



CAVENDISH
UNIVERSITY
ZAMBIA

STUDENT HANDBOOK



OFFICE OF THE DEAN OF STUDENTS

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MESSAGE FROM THE VICE CHANCELLOR (MHSRIP)

Dear students,

Welcome to Cavendish University Zambia (CUZ)! It's a pleasure to have you all here. For many, this is the start of a fresh semester; for others, it marks the exciting debut of their university journey.

Regardless of where you are in your studies, you will encounter a shifting landscape that demands quick thinking, adaptability, and the courage to embrace new ways of learning. To our returning students: you have a vital responsibility to mentor your new peers, helping them settle in and experience the vibrant life here at Cavendish, the place where success begins.

Our university puts students at the heart of everything we do, utilizing specific strategies designed to enhance your academic experience. For every module, your lecturers will provide comprehensive course guides outlining expectations, teaching methods, and assessment schedules.

To make the most of your time, you will receive reading materials to help you prepare in advance and engage actively during sessions. The materials will be shared with you on our learning platform. Additionally, our well-equipped libraries and laboratories are staffed by experts ready to support your research. Please keep in mind that attendance is mandatory; you must attend at least 80% of your classes to qualify for both your assessments and final examinations.

CUZ is not just about the classroom; it is about a well-rounded journey. The university supports these activities to ensure your time here is energetic and purposeful, centering on:

1. Promotion of student learning. Activities in this category will include debates, essay competitions, specialized subject clubs such as the Computer Science Club, and the like.
2. Promotion of talent. Activities in this area will include games and sports, music, dance and drama, acrobatics, and other talents that showcase our students' abilities.
3. Promotion of community engagement. Activities here include acts of charity such as visitations to orphanages and prisons, street cleaning, blood donations, etc.



MESSAGE FROM THE DEAN OF STUDENTS

Dear students,

The Dean of Students' Office is committed to supporting all students who wish to get involved in student life. We provide accessible, timely, and efficient assistance to ensure a smooth transition and meaningful integration into life at Cavendish University Zambia and within the wider Lusaka community.

Once again, a very warm welcome to you all. I wish you an inspiring and successful journey ahead. At CUZ, your success starts now!

We are honored to welcome you to the CUZ community. This Student Handbook is your essential roadmap and official reference for university life. It outlines our shared expectations and provides a clear summary of the regulations across all departments. These regulations are designed to help us work together effectively, handle disagreements with mutual respect, and address any breaches of the Student Code of Conduct through a lens of personal growth and accountability.

This handbook is designed to familiarize you with the university's regulations, serving as a vital map for your Cavendish University Zambia academic journey. I strongly encourage you to take the time to study its contents thoroughly.

Please be aware that the responsibility for knowing and adhering to our policies, ranging from the Student Code of Conduct to the specific requirements for your graduation, lies solely with you.

Student Services is dedicated to the university's mission by fostering engagement through educational and social experiences. These opportunities are designed to equip you with the skills needed to thrive in a diverse global society, empowering you to reach your peak potential in employment, entrepreneurship, and ethical leadership.

I strongly encourage you to take part in the various student organizations and activities available, as research consistently shows that students who actively engage in campus life tend to have a more enriching and successful university experience. Set high expectations for yourself, make thoughtful and informed decisions, and take time to reflect on your personal and academic journey.

If you ever find yourself facing challenges, please do not hesitate to reach out, our entire team is committed to supporting your growth and success. At Cavendish University Zambia, we take pride in being a student-centered community where your success remains our top priority.

As your Dean of Students, I am dedicated to fostering an inclusive environment and serving as your advocate throughout your time at the University. Please feel free to contact me at deanofstudents@cavendish.co.zm.

Best wishes for a great academic journey. Success begins at Cavendish University Zambia!

INTRODUCTION TO CAVENDISH UNIVERSITY ZAMBIA

Cavendish University Zambia (CUZ) was established in 2004 and is one of the first private universities in Zambia. It is registered under the Higher Education Act NO. 4 of 2013 of the laws of Zambia. Teaching and learning at CUZ is based on a student-centric Academic Model that deploys innovation and global best practices in its pedagogy, philosophy, operations, and organization. Professors, doctors, and lecturers at CUZ are trained to facilitate learning in ways that are innovative, student-centric, participatory, active, and practical. CUZ deploys a learning management technology platform that supports blended learning, flipped classrooms, projects, case studies, distance learning, and other forms of effective, collaborative, and active learning.

CUZ offers market-relevant and accredited learning programmes that are hosted in its four Schools: School of Medicine (SoM), School of Law (SoL), School of Business and Information Technology (SBIT), and School of Arts, Education and Social Sciences (AESS). All CUZ Schools are oriented towards fulfilling the University's Mission of transforming and inspiring students to reach their full potential in employment, entrepreneurship, and ethical leadership.

Motto, Unique Value Proposition, Vision, and Core Values:

Slogan: Success Begins at Cavendish University Zambia

Unique Value Proposition (UVP): To help and prepare each student to achieve gainful employment and entrepreneurship globally.

Mission: To transform and inspire students to reach their full potential in employment, entrepreneurship, and ethical leadership (Ti-PEEEL).

The mission of the University is understood as the promise that the University makes to the national, regional, and international communities within which the University operates, and from which the University's academic content, students, faculty, and administrative staff are drawn.

Vision: To be a center of excellence, innovation, and transformation

Core Values:

Excellence: We continually strive to do our best in teaching, learning, and community engagement.

Integrity: We treasure honesty, transparency, and ethical conduct in all our work, and we have zero tolerance for corruption.

Responsibility: We promote a culture of personal and institutional accountability and a commitment to good citizenship.

Respect: We see mutual-respect and appreciation of human diversity as an enabler of successful teamwork and happy coexistence.

Communication: We strive to imbue all students with excellent written and oral communication skills. All students should be able to write well and to speak persuasively.
Passion: We are excited about teaching, learning, research, and service to others.

Innovation: We are attentive and responsive to best practices in teaching, learning and problem solving.

Unique features of CUZ that give learners a competitive edge

- A well-articulated student-centric Academic Model which summarizes the philosophy and practice of our teaching and learning and support operations.
- Focus on employability and entrepreneurship, which are clearly expressed in the university's mission statement and are a point of reference in the design of curriculum and selection of teaching and learning methods.
- Use of multiple forms of academic support that are designed to cater for the learning styles and needs of each student, which include peer-tutoring, published office hours by staff, and general academic consultation clinics.
- Excellent in-class facilities with executive furniture, audio-visual gadgets such as projectors and loudspeakers, alongside boards and flip charts that accommodate dynamic facilitation.
- Use of existing Massive Open Online Courses (MOOCs) to expose our learners to global best practices and resources and to encourage participatory and active learning.
- School of Working Adults Programs (SWAP), which utilizes adult learning principles (andragogy) to cater for learning styles and needs of working people.
- Blended Distance Learning (BDL) whereby learners who wish to study while working at a distance are given tablets (hand-held computers) that can access content, weekly quizzes, and short essay questions that learners answer and submit every week. They only need to come to campus to sit final exams.
- Use of technology as a tool for increasing access to high quality education by designing curricula and lessons in a “blended” manner that mixes in-class delivery with technology-based learning; and as much as possible, “flip” the classroom into a place for enhancing understanding, discussions, questions and assessing skills that have mostly been mastered outside of class with the help of technology.
- Ensuring that students graduate with outcomes that include improved critical thinking, writing skills, enhanced speaking skills, enriched presentation skills, digital literacy,

time-management, and good teamwork skills, all of which are necessary for employability and entrepreneurship.

GOVERNANCE OF THE UNIVERSITY

University Council

The University Council is responsible for the governance, control, and administration of the University, and shall always act in the best interest of the University. This is further elaborated under Part V, Article 25(2) of the Higher Education Act No. 4 of 2013.

Senate

The University Senate is responsible for the establishment of Boards of Studies for the purpose of organizing the structure and content of courses of instruction and study in the respective disciplines, and the coordination of studies within such schools, institutes or bureaus or similar bodies as may be established within the university.

The Senate shall consist of:

- The Vice Chancellor
- Deputy Vice-Chancellor – Academic Affairs
- Deputy Vice-Chancellor – Research and Innovation
- Academic Registrar
- Directors of University Units
- Librarian
- Dean of students
- Deans of schools within the University

- Not more than fourteen professors and associate professors who are not members of the Senate by virtue of other provisions of this paragraph; and which number shall include at least one professor or associate professor from each school elected by the academic staff in accordance with such election procedures as the Senate may decide;

THE UNIVERSITY CHAPLAINCY

Cavendish University is an institution open to people of all faiths and spiritual convictions; hence, it does not have a Chaplain of any specific denomination. The University believes in every person's right to freedom of worship, opinion, expression, and belief according to their respective cultures and backgrounds.

