Committee in terms of section 34 (6), and
 - (ii) a student, which is recommended by the Student Disciplinary Committee in terms of section 35 (5).

(4) The Vice-Chancellor shall not expel a student for misconduct unless the Student Disciplinary Committee in terms of section 35 has found the student guilty of misconduct.

(5) Any action taken by the Vice-Chancellor in terms of [subsection \(3\)](#) shall be subject to ratification by the Council.

18. Pro Vice-Chancellors

(1) One or more Pro Vice-Chancellors may be appointed by the Council with the approval of the Chancellor, and in accordance with the Statutes.

(2) A Pro Vice-Chancellor shall assist the Vice-Chancellor in the performance of his or her functions and, in addition, shall have such functions and, as may be specified in the Statutes.

(3) The Vice-Chancellor may delegate to a Pro Vice-Chancellor, either absolutely or subject to conditions, any of his or her functions in terms of the Charter, and may at any time amend or withdraw any such delegation provided that the delegation of a function in terms of this subsection shall not prevent the Vice-Chancellor from himself or herself exercising that function.

PART V
The Senate

19. Senate

The academic authority of the University shall be vested in the Senate, which shall consist of-

- (a) the Vice-Chancellor, who shall be the Chairperson;
- (b) every Pro Vice-Chancellor;
- (c) Deans of the Faculties;
- (d) the Registrar, who shall be the secretary;
- (e) the heads of Departments;
- (f) the Librarian;
- (g) all full professors;
- (h) one member of the permanent teaching staff from each Faculty elected annually by such staff; and
- (i) two (2) students elected annually by the Students' Union. The students shall not be entitled to attend deliberations of the Senate on matters, which are considered by the Chairperson of the Senate to be confidential in nature which include examinations and results, contacts and conditions of service of staff and labour issues between the university and staff.

20. Functions of Senate

The Senate shall be responsible to the Council for the control of and general regulation of the instruction, education and research within the University and, in addition, shall have the following functions-

- (a) to facilitate the advancement of knowledge mainly through research;
- (b) to formulate and carry out the academic policy of the University;
- (c) to maintain quality assurance regarding the academic content and standard of any course of study offered by any faculty or institute in respect of a degree, diploma, certificate or award of the University;
- (d) to regulate the programmes, subjects and courses of study and the examinations held by the University;
- (e) to regulate the admissions of students to the University;
- (f) to recommend to the Chancellor, through the Council, the conferment of degrees, including honorary degrees, diplomas, certificates and other awards and distinctions of the University and the withdrawal and restoration of such awards;
- (g) to appoint examiners for examinations conducted by the University;
- (h) to cause to be prepared the budget required to carry out the academic work of the University and to submit it to the Council;
- (i) subject to the approval and direction of the Council to formulate modify and revise the organisation of faculties, departments, research centres and other units;
- (j) to recommend to the Council the institution, abolition or holding in abeyance of professional chairs and other academic offices;
- (j) without derogation from the powers of the Council, to propose changes to the Statutes;
- (k) to make any regulations it is authorised to make by or in terms of this Charter;
- (l) to appoint committees, which may include persons who are not members of the Senate to exercise any of the functions of the Senate other than the power to make regulations;
- (m) to make periodic reports on its activities to the Council and to report on any matter referred to it by the Council; and
- (n) to perform such other functions as may be delegated to it by the Council, or by this Charter.

21. Academic Board

(1) There shall be a principal committee of the Senate to be known as the Senate Academic Committee hereinafter referred to as the Academic Board.

(2) The Academic Board shall consist of-

- (a) the Vice Chancellor, who shall be the Chairperson;
- (b) the Pro Vice-Chancellor(s);
- (c) two full professors of the University, elected annually by the Senate;
- (d) all Deans of Faculties;
- (e) the Registrar, who shall be the secretary;
- (f) directors of research centres; and
- (g) the Librarian.

(3) The Academic Board shall exercise such of the functions of the Senate as the Senate may delegate, with the approval of the Council.

(4) Any delegation of function by the Senate may be made absolutely or subject to conditions and may be amended or withdrawn at any time.

(5) A delegation of any function by the Senate shall not prevent the Senate from itself exercising the function.

PART VI

Senior Management and Appointment of Staff of University

22. Registrar

(1) There shall be a Registrar of the University who shall be appointed by the Council as provided in the Statutes.

(2) Subject to the directions of the Vice-Chancellor the Registrar shall be responsible for the general administration of the University, and shall perform such other functions as may be specified in the Statutes.

(3) The Registrar or a member of his or her staff whom he may authorise to act for him or her shall be Secretary of the Council and the Senate and their principal committees.

23. Bursar

(1) There shall be a Bursar of the University who shall be appointed by the Council as provided in the Statutes.

(2) Subject to the directions of the Council, the Bursar shall act as the accountant of the University and shall be responsible to the Vice-Chancellor for the safeguarding of the University funds and in accordance with the general directions of the Vice-Chancellor, for authorising its investments and expenditure.

(3) The Bursar shall perform such additional functions as may be specified in the Statutes.

24. Librarian

(1) There shall be a Librarian of the University who shall be appointed by the Council as provided in the Statutes.

(2) Subject to the direction of the Senate and the Vice Chancellor, the Librarian shall be responsible for the administration and safeguarding of the libraries of the University.

25. Executive Director

(1) There shall be an Executive Director of the University who shall be appointed by the Chancellor as provided in the Statutes.

(2) Subject to the direction of the Council the Executive Director shall be responsible for linking the Church with the University and for promoting fund-raising from both the local and international Church community.