DEPARTMENTS AT CAVENDISH UNIVERSITY AND OUR ROLES

1. QUALITY ASSURANCE DEPARTMENT

Cavendish University Zambia is committed to providing high-quality education that meets national regulatory standards and aligns with international best practices. The Quality Assurance Department plays a central role in ensuring that the University consistently delivers on this commitment. The Department is responsible for overseeing the quality of academic programs, teaching and learning processes, and student support services. It ensures that all programs are designed, delivered, and reviewed in accordance with the requirements of the Higher Education Authority (HEA) and other relevant regulatory bodies. This guarantees that the qualifications you receive are credible, recognized, and relevant to the demands of the job market. To maintain and enhance quality, the Department implements structured processes such as internal quality audits, programme accreditation and reviews, moderation of assessments, and analysis of student feedback. These processes help to ensure that teaching is effective, assessments are fair and consistent, and learning outcomes are achieved across all programmes. Quality audits are conducted regularly to evaluate how well the University is performing against set standards and to identify areas for improvement. The feedback collected from students plays a vital role in this process, as it helps the University continuously improve your learning experience and the services provided. The work of the Quality Assurance Department is closely aligned with the University's Unique Value Proposition (UVP): "To prepare and help each student achieve gainful employment and entrepreneurship globally." By promoting a culture of continuous improvement and accountability, the Department ensures that your education is practical, relevant, and geared toward real-world success. In essence, Quality Assurance at Cavendish University Zambia goes beyond compliance, it is about enhancing your overall university experience and ensuring that you graduate with the knowledge, skills, and competencies needed to succeed in a dynamic and competitive environment.

2. EMPLOYABILITY DEPARTMENT

Enhancing Employability through Concerted Efforts- A call to Prepare and Help students

Employability and Entrepreneurship are at the heart of CUZ's agenda. All students join our university to get value for their money, which can only be measured in terms of gaining meaningful jobs at the end of their studies. This can only be achieved through the concerted efforts of the people involved. As a result, all are exalted "not to be the reason why students fail to succeed." Our task, therefore, is to prepare and help students achieve gainful employment and entrepreneurship globally by taking ownership of our university's Vision (which is to be a Center of excellence, Innovation and Transformation), and Mission (to transform and inspire students to reach their full potential in Employability, Entrepreneurship and Ethical Leadership), in our respective functional units. By targeting African students and students beyond Africa, we need to understand what works for them. Being mindful of their backgrounds and economic hardships, we must strive to bring the very best out of them. Incorporating the Work Integrated Learning (WIL) programme and other employability strategies into the CUZ curriculum ensures that the internship experience complements classroom learning, helping students develop skills and knowledge relevant to their academic programme. This, in turn, gives students a competitive advantage in the corporate industry and the world at large, promoting

internationalization by creating global pathways for Cavendish students through strategic partnerships and Remote work. Ours is a task to build a new model of an African university that is enshrined in our culture and cultural practices, which gives us identity through creativity and innovation. By developing a common language among staff and students guided by our policies, we enhance communication among stakeholders. Hence, enabling ourselves to tell our own unique stories of success and resilience. Finally, we must note that Employability and Employ Agility are a result of concerted efforts through a change of mindset by all functional units and a remedy for drastically reducing the attrition rate.

3. DEAN OF STUDENTS

Welcome to the heart of your campus support system. The Dean of Students Office serves as your primary advocate, resource hub, and guide throughout your university journey. Our mission is to ensure that every student can succeed, both personally and academically, by fostering a safe, inclusive, and engaging campus environment. Whether you are navigating a personal challenge, seeking leadership opportunities, or simply don't know where to go for help, our doors are open. The Dean of students' office acts as a bridge between students and administration, helping you understand university policies while supporting your holistic development outside the classroom.

Coptic Hospital

Cavendish University Zambia is committed to promoting the health and well-being of its students. To facilitate access to quality healthcare services, the University has entered into a Memorandum of Understanding (MoU) with Coptic Hospital.

The hospital is located on Manchinch Road in the Northmead area of Lusaka and is approximately 30 minutes from both the Great North Road Campus and the Longacres Campus, depending on traffic conditions.

Students who have completed their registration and paid their tuition and related fees are eligible to access medical services at the hospital in accordance with the terms of the University's healthcare arrangement.

Please note that the Memorandum of Understanding (MoU) with Coptic Hospital applies exclusively to international students. In accordance with the law, local students and international students are required to be registered with the National Health Insurance Management Authority (NHIMA).

Students registered under NHIMA may access medical services at designated healthcare facilities in Lusaka, including Coptic Hospital. For students undertaking clerkships or clinical training placements, medical care is provided through the public hospitals or health facilities to which they are assigned, using their NHIMA coverage.

To access medical services, students must present a valid Cavendish University Zambia (CUZ) Student Identification Card together with either a National Registration Card (NRC) or a valid Passport at the hospital reception. The University regularly provides Coptic

Hospital with an updated list of eligible students to facilitate access to medical services and ensure efficient service delivery.

Scope of Medical Services

The medical arrangement covers:

- General outpatient consultations (between 08:00 hours and 17:00 hours)
- Common laboratory tests
- X-ray services
- Abdominal and pelvic scans
- Basic prescribed medications

Services such as in-patient admissions and specialized treatment **NOT COVERED** by the University. After work hours services (17:00 hours to 08:00 hours, including emergencies) require an approval by the Dean of Students Office.





Counselling Services

The Dean of Students Office provides emotional support and guidance to students facing social, emotional, or psychological challenges. Professional counselling and advisory services are offered in a safe, supportive, and strictly confidential environment.

Students are encouraged to seek help whenever needed and to openly discuss mental health and well-being. Seeking support for mental health should be regarded as a normal and important part of student life, just like accessing other academic resources

Student Permit and Immigration Information for International Students

All international students, including refugees and individuals ordinarily resident in Zambia, are required to obtain a Student Permit upon acceptance to study at Cavendish University Zambia.

Applications for Student Permits should be submitted through the Dean of Students Office at either the Longacre's Campus or the Great North Campus. Students are encouraged to seek guidance from the Dean of Students Office and to visit the official immigration website, [<https://www.zambiaimmigration.gov.zm/>] (<https://www.zambiaimmigration.gov.zm/>), for detailed information on permit requirements and application procedures.

Students entering Zambia for the purpose of full-time study should apply for a Business Visa at their point of entry. The Business Visa is valid for 30 days, providing sufficient time to complete the Student Permit application process.

Please note that students enrolled in full-time programs are not permitted to enter Zambia on a Visitor's Visa. Applications for a Student Permit cannot be processed while a student is in possession of a Visitor's Visa. Students are therefore advised to ensure they obtain the appropriate entry visa before travelling to Zambia.

Medical examinations and any other immigration requirements prescribed by the Department of Immigration must be completed as part of the Student Permit application process.

Accommodation

To support students in securing suitable housing, Cavendish University has established partnerships through Memoranda of Understanding (MOUs) with various boarding houses and hostels. These arrangements help students access safe, convenient, and affordable accommodation options during their studies.



Sports and Recreational Activities

CUZ is affiliated to the Zambia Universities Sports Association (ZUSA) and participates in various inter-university tournaments. Sports disciplines include men's and women's soccer, basketball, men's and women's volleyball, badminton, men's and women's netball, athletics and chess.

Other student activities include:

- Mr. and Miss Cavendish
- International Cultural Day Festival
- Debate Society
- Christian Fellowships
- Various student clubs and associations



4. NEW ENROLMENTS DEPARTMENT

The **New Enrolments Department** is the University's first point of contact for all prospective students and serves as the gateway to joining Cavendish University Zambia. The department is responsible for guiding applicants through every stage of the enrolment journey, from the initial enquiry to successful registration and commencement of studies.

Our team is committed to making the admission process as smooth and informative as possible by providing timely guidance on programme selection, entry requirements, admissions, exemptions, transfers, tuition fees, payment options, and the overall enrolment process.

The Department works closely with the University's academic schools, Academic Office, Finance Office, Marketing Department, and other support units to ensure that every prospective student receives accurate information and appropriate guidance throughout the admissions process.

Whether you are:

- Applying to university for the first time;
- Seeking admission into a postgraduate programme;
- Transferring from another institution;
- Applying for exemptions based on previous studies;
- Returning to continue your studies through re-admission; or
- An international student wishing to study at Cavendish University Zambia,

The New Enrolments Department is available to assist you every step of the way.

The department also guides on:

- Programme selection and career pathways;
- Entry requirements for all programmes;
- Tuition fees and available payment plan options;
- University discounts and promotional offers available to eligible students;
- Application procedures and required documentation;
- International student admissions;
- Student referrals and alumni enrolment opportunities.

The University's approved Fee Structure and Programme Information are available on the official website and may also be obtained from the New Enrolments Office. Students are encouraged to verify the latest fees and admission requirements directly with the New Enrolments Office, as these may be revised from time to time.

Admission Eligibility Criteria

Cavendish University Zambia admits students who meet the prescribed academic, professional, and ethical requirements for entry into their chosen programmes. All applicants are expected to provide accurate, complete, and verifiable information during the application process.

To be considered eligible for admission, an applicant must:

i. Meet the Minimum Academic Entry Requirements

Applicants must satisfy the minimum entry requirements prescribed for the programme of study for which they are applying.

Students should note that programme-specific entry requirements are outlined in the University's approved Fee Structure and Programme Information documents and may vary by programme and level of study.

ii. Submit Genuine and Verifiable Academic Documents

Academic qualifications must be verified before applying for studies. All applicants must submit authentic academic qualifications and supporting documentation that have been verified by the relevant authorities, including:

- The Examinations Council of Zambia (ECZ) where applicable
- The Zambia Qualifications Authority (ZAQA)

iii. Comply with University Admission Procedures

Applicants must comply with all admission procedures, requirements, minimum payment requirements, deadlines, and guidelines established by the University.

Failure to submit the required documentation or meet prescribed requirements may result in delays in processing applications or the withdrawal of an admission offer.

iv. Demonstrate Good Conduct and Integrity

Applicants are expected to demonstrate honesty, integrity, and good conduct during the application process and throughout their academic journey. The University values academic integrity and reserves the right to deny admission to any applicant found to have engaged in fraudulent or unethical conduct.

Students uphold academic integrity by independently completing all assignments and exams, ensuring that all submitted work honestly reflects their own effort and understanding. They further demonstrate good conduct by accurately citing all sources used, actively preventing plagiarism, and respecting the collaborative rules set by instructors.

Student Benefits, Support Services and Discounts

Cavendish University Zambia is committed to making higher education accessible, flexible, and student-centred. To support students throughout their academic journey, the University offers a range of enrolment-related benefits and support services.

These include:

- **Flexible Tuition Payment Options**

Eligible students may access an approved tuition payment plan through the finance office designed to provide greater flexibility in the payment of tuition fees.

- **Early Payment Discount**

Students who settle their semester tuition fees in full before the commencement of classes will qualify for a 10% tuition discount, subject to the applicable University policy.

- **Student Referral Programme**

The University values students and alumni who recommend Cavendish University Zambia to others. Therefore, students who successfully refer others to study with Cavendish qualify to earn a 10% discount on their tuition fees for each student they refer who enrolls with the University.

To refer a student and be eligible to claim the discount or to find out more information, please reach out to the New Enrolment Department via email at cavendish@cavendish.co.zm or simply Call/Whatsapp us on +260 954 238 126

- **Dedicated Enrolment Support**

The New Enrolments Team provides personalised support to prospective students and applicants regarding programme selection, admissions procedures, exemptions, re-admissions, tuition fees, and payment options.

- **Academic and Student Support Services**

Students have access to a range of academic and support services throughout their studies, ensuring they receive the guidance and assistance necessary for academic success.

The following categories of applicants shall not be admitted to the University:

- Any applicant who was previously discontinued from Cavendish University Zambia or any other institution due to academic malpractice or examination irregularities may be denied admission.
- Any applicant who was previously discontinued from Cavendish University Zambia or any other university for presenting forged academic documents or engaging in fraudulent practices to gain admission shall not be admitted.
- The University reserves the right to verify all submitted documents, and any applicant found to have submitted forged or falsified academic credentials will be disqualified. In such cases, the University may take legal action in accordance with applicable laws.

Re-admission

The following category of applicants may be re-admitted:

- I. Any former CUZ student who has not completed his or her programme of study and who has not been enrolled at CUZ for two consecutive semesters or more.
- II. Any applicant who was previously a student of CUZ but was discontinued on academic grounds may apply for a different programme that he or she is eligible for, subject to academic approval.

Exemptions and Transfer of Credits and Grades

Cavendish University Zambia recognizes prior learning and relevant academic achievements obtained from accredited institutions. The University may grant exemptions in accordance with established academic standards and regulatory requirements.

1. Recognition of Prior Learning (RPL) and Exemptions

- The University recognizes learning acquired from other institutions or through prior study and may grant course exemptions where appropriate.
- Exemptions shall only be granted where a student demonstrates that prior learning aligns with the learning outcomes and level of the corresponding course/module at the University.
- The University may require a student to sit and pass an assessment or examination to validate eligibility for exemption from a specific course.

2. Application for Exemptions

- Students seeking exemptions must declare their intention at the point of application and submit all relevant supporting documentation to the Admissions Counsellor for consideration by the School Admissions Committee.
- All academic documents submitted for exemption consideration must be authentic and verifiable.
- Students with foreign qualifications must have their documents evaluated and equated by the Examinations Council of Zambia (ECZ) or Zambia Qualifications Authority (ZAQA) at their own expense before exemptions can be considered.

4. Limits and Conditions for Exemptions

- No student shall be granted exemptions exceeding two academic years of study.

- At the Master's level, exemptions shall not exceed 40% of the total course units, and no exemptions shall be granted for research components.
- No student shall be exempted from compulsory or core University course units, including practicum or internship components.

5. Fees

- Students applying for exemptions shall be required to pay a non-refundable exemption fee, as determined by the University from time to time.

6. Transfer of Credits and Grades

- While Cavendish University Zambia does not generally offer credit transfer, it may admit students transferring from other accredited institutions.
- In such cases, the Dean and the Academic Registrar may allow the transfer of grades in accordance with the guidelines of the Higher Education Authority (HEA) and relevant professional bodies, where applicable.

Contact the New Enrolment Office

For Admissions, Enquiries, Referrals, Re-admission, Transfers, Exemptions, and Programme Information, please reach out to the New Enrolment Department via :

Call/WhatsApp Number:

+260 954 238 126

Admissions Team Numbers:

+260 950 259 895/ +260 972 102 359/ +260 770 556 974/ +260 777 398 462/ +260 972 379 668/ +260 968 236 400/ +260 972 102 386/ +260 972 379 670/ +260 954 238 120/ +260 954 238 126

Reception:

+260 211 387 600

Join Our Official WhatsApp Channel

Stay informed about admissions updates, scholarship opportunities, promotions, programme launches, and important University announcements.

<https://whatsapp.com/channel/0029Vb7e7QqJpe8dpHboM519>

Marketing and Enrolment Centres in other towns

Students located outside Lusaka may contact their corresponding nearest Marketing and Enrolment Centre:

Town	Number
Kitwe	+260 962454491
Solwezi	+260 961454909
Choma	+260 979828331

4. MARKETING DEPARTMENT

The Marketing Office at Cavendish University Zambia (CUZ) plays a strategic role in enriching the student experience by creating platforms that promote engagement, visibility, professional growth, and meaningful connections beyond the classroom.

Through the University's Big Seven Signature Events, namely Student Orientation, the International Students Welcome Event, Fresher's Ball, Cultural Day, Mr. & Ms. Cavendish, Alumni Gala, and Graduation, the Marketing Office plans, coordinates, and manages high-impact engagements that position students at the center of opportunity. These events are intentionally designed to integrate students into university life, celebrate diversity and talent, strengthen alumni relations, and mark key academic milestones with distinction and national recognition.

Our Work Goes Beyond Event Coordination. The Marketing Office:

Creates structured opportunities for students to engage with corporate partners, sponsors, and industry leaders.

Promotes student achievements, academic excellence, and leadership on institutional and national platforms.

Facilitates networking opportunities that may lead to internships, mentorship, and employment pathways.

Provides platforms for talent development, cultural expression, innovation, and student leadership.

Enhances the visibility of student initiatives through digital media, press coverage, and strategic communications.

Strengthens the University's brand while ensuring that students directly benefit from increased exposure and partnerships.

Through national media coverage of flagship events such as Graduation, strategic brand collaborations, and on-campus activations, the Marketing Office ensures that students are not only participants in university life but active beneficiaries of institutional growth and corporate engagement.

Our commitment is to ensure that every Cavendish student is supported, celebrated, and positioned for success, academically, socially, and professionally. We remain dedicated to creating experiences that are impactful, inclusive, and aligned with the University's mission of transforming and inspiring students to reach their full potential.

MR AND MS CAVENDISH



FRESHERS BALL



Cultural Day



5. CONTINUING ENROLMENT DEPARTMENT

The Continuing Enrolment Office at Cavendish University plays a vital role in the academic journey of every student. It serves as a central hub designed to ensure that students not only begin their studies smoothly but also successfully progress through to graduation.

The office operates with two primary objectives:

i. Student Registration

This is the primary point of contact for the formal registration of returning and continuing students each semester. This includes:

- Assisting students with module selection and ensuring they meet the requirements for their specific programmes.
- Guiding students through the financial clearance process required for registration.
- Updating student records to ensure they are officially recognized as active members of the university for the current academic term.

ii. Student Retention

Beyond administrative paperwork, Continuing Enrolment is dedicated to "student success" by minimizing dropout rates. The office focuses on:

- **Proactive Support:** Identifying students who may be facing academic or personal challenges that could hinder their progress.
- **Engagement:** Acting as a bridge between the student and the university to resolve issues that might lead to a student leaving the institution.
- **Guidance:** Providing the necessary resources and advice to help students stay on track with their study plans.

6. DISTANCE LEARNING DEPARTMENT (STUDY AWAY FROM CAMPUS)

The Role of the Distance Learning Unit

The Distance Learning Unit serves as the central support hub for all online and blended learning at Cavendish University Zambia. The Unit works collaboratively with faculties and the IT Department to ensure the smooth delivery of digital learning, provide technical and academic support to students and lecturers, maintain the Learning Management System, and uphold quality standards in online education. The Unit is committed to enhancing the student experience by promoting innovative teaching practices, ensuring platform reliability, and empowering both staff and students to succeed in a flexible learning environment.

About the Cavendish University Distance Learning Platform

Our Distance Learning platform provides a flexible, accessible, and cost-effective mode of learning as an alternative to traditional classroom-based learning. This mode of study is suitable for those who have difficulty attending traditional classes for various reasons. It allows one to study away from the classroom without interrupting their day-to-day activities. The new Distance Learning is designed to enhance the student learning experience by providing an online/offline interactive platform. The Cavendish University Zambia Distance Learning platform has improved features such as:

- Ability to track and monitor academic progress
- Access to lecturers during dedicated hours for academic support
- Adaptive learning management platform
- Learn online or offline
- Submit quiz or assignment online or offline
- Self-assessment and comparison across courses
- Collaborate through messages, forums, and chat
- System-driven alerts on grades, revisions, and what to study

Flexibility - You Learn Better When You Are in Control

Life is a constant juggle of appointments, deadlines, family commitments and social engagements. That's why we have introduced the Distance Learning Platform. So, you can tailor your studies to your schedule. You can start the mode of study when you like and finish it when you like; you can even take a break and resume when you're ready. Study with us, and you can choose exactly where you study, when you study, and the pace at which you learn. Whether you work best in the comfort of your own home, place of work, or while travelling around, we have created a platform that fits your lifestyle. Self-paced distance learning. Tailor your studies to your life.