(3) The Executive Director shall perform any such additional functions as may be assigned by the Chancellor.

26. Dean of Students

(1) There shall be a Dean of Students, who shall be appointed by the Council as provided in the Statutes.

(2) The Dean of Students shall be head of the Department of Students' Affairs and shall be responsible for the social, moral and physical welfare of the students.

(3) The Department of Students' Affairs may include such members, appointed by the Council, as may be necessary to carry out its functions.

27. Chaplain

(1) There shall be a Chaplain of the University who shall be appointed by the Council as provided in the Statutes.

(2) The Chaplain shall be responsible to the Vice-Chancellor for the religious, moral welfare of the students, and to the Council in all matters pertaining to the teaching of faith and morals.

(3) The Chaplaincy may include such members, appointed by the Council, as may be necessary to carry out the functions of Chaplaincy and in particular may include both ordained and lay leaders.

(4) The Chaplaincy shall oversee the community service commitment and activities of the students.

28. Terms and conditions of service of staff

Terms and conditions of service for each category of staff employed by the University including the Vice Chancellor and every Pro Vice-Chancellor shall be determined by the Council in terms of this Charter and such terms and conditions shall provide that-

- (a) any person so employed can resign from his or her employment on giving such notice in writing to the Registrar as may be fixed in such terms and conditions;
- (b) any person so employed shall, subject to any exception that may be provided for in special cases, retire from his or her office at such time or in such circumstances as may be fixed in such terms and conditions;
- (c) no summary termination of the employment of any person so employed shall take place except for good cause, and in the event of any such termination, the person concerned shall have a right of appeal to the Council, whose decision shall be final.

29. Academic Appointments Committee

(1) Subject to this Charter, the Council shall appoint Committees of Selection for the purpose of appointing members of staff other than the Vice-Chancellor, the Registrar, the Bursar, the Librarian and the Chaplain.

(2) The Council shall appoint a grading committee for the purpose of determining all matters relating to the grades and points of entry upon salary scales by members of staff of the University.

(3) Appointments to the academic staff shall be made by the Academic Appointments Committee consisting of-

- (a) the Vice-Chancellor or his or her nominee, who shall be chairperson; and
- (b) two members appointed by the Council from amongst those of its members who are not members of staff of the University; and
- (c) the Chairperson of the Department to which the appointment is made; and
- (d) one other member, approved by the Vice-Chancellor, of the department to which the appointment is made; and
- (e) the Dean of the Faculty to which the appointment is made; and
- (f) the Chairperson of a Department approved by the Council as being related (cognate) to the Department referred to in (c) above.

30. Non-Academic Appointments Committee

(1) Subject to this Charter and the Statutes, the Council shall appoint a Committee for the purpose of appointing and promoting support staff or non-academic members of staff.

(2) The Council shall appoint a grading committee for the purpose of determining all matters relating to the grades and points of entry upon salary scales by such support staff members of the University.

(3) The Non-Academic Appointments Committee may co-opt a specialist ad hoc member to assist in particular appointments.

31. Academic Staff Promotions Committee

Every promotion of a person to post of academic staff shall be effected by an Academic Staff Promotions Committee consisting of respectively-

- (a) the Vice-Chancellor or his or her nominee who shall be the Chairperson;
- (b) every Pro Vice-Chancellor;
- (c) four members of the Council who are not members of staff of the University, appointed by the Council; and
- (d) at least three full professors of the University appointed by Senate once every three years.

32. Non-Academic Staff Promotions Committee

The promotion of a person to a post or grade which does not fall within the academic staff shall be effected by a Non-Academic Staff Promotions Committee appointed by the Council and consisting of-

- (a) a Pro Vice-Chancellor who shall be the Chairperson;
- (b) the Registrar;
- (c) one representative of each category of staff prescribed in the Statutes; and
- (d) one representative of the Faculty where the person to be promoted works.

PART VII

Organisation of Faculties

33. Deans

(1) Each faculty shall have a dean who shall be elected by the permanent academic members of the academic staff in the faculty concerned from among the professors and senior lecturers in that faculty in accordance with the statutes.

(2) The Dean shall be head of the faculty and shall provide leadership and direction to the faculty in carrying out its functions.

PART VIII

Discipline

34. Staff Disciplinary Committee

(1) There shall be a staff Disciplinary Committee, which consists of the following members appointed by the Chancellor-

- (a) a Pro Vice-Chancellor or his or her nominee who shall be chairperson;
- (b) a senior member of the academic or administrative staff;
- (c) a member of the academic or administrative staff of similar status to the person charged;

- (d) a registered legal practitioner of at least five years' standing who does not hold any post at the University, and who is nominated annually by the Council; and
- (e) one member referred to in [subsection \(1\) \(b\)](#) or [\(c\)](#) shall belong to the same department or faculty as that to which the person being charged belongs.

(2) Three members of the Staff Disciplinary Committee shall form a quorum including the legal practitioner referred to in [subsection \(1\) \(d\)](#).

(3) All matters to be decided at any meeting of the Staff Disciplinary Committee shall be decided by a simple majority and in the event of an equality of votes, the chairperson presiding shall have a casting vote in addition to his or her deliberate vote.

(4) The functions of the Staff Disciplinary Committee shall be to investigate any breach of the Statutes, regulation or ordinance or any other misconduct on the part of any member of the academic or administrative staff and, subject to [subsection \(6\)](#), to recommend to the Vice-Chancellor the punishment to be imposed on or order to be made in respect of the member if it finds him or her guilty of such misconduct.