7. INNOVATION HUB

The Innovation Hub is a practical learning and skills development center designed to prepare students for the future of work through exposure to emerging technologies, digital careers, and innovation-based learning.

The Innovation Hub operates as an experiential training environment where students gain hands-on technical and professional skills.

The Hub provides structured programmes in the following areas:

- Robotics and Automation
- Remote Work Professional Skills
- Virtual Reality Exposure
- 3D Printing and Digital Fabrication

Introduction to Robotics with VEX Robotics Kits

Duration: 5 Weeks

Mode of Delivery: Practical, Hands-on Training

The Robotics programme introduces students to fundamental engineering and programming concepts using robotics development kits.

Programme Focus

Students are introduced to:

- Fundamentals of robotics and automation
- Mechanical assembly and system design
- Sensors, motors, and control mechanisms
- Basic programming for robotic movement
- Team-based engineering problem solving
- Practical Training Approach

The course emphasizes experiential learning where students design, build, and test robotic systems under supervision.

Learning Outcomes

Students completing the programme will be able to:

- Assemble functional robotic systems
- Demonstrate basic robot programming skills
- Apply engineering thinking to practical challenges
- Understand the interaction between hardware and software



Remote Work Programme

The Remote Work Programme prepares students for global digital employment by developing professional workplace competencies and technical digital skills.

The programme is delivered through two specialized tracks.

A. IT Track

The IT Track focuses on preparing students for technology-oriented remote careers. Students are introduced to the following competencies:

- Professional Remote Work Skills
- Digital communication etiquette
- Remote collaboration tools
- Productivity management
- Professional online conduct
- Generative Artificial Intelligence
- Responsible use of AI technologies
- Prompt engineering fundamentals
- AI-assisted development and productivity
- Data Science Fundamentals

- Basic data analysis
- Introduction to data visualization
- Understanding structured datasets
- Cloud Computing Fundamentals
- Introduction to cloud infrastructure concepts
- Remote storage and deployment awareness
- Software Development Basics
- Programming fundamentals
- Web development introduction
- Version control systems

B. Digital Marketing Track

The Digital Marketing Track prepares students for online marketing and digital communication careers.

Students are introduced to:

- Professional Remote Work Skills
- Client communication standards
- Task management in virtual environments
- Online professional accountability
- Generative Artificial Intelligence
- AI-assisted content creation
- Marketing prompt engineering
- Productivity optimization using AI tools
- Digital Marketing Fundamentals
- Social media management
- Content strategy and development
- Search Engine Optimization (SEO) basics
- Digital advertising principles
- Marketing analytics and reporting

Introduction to Virtual Reality (VR)

The Virtual Reality programme introduces students to immersive computing technologies and their practical applications.

➤ Programme Objectives

- Provide exposure to VR hardware and software environments
- Demonstrate practical applications of immersive technology
- Encourage innovative thinking in simulation-based learning

Students participate in supervised demonstrations where they explore:

- Virtual environment interaction
- Spatial computing concepts
- Educational and industrial applications of VR

Introduction to 3D Printing

The 3D Printing programme introduces students to modern manufacturing concepts through digital design and prototyping.

➤ Programme Objectives

- Understand additive manufacturing principles
- Learn the workflow from digital design to physical prototype creation
- Introduce students to rapid innovation and product development

Practical Exposure: Students are introduced to

- Basic 3D modeling concepts
- File preparation and slicing processes
- Printer operation under supervision
- Responsible material usage and equipment handling

8. THE EXAMINATION OFFICE

The Examination Office sits under the Academic Department, and it is the central hub for everything related to your assessments and official grades. Think of them as the bridge between your classroom performance and your degree.

Time and Venue

The Senate-authorized examination timetable dictates the location and timing of all University exams. Standard procedure dictates that these examinations occur at the end of each semester, except in special circumstances.

Examination Timetable

A draft examination timetable will be posted on all official websites. It shall be the responsibility of each student to notify the academic department of any clash in the examination timetable for which he/she is registered. The final examination timetable shall similarly be posted on all official websites.

Examination Dockets

Students can only sit for exams after downloading a docket from their portal. Please note that the portal will only release the docket once the required percentage of fees has been paid.



Examination Rules and Regulations

- i. **Course Registration:** Students must not write or attempt to write examinations for courses in which they are not registered. Violators shall be barred from the examination.
- ii. **Payment of Fees:** Students must not write examinations without paying all tuition and other required fees in full, unless written permission has been granted by the Registrar. Violators shall be barred from the examination.
- iii. **Submission of Continuous Assessment:** Students must not write examinations before submitting all required assignments, written work, or completing prescribed projects that contribute to continuous assessment. Violators shall be barred from the examination, and a result of NE (Not Examined) shall be recorded for the course.
- iv. **Required Examination Documents:** Students must present required documents, confirmation of registration/examination docket, and student ID or other acceptable identification (national registration, passport, or driver's license) before entering the examination hall. Failure to do so shall result in being barred from the examination, and NE (Not Examined) will be recorded.
- v. **Use of Student Identification Numbers:** Students must write only their student identification numbers on answer booklets, not their names. Violators shall have their grade reduced to the next lower grade.
- vi. **Forgery or Misrepresentation:** Students must not present forged confirmation of registration, examination dockets, or identity documents. Violators shall be barred from the examination and expelled from the University.
- vii. **Suspension or Expulsion Status:** Students under suspension or expulsion must not attempt to write examinations. Violators shall be expelled, and any examination results obtained shall be nullified.
- viii. **Unauthorized Examination Enrolment:** Students must not write an examination for a course not listed on their registration/examination docket, or if their name does not appear on the examination register. The Chief Invigilator may set aside answer booklets pending investigation.
- ix. **Misreading Examination Timetable:** Students who miss an examination due to misreading the timetable shall receive NE (Not Examined) and must register to write the examination in the next semester.
- x. **Providing or Receiving Answers:** Students must not provide or receive answers during an examination. Violators shall be sent away from the examination room, suspended for one academic year, and any awarded grades nullified.

- xi. **Copying from Another Student:** Students must not copy from another student, with or without the other student's knowledge. Violators shall be sent away from the examination room, suspended for one academic year, and any awarded grades nullified.
- xii. **Unauthorized Access to Examination Papers:** Students must not obtain, share, or make public any examination paper or test before its scheduled date. Violators shall be expelled without possibility of readmission.
- xiii. **Theft or Discovery of Examination Content:** Students must not steal, discover, or disclose examination content to others prior to administration. Violators shall be expelled without possibility of readmission.
- xiv. **Communication of Examination Content:** Students must not communicate any part of an examination or test to others. Violators shall be expelled without possibility of readmission.
- xv. **Pre-written Answers:** Students must not bring or use pre-written answers during examinations. Violators shall be sent away from the examination room and expelled without possibility of readmission.
- xvi. **Unauthorized Materials or Devices:** Students must not use, possess, or attempt to use any unauthorized materials or electronic devices during examinations. Violators shall be removed from the examination room and suspended for one academic year.
- xvii. **Soliciting Help:** Students must not seek or obtain help from other students or unauthorized sources. Violators shall be sent away from the examination room and awarded a Not Examined (NE) result.
- xviii. **Impersonation:** Students must not engage another person to write an examination on their behalf. Violators shall be expelled without possibility of readmission.
- xix. **Exposure of Answer Booklets:** Students must not expose their examination answer booklets or attempt to view another student's work. Violators shall be sent away from the examination room, and any grades nullified.
- xx. **Unauthorized Communication:** Students must not engage in any form of unauthorized communication during examinations. Violators shall be sent away from the examination room and awarded a disqualified result.
- xxi. **Disruptive Conduct:** Students must not engage in disruptive, disorderly, or riotous behavior during examinations. Violators shall be barred from the examination and expelled without possibility of readmission.
- xxii. **Exceeding Prescribed Examination Time:** Students must not continue writing after the official examination time has ended. Violators shall have their grade reduced to the next lower grade.

Pass Mark

The pass mark for all courses should be 50%. The first two assessments shall contribute 40% of the course mark, and the final assessment shall contribute 60% of the course mark. Both coursework and the final assessment must be passed to pass a course.

Repeating

- i. A student who fails the coursework shall not sit the final assessment and will have to repeat the course.
- ii. A candidate who fails a supplementary examination may be allowed to repeat the course provided s/he has not been repeating the course in question.
- iii. When a student repeats a course, s/he will not proceed to the next year of study until s/he passes both coursework and final examinations in the course(s) being repeated.

- iv. Marks obtained after repeating a course shall appear on the transcript with an asteroid and an explanation made on the back of the transcript that such a mark was obtained after repeating a course.

Supplementary Exams/Discontinuation

- i. Students who are awarded a “D+ Grade” in any modules and wish to re-sit their exams may do so but will only be allowed one attempt.
- ii. The student must sit immediately the Supplementary exams are available and not deferred to another examination session.
- iii. Supplementary exams not sat immediately they are offered will automatically become repeat courses.
- iv. The supplementary examinations come at a fee, which must be paid by the candidate before registration closes
- v. If a candidate scores a D+ in a course, s/he is repeating that such a candidate is given the last chance to sit a supplementary examination of that course, after which the student is suspended for one academic year to first get organized. He or she will come back and repeat the course.
- vi. A student who does not sit supplementary or special examinations cannot proceed to the next year of study and would be deemed self-dismissed unless there are reasons acceptable to the Senate.
- vii. A student in the final year of study who has been discontinued on academic grounds shall be given a partial transcript.
- viii. A student who has stayed on an academic programme for more than 2 years for academic reasons shall be discontinued from the University.

Deferred Exams

Deferred examinations may only be permitted under the following strict conditions:

- i. The full cost of such examination is paid by the candidate.
- ii. There has been a genuine and grave cause that made him/her unable to present himself/herself in ordinary examinations.
- iii. Application for deferred examinations is made through the Dean of the School and is subject to approval before payment can be made.

Dissertations and Research Projects

- i. Undergraduate and postgraduate programmes shall include research in partial fulfilment of academic qualifications as prescribed in specific curricula.
- ii. Students shall submit their research proposals to the appropriate Research and Ethics Committees for approval before commencing the conduct of the research.
- iii. Postgraduate students undertaking a one-year programme shall be required to publish one article in a reputable journal before defending their theses.
- iv. Postgraduate students undertaking two-year programmes shall be required to publish at least two articles in reputable journals before defending their theses.
- v. Students are required to submit a research paper in partial fulfilment of the requirements for their course programme, except in circumstances where the need does not arise, as advised by the relevant Faculty.

- vi. The School of Postgraduate Studies shall issue guidelines on the system of referencing.
- vii. All students are expected to follow the general rules of academic honesty. Essays and research papers should be the work of each individual. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty and will lead to cancellation of the work.
- viii. All written work and assignments submitted must conform to CUZ standards. Work that contains many spelling or grammatical mistakes or is badly written or presented shall normally be resubmitted for assessment.
- ix. If a student cannot meet the set deadline for handing in a dissertation, then s/he will lose 5 marks, and a late submission fee will be charged.
- x. Research projects shall be marked by the supervisor, either the internal or external examiner.
- xi. The Research Project is a full subject to be marked out of 100% and will account for 20% of the final degree mark.
- xii. If the submitted work does not satisfy the examiner or a student attempts to write the dissertation and does not complete it due to other factors, s/he shall not qualify for the award.

9. FINANCE DEPARTMENT

The Finance Department is responsible for the effective management of the University's financial resources and the administration of all student-related financial transactions. It ensures that tuition payments and other fees are processed accurately, securely, and in line with established financial policies and regulatory requirements. The Department also provides support to students on fee-related matters, including account statements, payment verification, and general financial inquiries, thereby facilitating a smooth and transparent financial experience throughout their academic journey.

Tuition Fees: Local Tuition Fees

Postgraduate Programmes (AESS, BIT & LAW)

Full Programme Description	Duration	Entry Qualifications	Day	Evening	DL
Bachelor of Business Administration	4 Years (8 Semesters)	5 O-level or A-level with credits or better (Maths and English a must)	8,844	8,844	8,844
Bachelor of Arts in Banking & Finance	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Arts in Economics	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Science in Computing	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Accounting	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Science in Procurement and Supply Chain Management	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Science in Project Management	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Arts in Politics and International Relations	4 Years (8 Semesters)	5 O-level, Certificate, Diploma, or Advanced Diploma from a recognised institution (English is a must)	8,844	8,844	8,844
Bachelor of Social Work	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Development Studies	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Arts in Mass Communication and Public Relations	4 Years (8 Semesters)		8,844	8,844	8,844
Bachelor of Education - English & Civic Education	4 Years (8 Semesters)		7,005	7,005	7,005
Bachelor of Education - Mathematics & ICT	4 Years (8 Semesters)	5 O-level, Certificate, Diploma or Advanced Diploma from a recognised institution (Maths & English a must)	7,005	7,005	7,005
Bachelor of Laws	4 Years (8 Semesters)	5 O-level, Certificate, Diploma, or Advanced Diploma from a recognised institution (English is a must)	10,016	10,016	10,016

Undergraduate Programmes (AESS, BIT & LAW)

Full Programme Description	Duration	Entry Qualifications	Day	DL
Bachelor of Business Administration	4 Years (8 Semesters)	5 O-level or A-level with credits or better (Maths and English a must)	8,844	8,844
Bachelor of Arts in Banking & Finance	4 Years (8 Semesters)		8,844	8,844
Bachelor of Arts in Economics	4 Years (8 Semesters)		8,844	8,844
Bachelor of Science in Computing	4 Years (8 Semesters)		8,844	8,844

Full Programme Description	Duration	Entry Qualifications	Day	DL
Bachelor of Accounting	4 Years (8 Semesters)		8,844	8,844
Bachelor of Science in Procurement and Supply Chain	4 Years (8 Semesters)		8,844	8,844
Management				
Bachelor of Science in Project Management	4 Years (8 Semesters)		8,844	8,844
Bachelor of Arts in Politics and International Relations	4 Years (8 Semesters)	5 O-level, Certificate, Diploma, or Advanced Diploma from a recognised institution (English is a must)	8,844	8,844
Bachelor of Social Work	4 Years (8 Semesters)	5 O-level or A-level with credits or better (Maths and English a must)	8,844	8,844
Bachelor of Development Studies	4 Years (8 Semesters)		8,844	8,844
Bachelor of Arts in Mass Communication and Public Relations	4 Years (8 Semesters)		8,844	8,844
Bachelor of Education - English & Civic Education	4 Years (8 Semesters)		7,005	7,005
Bachelor of Education - Mathematics & ICT	4 Years (8 Semesters)	5 O-level, Certificate, Diploma or Advanced Diploma from a recognised institution (Maths & English a must)	7,005	7,005
Bachelor of Laws	4 Years (8 Semesters)	5 O-level, Certificate, Diploma, or Advanced Diploma from a recognised institution (English is a must)	10,016	10,016

Short Courses

Full Programme Description	Duration	Entry Qualifications	Day	Evening	Distance
Remote Work - Information Technology (5 Modules)	5 Months	No Qualifications Required	-	-	4,200 (Per Module)
Remote Work - Digital Marketing & Communication (3 Modules)	3 Months		-	-	4,200 (Per Module)
Robotics Short Course	5 Weeks		5,000	-	-
English as a Second Language	3 Months		7,000	-	7,000

School of Medicine

Full Programme Description	Duration	Entry requirements	Sem 1	Sem 2	Sem 3	Sem 5
Bachelor of Medicine & Bachelor of Surgery	6 Years (12 Semesters)	5 O-level (English, Math, Biology, Science, with any other Subject) & MSF or Equivalent of A-levels	16,649	16,649	16,649	17,719
Bachelor of Clinical Sciences	3 Years (6 Semesters)		11,344	11,344	12,414	12,414
Bachelor of Nursing and Midwifery Sciences	4 Years (8 Semesters)		9,095	10,283	11,353	14,445
Diploma in Registered Nursing	3 Years (6 Semesters)	5 O-level, English, Math Biology/Science with any other two (2) Subjects	8,500	8,650	8,850	8,850
Medical Health Sciences Foundation (MSF)	12 Months	5 O-Level with Math, English, Biology & Science a Must	10,050	10,050		

Mandatory Fees for Local Students

Function	Amount (ZMW)	Frequency
Application Form Fee	120	One off
Registration Fees	350	Per Semester
Exemption Fee	300	Per Module Exempted
ID Card Replacement	100	As required
Supplementary Examination fee	500	Per Module
Deferred Examination fee	800	Per Module
User Fees (BIT, LAW, AESS)	370	Per Semester
User Fee (Medicine)	550	Per Semester
BMAT Fee (Faculty of Medicine)	150	One off
Remote Work Short Course User Fee	840	One off
Nursing Uniforms	1,000	As required

Tuition Fees: International Tuition Fees

Postgraduate Programmes (AESS, BIT & LAW)

Full Programme Description	Duration	Entry Qualifications	Evening (\$)	Distance (\$)
Master of Science in Project Management	18 Months	Relevant First Degree	2,222	2,222
Master of Business Administration - Generic	18 Months	Relevant First Degree	2,222	2,222
Master of Business Administration - Finance	18 Months	Relevant First Degree	2,222	2,222
Master of Business Administration - Human Resource	18 Months	Relevant First Degree	2,222	2,222
Postgraduate Diploma in Monitoring & Evaluation	12 Months	Relevant First Degree	768	768
Master of Development Studies	18 Months	Relevant First Degree	2,222	2,222
Master of Social Work	18 Months	Relevant First Degree	2,222	2,222
Master of Science in Public Relations	18 Months	Relevant First Degree	2,222	2,222
Master of Arts in International Relations and Diplomacy	18 Months	Relevant First Degree	2,222	2,222
Postgraduate Diploma in Teaching & Learning Methodology	12 Months	Relevant First Degree	768	768
Master of Public Health	18 Months	Relevant First Degree	2,635	2,635
Master of Laws - International Business	18 Months	Relevant First Degree	2,677	2,677
Master of Laws - Constitutionalism & Human Rights	18 Months	Relevant First Degree	2,677	2,677
Doctor of Philosophy in Law	3 Years	5 O-level credits including English or its equivalent, A Master of Laws (LLM) or equivalent A full updated CV, and A Research concept (3-5 pages)	ZMW 13,500	ZMW13,500

Undergraduate Programmes (AESS, BIT & LAW)