(5) A person charged with misconduct referred to in [subsection \(4\)](#) shall have a right of audience before the Staff Disciplinary Committee.

(6) Where the Staff Disciplinary Committee has found a person guilty of misconduct referred in [subsection \(4\)](#) the Committee shall recommend to the Vice-Chancellor any one or more of the following-

- (a) that the person's employment be terminated;
- (b) that the person pay a fine to be determined by the University from time to time;
- (c) that the person be demoted;
- (d) that the person be censured or reprimanded;
- (e) such other penalty or order as may be provided for by or in terms of the Statutes.

35. Student Disciplinary Committee

(1) There shall be a Student Disciplinary Committee which shall consist of the following members appointed by the Vice-Chancellor-

- (a) the Senior Proctor who shall be Chairperson;
- (b) four members of the Academic Staff;
- (c) one student nominated by the Student Representative Union;
- (d) a registered legal practitioner of at least five years' standing who does not hold any post at the University, and who is nominated annually by the Senate; and
- (e) five members of the Student Disciplinary Committee shall form a quorum including the legal practitioner referred to in [paragraph \(d\)](#).

(2) All matters to be decided at any meeting of the Student Disciplinary Committee shall be decided by a simple majority and, in the event of an equality of votes, the Chairperson or person presiding shall have a casting vote in addition to his or her deliberative vote.

(3) The functions of the Student Disciplinary Committee shall be to investigate any breach of a Statute, Regulation or Ordinance or other misconduct on the part of any student and, subject to subsection (6), to recommend to the Vice-Chancellor the punishment to be imposed on the student if it finds him or her guilty of such misconduct.

(4) A student charged with misconduct referred to in [subsection \(3\)](#) shall have a right of audience and to be legally represented before the Student Disciplinary Committee.

(5) Where the Student Disciplinary Committee has found a student guilty of misconduct referred to in [subsection \(4\)](#), the Committee shall recommend to the Vice-Chancellor the imposition upon the student of any one or more of the following punishments-

- (a) the withdrawal of any academic or University privilege, benefit, or facility other than to follow courses of instruction and present himself or herself for examination;
- (b) the imposition of a fine deemed appropriate to the offence committed, which shall be paid to the University;
- (c) a censure, expulsion or reprimand;
- (d) such other penalty as may be provided for by or in terms of the Statutes.

36. Procedure of Disciplinary Committees

The procedure to be adopted and followed by the disciplinary committees appointed in terms of sections 35 and 36 of this Charter shall be as specified in the Statutes.

PART IX

Finance

37. Finance Committee

- (1) Subject to this Charter, there shall be a Finance Committee of the Council consisting of-
 - (a) the Chairperson of the Council, who shall be Chairperson of the Committee;
 - (b) the Vice-Chancellor;
 - (c) all Pro Vice-Chancellors;
 - (d) three persons appointed by the Council from among its members who are not members of the University staff;
 - (e) two persons appointed by the Senate from among its members;
 - (f) the Registrar;
 - (g) the Bursar, who shall be the secretary of the Finance Committee; and
 - (h) a representative of the Deans of faculties appointed by the Council.
- (2) The functions of the Finance Committee shall be as provided in the Statutes.
- (3) The University shall be a non-profit making organisation.
- (4) Any surplus of income shall accrue to the University and no dividend shall be paid to the founders or sponsors of the University or to the Church.
- (5) The University accounts, including the accounts of the Fund-raising Committee referred to in Article 38 shall be audited annually by auditors designated by the Council.

38. Fund-raising Committee

- (1) There shall be a fund-raising Committee which shall consist of persons who volunteer or are employed to undertake fundraising activities on behalf of the University, and are appointed by the Council.
- (2) The fund-raising Committee shall function in terms of a Constitution proposed by the Vice-Chancellor and approved by the Council.
- (3) The functions of the fund-raising Committee shall be as provided in the Statutes.

39. Accounts of University

- (1) The Council shall ensure that proper accounts and other records relating to such accounts are kept in respect of all the University's activities, funds and property, including such particular accounts and records as the Council may direct.
- (2) As soon as possible after the end of each financial year, the appointed auditors shall prepare and submit to the Council a statement of accounts in respect of such other period as the Council may direct.

PART X

Alumni Association

40. Alumni Association

- (1) There shall be an Alumni Association of the University which shall consist of all persons who are graduates of the University.

(2) Present and former University faculty and senior staff may be associate members of the Alumni Association.

(3) The Alumni Association may deal with any matter relating to the University which may be referred to it by the Council.

(4) The Alumni Association shall function under the Constitution that shall be approved by the University Council.

PART XI

Convocation

41. Convocation

(1) The Convocation of the University shall consist of all persons whose names appear on the Convocation Roll maintained by the Registrar.

(2) The Vice Chancellor and Pro Vice-Chancellors, Lecturers, Heads of Departments and Institutes; the Registrar, the Librarian and the Bursar shall be *ex-officio* members of the Convocation.

(3) All graduates of the University who signify in writing addressed to the Registrar that they desire to be members of the Convocation and who inform the Registrar of their addresses shall be entitled to have their names entered in the Convocation Roll.

(4) The Vice-Chancellor or such other person as he or she may appoint shall be Chairperson of the meetings of the Convocation.

(5) Meetings of the Convocation shall be held at such times and places as the Council shall direct.

(6) The Convocation may deal with any such matters relating to the University, which may be referred to it by the Council in accordance with the Statutes.

PART XII

Miscellaneous

42. Governance of the University (Statutes)

(1) Subject to this Charter the University shall be administered in accordance with the Statutes.