Full Programme Description	Duration	Entry Qualifications	Day (\$)	Evening (\$)	Distance (\$)
Bachelor of Business Administration	Years (8 Semesters)	5 O-level or A-level with credits or better (Maths and English a must)	1,385	1,155	1,155
Bachelor of Arts in Banking & Finance	Years (8 Semesters)		1,385	1,155	1,155
Bachelor of Arts in Economics	Years (8 Semesters)		1,385	1,155	1,155
Bachelor of Science in Computing	Years (8 Semesters)		1,385	1,155	1,155
Bachelor of Accounting	Years (8 Semesters)		1,385	1,155	1,155

Full Programme Description	Duration	Entry Qualifications	Day (\$)	Evening (\$)	Distance (\$)
Bachelor of Science in Procurement and Supply Chain Management	Years (8 Semesters)		1,385	1,155	1,155
Bachelor of Science in Project Management	Years (8 Semesters)		1,385	1,155	1,155
Bachelor of Arts in Politics and International Relations	4 Years (8 Semesters)	5 -level, Certificate, Diploma, or Advanced Diploma from a recognised institution (English is a must)	1,385	1,155	1,155
Bachelor of Social Work	Years (8 Semesters)		500	500	500
Bachelor of Development Studies	Years (8 Semesters)		1,385	1,155	1,155
Bachelor of Arts in Mass Communication and Public Relations	Years (8 Semesters)		1,385	1,155	1,155
Bachelor of Education - English & Civic Education	Years (8 Semesters)		1,080	1,190	1,055
Bachelor of Education - Mathematics & ICT	4 Years (8 Semesters)	5 O-level, Certificate, Diploma or Advanced Diploma from a recognised institution (Maths & English a must)	1,080	1,190	1,055
Bachelor of Laws	4 Years (8 Semesters)	5 O-level, Certificate, Diploma, or Advanced Diploma from a recognised institution (English is a must)	1,695	1,550	1,550

Short Courses

Full Programme Description	Duration	Entry Qualifications	Day (\$)	Distance (\$)
Remote Work - Information Technology (5 Modules)	5 Months	No Qualifications Required	-	150 (per module)
Remote Work - Digital Marketing & Communication (3 modules)	3 Months		-	150 (per module)
Robotics Short Course	5 Weeks		300	-
English as a Second Language	3 Months		300	300

School of Medicine

Full Programme Description	Duration	Entry requirements	Sem 1 (\$)	Sem 2 (\$)	Sem 3 (\$)	Sem 4 (\$)	Sem 5 (\$)
Bachelor of Medicine & Bachelor of Surgery	6 Years (12 Semesters)	5 O-level (English, Math, Biology, Science, with any other Subject) & MSF or Equivalent of A-levels	2,563	2,500	2,500	2,500	2,500
Bachelor of Clinical Sciences	3 Years (6 Semesters)		1,720	1,720	2,030	2,030	2,030
Bachelor of Nursing and Midwifery Sciences	4 Years (8 Semesters)		1,770	1,770	2,000	2,000	2,815
Diploma in Registered Nursing	3 Years (6 Semesters)	5 O-level, English, Math Biology/Science with any other two (2) Subjects	350	350	350	350	350
Medical Health Sciences Foundation	12 Months	5 O-Level with Math, English, Biology & Science a Must	2,072	2,072			

Mandatory Fees for International Students

Function	Amount (USD)	Frequency
Application Form Fee	25	One off
Registration Fees	75	Per Semester
Exemption Fee	45	Per Module Exempted
ID Card Replacement	22	As required
Supplementary Examination fee	50	Per Module
Deferred Examination fee	40	Per Module
User Fees (BIT, LAW, AESS)	80	Per Semester
User Fee (Medicine)	115	Per Semester
Remote Work Short Course User Fee	35	One off
BMAT Fee (Faculty of Medicine)	35	One off

Approved Payment Methods and Account Details

i. Bank Deposit

All tuition and related fees must be deposited directly into the official Cavendish University Zambia bank accounts listed below. Students are advised to use only these authorized accounts when making payments.

(a) Zambia National Commercial Bank (Zanaco) – ZMW Account

- **Account Name:** Cavendish Zambia
- **Bank:** Zambia National Commercial Bank
- **Branch Code:** 03
- **SWIFT Code:** ZNCOZMLU
- **Account Number:** Bill Master A/c. 1565614700132

(b) Zambia National Commercial Bank (Zanaco) – USD Account

- **Account Name:** Cavendish Zambia
- **Bank:** Zambia National Commercial Bank
- **Branch Code:** 03
- **SWIFT Code:** ZNCOZMLU
- **Account Number:** Bill Master A/c. 1565614500674

(c) First National Bank Zambia (FNB)

- **Account Name:** Cavendish Zambia
- **Bank:** First National Bank (Z) Limited
- **Branch Code:** 260002
- **SWIFT Code:** FIRNZMLX
- **Account Number:** Bill Master A/c. 62272049919

Payment Procedures and Important Guidelines

- All payments must be made directly by the student into the official University bank accounts listed above.
- After making a deposit, students are required to present the original deposit slip or proof of payment to the University Revenue Office. This is necessary to generate an official financial statement and update the student's account.
- The University operates a strict no-cash policy. Under no circumstances should tuition or any other fees be paid directly to members of staff.
- Students are strongly advised to retain all deposit slips and official receipts, as these constitute the only recognized proof of payment in the event of any discrepancies or queries.

ii. Another Payment Option (Local Students) – Bill Muster on Airtel Money

- Dial ***115#**
- Select option 4 **"Make Payment"**
- Select Option 3 **"Zanaco Bill Muster"**
- Select Option 1 **"University"**
- Select Option 6 **"Others"**
- Enter **"Cavendish"**
- Enter Student ID
- Enter Amount
- Confirm Student Name
- Enter Pin

For any queries call 5000

Referral Policy

How It Works / Incentive

- Referring students will receive a 10% tuition discount for a successfully referred new student.
- The discount will be applied to the referred students' tuition amount, not the referring students.
- For example, if the referred student's tuition is K10,000, the discount is K1,000 regardless of the referring student's own tuition amount.

Why:

- Student Referral Policy is designed to reward currently enrolled Cavendish University Zambia students who actively promote CUZ and refer new students for enrolment. The goal is to encourage word-of-mouth marketing while ensuring integrity and fairness in the referral process.

How to Submit a Referral?

- Complete and sign the Student Referral Form.
- Submit the form to the Admissions Office no later than Week 4 of the academic semester.
- The referral will undergo internal review and approval (Admissions, Finance, and Student Services).
- Attestation: Referring students must certify that the information provided on the referral form is true and accurate. A signed attestation is required for the referral to be processed.

Referral Eligibility

- International students may only refer international students.
- International students paying in USD may, if they refer an international paying local fees will get 10% of the local fees.
- Local students may only refer local students.
- Cross-referrals (e.g., a local student referring an international student or vice versa) will not qualify for the referral benefit.

10. ACADEMIC DEPARTMENT

The academic department is responsible for coordinating and supporting the effective delivery of academic activities across the University. It ensures that key academic processes are well-organized, structured, and implemented in a manner that supports student learning. One of the functions of the department is the development and management of both class and examination timetables. This involves scheduling lectures, tutorials, and assessments in a way that maximizes efficiency, minimizes clashes, and ensures that students and lecturers can effectively plan their academic activities. The department supports essential academic processes such as course registration, coordination of examinations, and implementation of the academic calendar. It works closely with faculties and other units to ensure that students receive timely and accurate information regarding their academic schedules. Students are encouraged to engage with the academic department for matters relating to timetables, examinations, and academic scheduling. The department remains committed to providing efficient, reliable, and student-centered support to enhance the overall academic experience.

11. INFORMATION TECHNOLOGY (IT) DEPARTMENT

The Information Technology (IT) department is responsible for managing and supporting the University's digital infrastructure and technology services. The Department ensures that all IT systems are reliable, secure, and accessible to support teaching, learning, and administrative operations. Key functions of the IT department include maintaining the University's network systems, managing student and staff access to digital platforms, and providing technical support for learning technologies such as the Learning Management System (LMS), student portals, and email services. The department also ensures the security and integrity of institutional data through appropriate cybersecurity measures and system monitoring. IT department offers user support services to assist students with technical challenges related to system access, connectivity, and use of university platforms. This includes troubleshooting login issues, providing guidance on the use of online learning tools, and ensuring minimal disruption to academic activities. Students are encouraged to contact the IT department for assistance with access to online systems, password issues, and any technical difficulties encountered during their studies. The Department is committed to delivering efficient, responsive, and user-focused IT services to enhance the overall learning experience.

12. HUMAN RESOURCE (HR) DEPARTMENT

The human resource department at Cavendish University Zambia is responsible for managing the University's human capital and ensuring that staff are effectively recruited, developed, and supported to deliver high-quality services. The Department oversees key functions such as recruitment and selection, staff onboarding, performance management, training and development, and employee welfare. It ensures that the University attracts and retains qualified and competent staff who contribute to a positive and productive learning environment. The human resource department is responsible for implementing and monitoring compliance with institutional policies, labour laws, and professional standards. It also promotes a culture of professionalism, accountability, and continuous improvement among staff. While the department primarily serves University employees, its role directly impacts students by ensuring that they are supported by well-qualified, motivated, and professional staff. The Human Resource Department remains committed to fostering a supportive and inclusive workplace that enhances overall institutional effectiveness and student experience.