(2) The Schedule below contains the Statutes for the governance of the University.

Schedule

STATUTES OF THE UNIVERSITY

- [1.](#) Appointment of Pro-Vice-Chancellors.
- [2.](#) Length of appointment of members of Council.
- [3.](#) Vacancies in Council.
- [4.](#) Meetings and quorum of Council.
- [5.](#) Resolutions by circulation among members of Council.
- [6.](#) Meetings and quorum of Senate.
- [7.](#) Convocation.
- [8.](#) Faculties.
- [9.](#) Deans.
- [10.](#) Composition of Faculty Boards.
- [11.](#) Functions of Faculty Boards.
- [12.](#) Meetings of Faculty Boards.
- [13.](#) University Teaching Departments.
- [14.](#) Institutes and Research Centres.
- [15.](#) Appointments of Registrar, Bursar and Librarian.
- [16.](#) General procedures.
- [17.](#) Financial procedures.
- [18.](#) Auditors.
- [19.](#) University seal.
- [20.](#) Ordinances.
- [21.](#) Arrangements with other universities, affiliated bodies, etc.

1. Appointment of Pro Vice-Chancellors

(1) For the purpose of considering appointments to the office of Pro Vice-Chancellor, there shall be a joint committee of the Council and the Senate consisting of-

- (a) the Chairperson of the Council, who shall be Chairperson of the joint Committee;
- (b) the Vice Chairperson of the Council;
- (c) the Vice Chancellor;
- (d) two persons appointed by the Council from among its members who are not members of the Senate; and
- (e) three persons appointed by the Senate from among its members.

(2) The joint committee constituted by this Statute shall consider each applicant or appointment to a vacancy in the office of Pro Vice-Chancellor, and shall make recommendations thereon to the Council, and the Council, after considering the joint committee's recommendation, shall make the appointment concerned with the approval of the Chancellor.

(3) A Pro Vice-Chancellor shall hold office for three years from the date of his/her appointment and, as may be determined by ordinance and the approval of the Chancellor, shall be eligible for re-appointment.

2. Length of appointment of members of Council

(1) Members of the Council, other than *ex officio* members, shall hold office for three years, and shall be eligible for re-appointment or re-election, as the case may be:

Provided that-

- (a) of the first five members appointed by the Chancellor, three shall be appointed for a period ending one year after the date of commencement of the Charter, and a further two shall be appointed for a period ending two years after the date of commencement of the Charter;
- (b) of the first ten members appointed by the Church National Council, and the Executive Board of the Church, five shall be appointed for a period ending one year after the date of commencement of the Charter, and a further five shall be appointed for a period ending two years after the date of commencement of the Charter;
- (c) of the first six members appointed by the Senate, three shall be appointed for a period ending one year after the date of commencement of the Charter, and a further three shall be appointed for a period ending two years after the date of commencement of the Charter.

(2) Any member of the Council, other than an *ex officio* member, may resign his or her membership at any time by giving notice in writing addressed to the Registrar.

3. Vacancies in Council

Any vacancy occurring among the appointed or elected members of the Council shall be filled within three months by the person or body which appointed or elected the member whose place has become vacant. The person so appointed or elected shall hold office for the remainder of the period for which the person whose place he or she fills was appointed or elected.

4. Meeting and quorum of Council

- (1) The Council shall meet at least three times a year.
- (2) The quorum of the Council shall be one half of the members holding office at the time of the meeting.

5. Resolution by circulation among members of the Council

A resolution proposed by the Executive Committee of the Council, other than for the purpose of making a Statute, which is on its authority circulated or communicated by the Registrar to all members of the Council, and which receives the written agreement of not less than two thirds of such members, shall have the same effect as a resolution passed at a meeting of the Council.

6. Meeting and quorum of the Senate

- (1) The Senate shall meet at least four times a year.
- (2) The quorum of the Senate shall be one half of the members holding office at the time of meeting.
- (3) The Vice-Chancellor or, in his/her absence, a Pro Vice-Chancellor, shall be Chairperson of the Senate meeting.

7. Convocation

There shall be no quorum for meetings of the Convocation, the proceedings of which shall be regulated by the Chairperson subject to any general or special direction of the Council.

8. Faculties

The University shall include such Faculties as may from time to time be established by the Council.

9. Deans

(1) There shall be a Dean for each Faculty, constituted in such a manner as may be prescribed by Ordinance.

(2) A Dean shall hold office for such a period as may be prescribed by Ordinance, and shall be eligible for re-election once only for a further period as prescribed.

(3) A Dean shall preside at meetings of the Faculty and at meetings called by him or her in terms of these Statutes, and shall have such functions as are prescribed by Ordinance.

10. Composition of Faculty Boards

For each faculty there shall be a Faculty Board, which shall consist of-

- (a) all the full time academic staff of the Faculty; and
- (b) such persons as may be assigned to the Faculty Board by Senate; and
- (c) two students elected annually by the students in the Faculty.

11. Functions of Faculty Boards

A Faculty Board shall have the following functions-

- (a) to regulate and design, subject to the approval of the Senate, the teaching and study of the subjects assigned to the Faculty;
- (b) to report to the Senate on any matter specifically relating to the work of the Faculty;
- (c) to deal with any matter referred or delegated to it by the Senate;
- (d) to appoint committees, which may include a minority of persons who are members of the Faculty Board, to carry out any of the duties or exercise any of the powers of the Board.

12. Meetings of Faculty Boards

(1) The Dean of each Faculty shall call regular meetings of the Faculty Board at which matters relating to the policy of the Faculty and appointments shall be discussed, and recommendations adopted for submission to the appropriate authorities on appointments.

(2) The Vice-Chancellor and every Pro Vice-Chancellor shall be entitled to attend any meeting of a Faculty Board or any committee thereon.

13. University Teaching Departments

(1) The teaching Departments and their allocation to Faculties shall be prescribed by ordinances.

(2) A Chairperson of Department shall be appointed by the Vice-Chancellor, on behalf of the Council, from among the full time members of the academic staff of the Department, after reasonable consultation with members of staff in the Department and the Dean of the Faculty to which the Department is allocated.

(3) A Chairperson of Department shall hold office for a period of three years, or such other period as may be determined by ordinance, and shall be eligible for re-appointment.

(4) A Department may not be allocated to two or more faculties.

14. Institutes and Research Centres

(1) There shall be established Institutes of learning and Research Centres within or outside of the University in different disciplines, and the Council through its appropriate committees shall appoint Directors to man the Centres.

(2) Institutes and Research Centres will operate in tandem with Faculties but will not offer independent degree programmes.

15. Appointments of Registrar, Bursar and Librarian

(1) For the purpose of considering appointment to the offices of Registrar, Bursar and Librarian, there shall be a joint committee of the Council and the Senate consisting of-

- (a) the Chairperson of the Council, who shall be the Chairperson of the joint committee;
- (b) the Vice-Chairperson of the Council;
- (c) the Vice-Chancellor;
- (d) every Pro Vice-Chancellor;

- (e) two persons appointed by the Council from among its members who are not members of the Senate; and
- (f) three persons appointed by the Senate from among its members.

(2) The joint committee constituted by this Statute shall consider each applicant to a vacancy in the office of Registrar, Bursar and Librarian and shall make recommendations thereon to the Council.

16. General procedures

(1) Except as otherwise specifically provided for by the Charter or these Statutes, in the absence of the Chairperson or Vice Chairperson at a meeting of Council, Board or Committee the members present shall elect from those present a Chairperson to preside over that meeting.

(2) Except as otherwise specifically provided for by the Charter or these Statutes, the quorum at any meeting of Council, a Board or Committee shall be as fixed by the person or authority that appointed the Board or Committee.

(3) Except as otherwise specifically provided by the Charter or these Statutes, each Board or Committee shall determine and may make rules for the time, place and procedure of its meetings.

(4) The minutes of a meeting of a Board or Committee shall be presented to the next meeting of the body that appointed it.

(5) At a meeting of a Board or Committee, in the event of an equality of votes on any matter, the person presiding shall have a casting vote in addition to his or her original vote.

(6) Subsection (3), (4) and (5) shall apply, *mutatis mutandis*, to the Council and Senate, save that minutes of the Council meetings shall be sent to the Chancellor, and a report of each meeting of the Senate shall be presented at the next meeting of the Council.

17. Financial procedures

(1) The Council shall fix the financial year of the University.

(2) The Finance Committee shall submit to the Council, before the beginning of the financial year, draft estimates of income and expenditure, and such estimates, amended as the Council thinks fit, shall be approved by the Council before the beginning of the financial year.

(3) The Council may revise the estimates during the course of the financial year and give direction for the manner in which amendments of expenditure estimates may be made, which direction may make provision for delegating the powers of revision so long as such delegation does not extend to altering the total estimated expenditure.

(4) As soon as practicable after the end of the financial year, a balance sheet and income and expenditure account with supporting schedules shall be submitted for auditing.

(5) The audited account, with any comments thereon made by the auditors, shall be submitted to the Council.

18. Auditors

(1) Subject to the provisions of the Charter, the Council before the beginning of each financial year, shall appoint auditors who are registered as public auditors in terms of the Public Accountants and Auditors Act [*Chapter 27:12*].

(2) No person shall be appointed as auditor in terms of [subsection \(1\)](#) if he or she, or any of his or her partners or employees, holds any office in the University.

(3) If no appointment of new auditors is made before the beginning of any financial year, the auditors in office shall continue in office.

(4) An auditor appointed in terms of [subsection \(1\)](#) shall be entitled at all reasonable time to require any officer, employee or agent of the University-

- (a) to produce all accounts and other records relating to the financial affairs of the University as may be in the custody of such officer, employee or agent; and
- (b) to provide such information or explanations as, in the opinion of the auditor, is necessary for the purposes of the audit.

19. University seal

(1) There shall be a seal of the University, of such design as may be approved by the Council.

(2) The Seal of the University shall be kept in the custody of the Registrar and, subject to the directions of the Council, shall be affixed to-

- (a) certificates, degrees and diplomas conferred by the University; and

- (b) any documents attested by the signature of the Vice-Chancellor and the Registrar.

20. Ordinances

(1) The Council may, with the approval of the Chancellor, make ordinances providing for any matter.

(2) The Registrar shall publish any ordinance made in terms of [subsection \(1\)](#), in such manner as the Council considers will best make the ordinance known to the person who it applies to.

21. Arrangements with other universities, affiliated bodies, etc.

(1) The Council may make arrangements for membership or affiliation with other organisations with similar objectives and interests.

(2) The Council may make arrangements with any other University whereby students of the University may be registered as students of such other University, and so be enabled to study for, enter the examination of, and be afforded the degrees of such other University.