13. LIBRARY

The Library at Cavendish University Zambia is a central academic resource that supports teaching, learning, and research across the University. It provides students with access to a wide range of learning materials, including books, journals, and digital resources, as well as a quiet and conducive environment for study. The library is designed to promote independent learning, academic excellence, and research development. Students are encouraged to make full use of the available resources and facilities to enhance their academic performance. To ensure that all users benefit from a productive and respectful environment, students are required to adhere to the following rules and regulations:

Library Rules and Regulations

- **Maintaining Silence and Order:** Students must not engage in conduct that disturbs others in the library, such as shouting, speaking loudly, or using mobile phones in a disruptive manner. Any student found in violation of this rule will be banned from the library for one semester.

- **Theft of Library Materials:** Students must not steal or attempt to steal library books or any other resources. Any student found guilty of this offence will be expelled from the University without the possibility of readmission.
- **Mutilation or Damage of Resources:** Students must not mutilate, deface, or remove pages from books or other library materials. Such actions will result in expulsion from the University without the possibility of readmission.
- **Overdue Materials:** Students must return all borrowed materials on or before the due date. Failure to do so will result in a penalty fee, as determined by the University from time to time.
- **Adherence to Closing Times:** Students must vacate the library at the official closing time. Any student who resists leaving will receive a written warning, and repeated misconduct may result in being barred from using the library.

14. FACULTIES AND SCHOOLS AT CAVENDISH UNIVERSITY

i. School of Business and Information Technology (BIT)

Welcome to the Cavendish University Zambia (CUZ) School of Business and Information Technology. The School of Business and Information Technology (BIT) is one of the largest Schools at CUZ. The School of Business and IT has developed an enviable reputation for producing top-level competent leaders and entrepreneurs in the fields of business and IT for Zambia and the Southern Africa region. All members of the academic staff are trained in modern pedagogies that include case studies, blended learning, active learning, and creative use of educational technologies. The modes of study include daytime contact, evening contact, working adult (blended), and distance learning – choosing the mode of study most suitable to your lifestyle.

Programmes Offered Under BIT

Undergraduate Programmes

- Bachelor of Science in Procurement and Supply Chain Management (BSc PSCM)
- Bachelor of Accounting – BAC
- Bachelor of Arts- Banking and Finance – BA BF
- Bachelor of Arts Purchasing and Supply – BA PS
- Bachelor of Arts Economics – BA ECON
- Bachelor of Science in Project Management- BSc PM
- Bachelor of Science in Computing (B.Sc COM)
- Bachelor of Business Administration – BBA

Postgraduate Programmes

- Master of Business Administration MBA – Human Resource Management
- Master of Business Administration MBA – Finance
- Master of Science in Project Management (M.Sc PM)
- Master of Business Administration – MBA Generic
- Postgraduate Diploma in Monitoring and Evaluation- PGDM&E

Certificates

- Remote Work Programme Course
- Robotics Short Course

ii. School of Arts, Education and Social Sciences (AESS)

Welcome to the Cavendish University Zambia (CUZ) School of Arts, Education and Social Sciences (AESS). The academic staff of the School of AESS is a team of serious scholars who are committed to lifelong learning and research, and to ensuring that their students learn how to learn and how to think critically and lead. The School of AESS transforms students into competent professionals and leaders in the arts, humanities, education, and social sciences. All programmes emphasize the deployment of modern technologies in problem-solving and lifelong learning. The modes of study include daytime contact, evening contact, working adult (blended), and distance learning.

Programmes Offered Under AESS

Undergraduate Programmes

- Bachelor of Arts in Education (Ba. Ed) With Information Technology
- Bachelor of Arts in Education – English and Civic Education (BAE-EC)
- Bachelor of Social Work
- Bachelor of Arts in Education - Mathematics and ICT (BAE-MI)
- Bachelor of Arts in Mass Communication and Public Relations (BMCPR)
- Bachelor of Development Studies – BDS
- Bachelor of Arts in Politics and International Relations

Postgraduate Programmes

- Master of Science in Public Relations (MA PR)
- Master of Development Studies – MDS
- Master of Arts in Diplomacy and International Relations
- Postgraduate Diploma in Teaching Methods and Learning Resources (PGD-TMLR)

Certificates

- English Language Short Course

iii. School of Law

Welcome to the Cavendish University Zambia (CUZ) School of Law. The Cavendish University Zambia School of Law has an excellent record of educating law students to master legal theories and practices, and to perform well in the examinations for advocates offered by ZIALE (Zambia Institute of Advanced Legal Education). Every year, CUZ law students exhibit outstanding performances in national and international moot court competitions. The academic staff of the School of Law includes active judiciary practitioners and some of the best legal minds in Africa. The modes of study include daytime contact, evening contact, working adult (blended), and distance learning.

Programmes Offered

Undergraduate Programmes

- Bachelor of Laws

Postgraduate Programmes

- Master of Laws in Constitutionalism and Human Rights Law
- Master of Laws in International Business Law

iv. School of Medicine

Welcome to the Cavendish University Zambia (CUZ) School of Medicine. The CUZ School of Medicine is recognized nationally and internationally for excellence in educating and training healthcare workers for Zambia and the Southern Africa region. The academic staff of the School of Medicine are renowned for their dedication to inspiring students to prepare for careers as healthcare practitioners and researchers, and for deploying global best practices in pedagogy and healthcare technologies.

Programmes Offered

Undergraduate Programmes

- Bachelor of Clinical Sciences (BSc. CS)
- Bachelor of Science in Nursing and Midwifery Sciences (B.N.Mw.Sc)
- Bachelor of Medicine & Bachelor of Surgery (MBChB)
- Diploma in Registered Nursing Programme (DRN)
- Medicine School Foundation (MSFP) (Prerequisite for a Degree – 1 year)

Postgraduate Programmes

- Master's Degrees
- Master of Public Health (MPH)

STUDENTS' RULES AND REGULATIONS

Cavendish University Zambia (CUZ) expects all students to uphold the highest standards of academic integrity, ethical behavior, and personal responsibility. The University provides a safe, inclusive, and secure environment that supports teaching, learning, research, and service. Students are required to familiarize themselves with the rules and regulations outlined below and always comply with them.

Registration

Registration Process

Cavendish University Zambia requires all students, both new and continuing, to complete the registration process each semester/term to maintain eligibility for academic and university services.

Registration Deadline

- i. The official **registration deadline** for all students is the **end of the fourth (4th) week** of the semester/term.
- ii. Students who fail to register by this deadline:
 - Will not be allowed to attend classes
 - Will not receive University services
 - Will be ineligible to sit for Continuous Assessment Tests (CATs) or final examinations
- iii. Attendance before official registration will not count towards semester attendance.

Who is Considered a Registered Student?

A registered student has, at a minimum:

- i. Paid registration and user fees for the semester/term; and
- ii. Either:
 - Paid tuition in full, or
 - Obtained a duly approved promissory note indicating how tuition will be paid in full for the semester/term.

Important:

- i. Any student with an outstanding balance from a previous semester/term is not eligible to register until all previous debts are cleared.

Regulatory Registration (School of Medicine Students)

- i. All School of Medicine students, except Foundation students, must register with the appropriate regulatory body:
 - MBChB & BCSc students: Health Professions Council of Zambia (HPCZ)
 - BNMw students: General Nursing Council (GNC)
 - Once registered, students receive an Index Number.

- Students must be indexed within the first month of enrolment in their programme to be considered registered CUZ students.
- Students are responsible for ensuring compliance with their regulatory body.

Note: Only registered students are eligible to:

- Sit for Continuous Assessment Tests (CATs)
- Sit for final examinations
- Participate in University or CUZ Student Union sanctioned activities

Other Registration Rules and Regulations

Registration is mandatory, and all students are expected to participate. The following are the other registration rules and regulations.

- Students with outstanding balances from previous semesters will not be eligible to register until all dues are cleared.
- Students must not attempt to register for programmes or courses for which they have not been admitted. Violators shall be barred from registration or deregistered and issued a written warning.
- Students must not register for courses that do not contribute to the award of their programme. Such courses will not count toward graduation requirements.
- Students previously excluded for academic or disciplinary reasons must obtain formal reversal from the Senate or Vice Chancellor before registering. Violators shall be barred or deregistered and issued a written warning.
- Changing a programme of study requires written permission from the relevant Dean. Unauthorized changes shall result in suspension for one academic year and may incur additional fees.
- Withdrawal from studies requires permission from the Dean. Unauthorized withdrawals result in forfeiture of fees, a grade of WWP (Withdrawn Without Permission), and mandatory repetition of affected courses in subsequent semesters.
- Students must not register for more than one programme (degree, diploma, or certificate) in the same academic year without Senate approval. Violators shall be suspended for one academic year.
- Academic guidance from a dissertation supervisor is only available to registered students. Students not registered shall have supervisory services suspended for one academic year.
- Registration under a different name than the one used at admission requires formal name-change procedures. Violators shall be suspended for one academic year.
- Students must not register for higher-level programmes before completing lower-level programmes without Senate approval. Violators shall be suspended for one academic year.
- Students must not register for a semester without paying full fees for the previous semester. Violators shall be deregistered and forfeit any fees paid.
- Students must obtain written authority from the Senate to resume studies after withdrawal or appeal against exclusion. Violators shall be suspended for one academic year.

Code of Student Conduct

The Code of Student Conduct is designed to uphold the core values of CUZ and ensure a safe, ethical, and productive academic environment. Students are expected to maintain honesty, integrity, accountability, and leadership in all aspects of their academic and personal conduct. CUZ education aims to develop ethically responsible students who

uphold faculty integrity, respect the rights and property of others, and contribute positively to society.