(3) The Council may affiliate to the University other institutions or branches or departments thereof, and recognised selected members of the staff thereof as teachers of the University, and admit the members thereof to any of the privileges of the University, and accept attendance at courses of study in such institutions or branches or departments thereof in place of such part of the attendance at courses of study in the University and upon such terms and conditions and subject to such rules as may from time to time be determined by the Council.

(4) The Council may make arrangements with any other University or institutions in regard to the development of course materials and use of other facilities.

43. Amendment, repeal or replacement of Statutes

(1) With approval, the Council may, by statutory instrument, amend, add to, repeal or replace the Statutes set out in [the Schedule](#) in order to prescribe all matters which, in terms of this Charter, are required or permitted to be prescribed in Statutes or which, in the opinion of the Council, are necessary or convenient to be so prescribed for carrying out or giving effect to this Charter or for the proper administration of the University.

(2) Subject to the Charter, Statutes made under [subsection \(1\)](#) may provide for-

- (a) the appointment, conditions of service and functions of the Vice-Chancellor, the Pro Vice-Chancellor(s), the Registrar, the Bursar, the Librarian, the Executive Director, the Dean of Students, and all other members of staff and the categorisation of such member of staff;
- (b) the election or appointment of persons to committees of the Council and the Senate;
- (c) the terms of office of members of the Council and its committees, other than *ex-officio* members thereof;
- (d) the terms of office and conditions of service of the Chairperson and Vice Chairperson of the Council;
- (e) the convening of meetings of the Council, the Senate, and the Convocation, and of committees of the Council and the Senate, the quorum at such meetings and the procedure to be adopted thereat;
- (f) the terms and membership of office of members of the Academic Appointment Committee, and the Non-Academic Staff Promotions Committee, the Academic Staff Promotions Committee, the Finance Committee, the Fund-raising Committee, and Convocation; the convening of meetings of these committees, the quorum at such meetings and the procedure to be adopted;
- (g) the persons who may enter into contracts and sign documents on behalf of the University, and the procedure to be followed in relation to transactions entered into by or on behalf of the University;
- (h) the establishment and organisation of Faculties, Departments, Research Centres and Institutes;
- (i) the functions of Deans of Faculties, heads of Departments, and Directors of Research Centres and Institutes;
- (j) the holding of Convocations of the University for the purpose of conferring degrees, diplomas, certificates and other honours and awards;
- (j) the seal of the University and its use and custody;
- (k) the academic year of the University;
- (l) the discipline of members of staff and students and the procedures to be adopted in respect thereof;
- (m) fees and charges to be paid for anything done by any person in terms of this Charter;
- (n) the function and powers of the Students' Union;
- (o) a faculty and staff handbook, the student handbook, and college bulletins;

- (p) empowering any person specified in the Statutes to make ordinance or rules in respect of any matter referred to in [paragraphs \(a\) to \(p\)](#).

44. Regulations

(1) Subject to this Charter and the Statutes, and with the approval of the Council, the Senate may make regulations prescribing any matter, which, in the opinion of the Senate, is appropriate to be prescribed for the better carrying out of the Senate's functions.

(2) Regulations may provide for-

- (a) teaching registered students of the University, whether generally or in relation to specific subjects;
- (b) progress reports to be submitted by members of the academic staff;
- (c) schemes of study and research and the conditions subject to which such schemes may be embarked upon or continued;
- (d) design and develop teaching subjects;
- (e) provide for degree programmes and structures;
- (f) the use of libraries of the University;
- (g) the development, production, storage and dispatch of course materials;
- (h) the conduct and supervision of examinations;
- (i) the award of degrees, diplomas, certificates and other academic honours and awards, other than honorary degrees, honours or awards.

(3) The Senate may, in consultation with the Executive Committee at any time, amend or repeal any regulations on substantive reasons.

45. Service

Any writ or other process, notice or document may be served on the University, Council or Senate by serving the same on the Registrar.

46. Validity of decisions of University Council, Senate, Convocation, Boards and Committees

No decision or Act of the Council, Senate, Convocation or any Board or Committee established by or in terms of this Charter shall be invalid solely on the ground that-

- (a) the Council, Senate, Convocation, Board or Committee, as the case may be, consisted of fewer than the number of members for which provision is made by or in terms of this Charter; or
- (b) a disqualified person acted as a member of the Council, Senate, Convocation, Board or Committee, as the case may be; if the duly qualified members who took the decision or did or authorised the act constituted a quorum of the membership of the Council, Senate, Convocation, Board or Committee, as the case may be.

47. Amendment of Charter

The Charter may be amended by the Council with the consent of the Chancellor, and following mutual consultation with the Executive Board of the Church, and after investigation. In proposing the amendment the Council shall comply with the requirements of the relevant legislation, in accordance with section 13 of the Zimbabwe Council for Higher Education Act [*Chapter 25:27*].

48. Revocation of Charter

In the event that this Charter is revoked, pursuant to section 14 of the Zimbabwe Council for Higher Education Act [*Chapter 25:27*], the University Council shall determine the disposal of the assets of the University.

ARRANGEMENT OF REGULATIONS

1.	Title.
2.	Interpretation.
3.	Zimbabwe National Qualifications Framework.
4.	Objects of Zimbabwe National Qualifications Framework.
5.	Implementing Bodies.
6.	Structure of framework.
7.	Procedure for assessing qualifications.
8.	Conditions for registration of qualifications on framework.
First Schedule	Meetings and procedures of committee.
Second Schedule	Zimbabwe national qualifications framework.

1. Title

These regulations may be cited as the Zimbabwe Council for Higher Education (National Qualifications Framework) Regulations, 2018.

2. Interpretation

In these regulations-

"Committee" means the National Coordinating Committee established in section 5 (3);

"framework" means the Zimbabwe National Qualifications Framework;

"learner" means a pupil or student attending or enrolled at an educational institution;

"level descriptor" means any one of several elements of a profile that places a qualification on the qualification framework within a hierarchy of knowledge, skills, competences and attitudes;

"Minimum Bodies of Knowledge" means the minimum set of standards, concepts, skills, attitudes and values that contribute to the required competencies;

"profile" means a description of a qualification in terms of any of the following as maybe applicable to the qualification-

- (a) a description of the field to which the qualification in question relate; or
- (b) the formal description assigned to the qualification in question; or
- (c) the level of entry qualifications or competence into the qualification in question; or
- (d) a set of standards relating to the qualification in question; or
- (e) the minimum and maximum duration of the programme;

"SADC" means Southern African Development Community;

"Zimbabwe National Qualifications Framework" means a framework established in terms of section 3 of the Manpower Planning and Development (National Qualifications Framework) Regulations, 2018.

3. Zimbabwe National Qualifications Framework

There is hereby established a framework to be known as the Manpower Planning and Development (National Qualifications Framework) Regulations, 2018, shall be a national quality assurance system for the development, recognition and award of qualifications based on standards of knowledge, skills and values acquired in different ways and methods by learners.

4. Objects of Zimbabwe National Qualifications Framework

The objects of the Zimbabwe National Qualifications Framework shall be to-

- (a) integrate education and training into a unified structure of qualifications recognised locally and

internationally; and

- (b) provide a mechanism to relate basic, tertiary and higher education qualifications to the Zimbabwe National Qualifications Framework; and
- (c) establish pathways for vertical progression of education and training qualifications; and
- (d) establish pathways for horizontal comparability of qualifications; and
- (e) develop standardised qualifications for increased coherence between education output and the needs of the labour market; and
- (f) provide for the interface of the Zimbabwe National Qualifications Framework with-
 - (i) the SADC Qualifications Framework, and
 - (ii) similar frameworks in other countries outside the SADC region,with a view to facilitating the mobility of skills between Zimbabwe and other countries, on a reciprocal basis.

5. Implementing Bodies

(1) The following Implementing Bodies shall be responsible for the implementation of the framework-

- (a) Zimbabwe School Examinations Council; and
- (b) Directorate of Quality Assurance and Standards in the Ministry responsible for Higher and Tertiary Education; and
- (c) Zimbabwe Council for Higher Education.

(2) The Implementing Bodies referred to in [subsection \(1\)](#) shall-

- (a) determine the Minimum Bodies of Knowledge applicable to academic and professional qualifications; and
- (b) establish mechanisms for putting in place the Minimum Bodies of Knowledge to enable a harmonised Credit Accumulation and Transfer System; and
- (c) establish mechanisms for recognition of prior learning; and
- (d) determine the eligibility and levels of foreign qualifications *vis-à-vis* the National Qualifications Framework level descriptors; and
- (e) establish mechanisms to ensure coherence between education output and the needs of the labour market; and
- (f) liaise with key stakeholders; and
- (g) accredit independent examination boards; and
- (h) establish and maintain a national qualification database of accredited qualifications consisting of-
 - (i) a brief description of the vision, mission and mandate of every qualification awarding body domiciled or operating in Zimbabwe, and
 - (ii) profiles of all academic and professional qualifications, and
 - (iii) the level descriptors of the profiles.

(3) There is hereby established a committee to be known as the National Coordinating Committee which shall be responsible for coordinating the functions of the Implementing Bodies.

(4) The National Coordinating Committee referred to in [subsection \(3\)](#) shall comprise of the following-

- (a) one representative from National Manpower Advisory Council who shall be the chairperson of the Committee; and
- (b) two representatives from the Attorney-General's Office; and
- (c) two representatives from Zimbabwe Council for Higher Education; and
- (d) two representative from Zimbabwe School Examinations Council; and
- (e) two representatives from the Directorate of Quality Assurance and Standards in the Ministry responsible for Higher and Tertiary Education.

(5) For the better exercise of its functions, the Committee-

- (a) may co-opt members with the relevant expertise in any matter before its agenda;

(b) shall have a secretariat seconded on an *ad-hoc* basis from the Ministry responsible for Higher and Tertiary Education.

(6) Members of the Committee shall be appointed on such terms and conditions as the Minister responsible for Higher and Tertiary Education may fix.

(7) The Committee may establish subcommittees to exercise some of its functions.

(8) The provisions relating to the meetings and procedures of the Committee and other related matters are set out: in the First Schedule.

6. Structure of framework

(1) The framework established in section 3 shall have 10 levels of qualifications from basic, tertiary and higher education, providing the relevant level descriptors for each respective Zimbabwe National Qualifications Framework level.

(2) The structure of the framework shall be as set out in the Second Schedule.

7. Procedure for assessing qualifications

(1) The Implementing Body, upon receipt of a written application for qualification assessment by any person for recognition of a qualification in Zimbabwe, and on payment of the fee prescribed in its regulations, shall establish whether the-

- (a) institution issuing the qualification in question is legally recognised in the country of origin; and
- (b) qualification in question is an authentic qualification; and
- (c) qualification in question is a complete qualification; and
- (d) qualification in question has been subjected to quality assurance processes by the relevant qualification authorities in its country of origin; and
- (e) content, duration and key competencies of the qualification in question meet the standards prescribed in the framework.

(2) Subject to [subsection \(1\)](#), the Implementing Body shall issue a confirmation in writing indicating the level at which the qualification in question has been placed.

8. Conditions for registration of qualifications on framework

For a qualification to be registered on the framework, the following conditions must be met-

- (a) the training institution must be registered by the relevant implementing body; and
- (b) the qualification awarding body must be accredited by the relevant implementing body; and
- (c) the content must be in line with the established minimum body of knowledge; and
- (d) the duration, key competencies, objectives and outcomes must be consistent with the standards of the level descriptors for the intended level.

First Schedule MEETINGS AND PROCEDURES OF COMMITTEE

(Section 5 (8))

1. Chairperson and vice-chairperson of Committee

The vice-chairperson of the Board shall perform the functions of the chairperson whenever the chairperson is unable to perform them or the office of the chairperson is vacant.

2. Meetings and procedure of Committee

(1) The Committee shall hold its first meeting on such date and at such place as the Implementing Bodies may fix, being not more than three months after the fixed date, and thereafter the Committee shall meet for the dispatch of business as often as is necessary or expedient and, subject to this paragraph, may adjourn, close and otherwise regulate its meetings and procedure as it thinks fit.

(2) The chairperson of the Committee-

- (a) may at any time convene a special meeting of the Committee; and
- (b) shall convene a special meeting of the Committee on the written request of not fewer than two members, not later than fourteen days after his or her receipt of such request.

(3) Written notice of any special meeting shall be sent to each member not later than seven days before the meeting and shall specify the business for which the meeting has been convened:

Provided that if, in the opinion of the chairperson, the urgency of the business for which the meeting is to be convened so requires, notice of not less than forty-eight hours may be given.

(4) No business shall be discussed at a special meeting other than-

- (a) such business as may be determined by the chairperson of the Committee, where he or she has convened the meeting in terms of subparagraph 2 (a); or
- (b) the business specified in the request for the meeting, where he or she has convened the meeting in terms of subparagraph 2 (b).

(5) The chairperson or, in his or her absence, the vice-chairperson shall preside at all meetings of the Committee:

Provided that, if the chairperson and the vice-chairperson are both absent from a meeting of the Committee, the members present may elect one of their number to preside at that meeting as chairperson.

(6) Five members shall form a quorum at any meeting of the Committee.

(7) All acts, matters or things authorised or required to be done by the Committee may be decided by a majority vote at a meeting of the Committee at which a quorum is present.

(8) Subject to these regulations at all meetings of the Committee each member present shall have one vote on each question before the Committee and, in the event of an equality of votes, the chairperson shall have a casting vote in addition to a deliberative vote.

(9) Any proposal circulated among all members and agreed to in writing by a majority of all members shall have the same effect as a resolution passed at a duly constituted meeting of the Committee and shall be incorporated in the minutes of the next succeeding meeting of the Committee:

Provided that, if a member requires that such proposal be placed before a meeting of the Committee, this subparagraph shall not apply to such proposal.

3. Minutes of proceedings of Committee

(1) The Committee shall cause minutes of all proceedings of and decisions taken at every meeting of the Committee or of a committee of the Committee to be entered in books kept for the purpose.

(2) Any minutes which purport to be signed by the chairperson of the meeting to which the minutes relate shall be accepted for all purposes as *prima facie* evidence of the, proceedings of and decisions taken at the meeting concerned.

Second Schedule
ZIMBABWE NATIONAL QUALIFICATIONS FRAMEWORK
(Section 6)

ZNQF LEVEL	LEVEL DESCRIPTORS
10	<ul style="list-style-type: none">. Cutting edge research and creation of new knowledge in the development of the study. Advance new techniques, ideas or approaches. Autonomous in research conducted
9	<ul style="list-style-type: none">. Mastery of knowledge in the field of study. Analysis of complex issues and research proposing solutions based on critical thinking. Participate in resource management and supervision of others. In-depth expert knowledge in the field of study. Specialised skills and principles based on systematic scrutiny of information. Function within wide-ranging independence
	<ul style="list-style-type: none">. Methodical comprehension of strategic facets area of specialty. Implement precisely analysis and enquiry procedures within the

8	<p>area of specialty</p> <ul style="list-style-type: none"> . Work out setbacks using thoughts and methods in their area of specialty . Work within wide-ranging self-sufficiency
7	<ul style="list-style-type: none"> . Comprehensive knowledge in the area of specialty . Apply recognised tenets, calling for a wide range of information to work out challenges in diverse settings . Work within wide-ranging self-sufficiency
6	<ul style="list-style-type: none"> . Specialised knowledge in the area of specialty . Relate various and specific methods in the area of specialty entailing elementary investigation . Work within wide-range of structures and a specific self-sufficiency
5	<ul style="list-style-type: none"> . Comprehensive knowledge in the area of specialty . Relate wide-ranging procedures, to work out real problems in non-routine situations work under broad supervision . Work under broad supervision
4	<ul style="list-style-type: none"> . Operational knowledge in the area of specialty . Relate diverse of techniques in the area of specialty, to get to the bottom recognisable problems in moderately usual settings . Work under general supervision
3	<ul style="list-style-type: none"> . In-depth knowledge in specific subject; areas . Relate series of techniques in the field of study, to resolve challenges in broad circumstances . Function under general supervision
2	<ul style="list-style-type: none"> . Broad-based knowledge . Relate basic procedures and techniques . Work in a controlled atmosphere, under direct supervision
1	<ul style="list-style-type: none"> . Rudimentary knowledge . Relate elementary techniques to mastery and mathematical ability including desirable values . Work under intermittent guidance, consistent scrutiny and limited autonomy