Endangering Health, Safety, and Community Standards

Students must not engage in conduct that endangers the health, safety, or well-being of themselves or others. Prohibited behaviors include:

- i. Endangering Behavior: Actions or threats that create fear or risk to the physical or mental health, safety, or life of any person, including relationship violence.
- ii. Stalking: A repeated pattern of unwanted conduct that threatens or endangers another person's safety, health, life, or property.
- iii. Sexual Harassment: Sexual advances, solicitation, requests for sexual favors, or other sexual conduct toward students or staff.
- iv. Indecent Exposure: Lewd or offensive exposure of private or intimate body parts in public or private spaces where others may observe.
- v. Destruction of Property: Intentional or reckless damage to university or personal property.
- vi. Dangerous Weapons or Devices: Possession or use of firearms, ammunition, fireworks, or other hazardous devices or substances.
- vii. Dishonest Conduct: Including false emergency reports, false accusations, document forgery, or submission of false information to university officials.
- viii. Theft or Unauthorized Use of Property: Theft or unauthorized use of university property, services, resources, or property belonging to others.
- ix. Failure to Comply with Authority: Disregarding directives from university officials, law enforcement, or emergency personnel, including failure to identify oneself or violating disciplinary sanctions.
- x. Drugs: Use, production, distribution, or possession of prohibited drugs, including misuse of prescription drugs, as per Zambian law.
- xi. Alcohol: Use, production, distribution, sale, or possession of alcohol on university premises.
- xii. Unauthorized Presence: Entering or remaining on university premises without permission.
- xiii. Disorderly or Disruptive Conduct: Behavior that unreasonably interferes with university activities or the activities of others.
- xiv. Hazing: Engaging in or encouraging acts in relation to initiation, membership, or participation that risk mental or physical harm, including excessive fatigue, physical assault, or alcohol abuse.

Abuse of the Student Conduct System

Students must uphold the integrity of the University's conduct system. Prohibited actions include:

- i. Failure to comply with directives or summons from a student conduct body or University official.
- ii. Falsification, distortion, or misrepresentation of information to a student conduct body.
- iii. Disruption of student conduct proceedings.
- iv. Initiating conduct proceedings without legitimate cause.
- v. Discouraging proper participation in the conduct process.
- vi. Attempting to influence the impartiality of conduct body members.
- vii. Harassment or intimidation of conduct body members before, during, or after proceedings.
- viii. Failure to comply with sanctions imposed under the Code of Student Conduct.

- ix. Influencing others to commit abuse of the conduct system.

Riotous Behavior

Participation in riots or disturbances that endanger others or property is strictly prohibited. Proscribed behaviors include:

- i. Encouraging others to engage in riotous conduct.
- ii. Damaging University or personal property intentionally or recklessly.
- iii. Failing to comply with dispersal orders from university officials, law enforcement, or emergency personnel.
- iv. Obstructing or intimidating officials in the performance of their duties.

Engaging in political, sectarian, or ethnic activism in ways that disrupt University operations.

Recording of Images Without Consent

Students must not record video or photographic images of any person in private or sensitive spaces without prior consent if the recording may cause harm, distress, or reputational damage. Prohibited spaces include shower/locker rooms, residence halls, and restrooms. Unauthorized storing, sharing, or distributing such images is also prohibited.

Sexual and Other Forms of Harassment

CUZ maintains a zero-tolerance policy on harassment and discrimination. Students, staff, and visitors have the right to study, work, and participate free from harassment, including:

- Sexual harassment
- Physical harassment
- Verbal harassment or discrimination
- Visual forms of harassment or discrimination
- Civil rights violations

Harassment or discrimination based on race, religion, colour, national origin, ancestry, medical condition, disabilities, marital status, sex, age, or sexual orientation is strictly prohibited and handled in accordance with Zambian law. The University may involve police or other authorities where appropriate.

RESPONSIBILITY FOR ENFORCEMENT

The University is committed to ensuring that all students adhere to its rules, regulations, and standards of conduct. The responsibility for enforcing these regulations lies with designated University officials, who have the authority to implement disciplinary measures and ensure compliance.

- i. **Authorized Officers:** The Quality Assurance Officer, Registrar, Directors, Deans, and the Librarian are empowered to exercise disciplinary control over all registered students. They shall enforce penalties and ensure that suspended or expelled students are barred from attending classes, submitting assignments, participating in tests or examinations, or engaging in any academic or extracurricular activities under the University. Suspended or expelled students are also excluded from all CUZ-sanctioned activities.
- ii. **Financial Implications:** Students who are suspended or expelled forfeit any claims for refunds or reductions of tuition, accommodation, or other fees already paid to the University. Suspended students must settle all outstanding fees at the time of suspension before being considered for re-admission.
- iii. **Disciplinary Proceedings in Absence:** If a student fails to attend a disciplinary meeting without a valid reason, the Disciplinary Panel may proceed to hear the case in absentia at its next scheduled meeting, unless circumstances require otherwise.

PROCEDURE FOR RESOLUTION OF STUDENT GRIEVANCES

Cavendish University Zambia is committed to providing a safe, supportive, and respectful environment for all students. The University recognizes that grievances may arise and has established a formal process to ensure that student complaints are handled fairly, consistently, and transparently.

The University designates specific staff, including faculty and management personnel, to receive and manage student grievances. The Dean of Students (DoS) provides leadership in this process by reviewing complaints, assessing whether the University has acted fairly, and ensuring that all matters are addressed in a procedurally fair and consistent manner. It is important to note that the DoS is not a final decision-maker but may make recommendations to the appropriate Executive authority to resolve complaints or address systemic issues.

GRIEVANCE MANAGEMENT PROCEDURE

Informal Resolution

- i. For minor issues, the student is encouraged to attempt an **informal resolution** through direct discussion with the party or parties involved.
- ii. The goal is to resolve grievances quickly and amicably without formal intervention.

Formal Complaint

- i. If informal resolution is not feasible or likely to escalate the matter, the student should submit a formal complaint to a staff member they trust or feel comfortable with.
- ii. If the staff cannot resolve the matter immediately, they shall **refer the complaint** to the appropriate University entity. The student will be informed and consulted before the referral is made.
- iii. The entity responsible must provide the student with:

- A proposed course of action to address the grievance
- A timeline for resolution

Escalation

- If the proposed resolution is unsatisfactory or the specified timeline lapses without a resolution, the student may escalate the grievance to the Dean of Students.
- The DoS will escalate the matter to a higher decision-making authority than that engaged in the preceding step.
- The higher authority must provide the student with:
 - A written commitment detailing the proposed steps for resolution
 - A timeline for implementation

This procedure ensures that all student grievances are addressed promptly, fairly, and transparently, while maintaining the principles of procedural fairness and accountability throughout the process.

Eligibility to Sit for Continuous Assessment Tests (CATs) and Examinations

Assessment	Week	Payment Requirement	Notes / Late Payment Policy
First CATs	Week 6	Minimum 50% of tuition paid by end of Week 4	Students below 50% must obtain academic & finance clearance, pay the prescribed late fee, and bring payments to 50% to sit.
Second CATs	Week 10	Minimum 75% of tuition paid by end of Week 8	Students below 75% must obtain academic & finance clearance, pay the prescribed late fee, and bring payments to 75% to sit.
Final Exams	Week 14	100% of tuition paid by end of Week 12	Students below 100% must obtain academic & finance clearance, pay the prescribed late fee, and pay tuition in full to sit.

GRADUATION/STUDENT RECORDS REQUESTS

Every student who applies for graduation will be required to resubmit all grade 12 documents, confirming that admission requirements have been met, to be cleared to graduate. Under no circumstances will a student be cleared to graduate with an outstanding balance. All tuition and fees will need to be 100% paid to be cleared for the graduation process to commence. Under no circumstances will a student be given transcripts or any other official academic documents from the University if there is an outstanding balance from a previous semester or if the student is not up to date with payments for the current semester.

IDENTITY CARDS

The University requires all students to possess and properly maintain a valid student identification card as proof of identity and enrolment status.

i. Issuance of Student ID

Every student must obtain a University Identification Card (ID) from the library upon registration. The ID serves as official proof of student status and must always be carried while on university premises.

ii. Loss of Identity Card

In the event of loss or theft of an ID card, the student must immediately report the matter to the library and the police. This is necessary to prevent potential misuse of the card, including its use in unlawful activities.

iii. Replacement of ID Card

A replacement ID card may be issued upon submission of the required documentation and payment of the prescribed replacement fee (and any applicable penalties as determined by the University).

UNIVERSITY WEBSITE

Cavendish University Zambia maintains an official website accessible at <https://www.cavendishza.org>, which serves as a central source of information for students, prospective applicants, and other stakeholders.

The website provides comprehensive information on:

- Academic programmes
- Admission requirements
- Campus locations
- Student support services
- Career development services, and more

HELP DESKS AND CONTACT INFORMATION

Cavendish University Zambia provides dedicated help desks to assist students with a wide range of enquiries. If you require support, please contact the relevant department using the email addresses below:

DEPARTMENT/SERVICE	EMAIL ADDRESS
Distance Learning	distancelearning@cavendish.co.zm
Academic Office	academic@cavendish.co.zm
Facilities	facilities@cavendish.co.zm
Finance	finance@cavendish.co.zm
Information Technology	helpdesk@cavendish.co.zm
Graduation	graduation@cavendish.co.zm
Complaints Grievances	complaints@cavendish.co.zm

PHOTOS

LIVINGSTONE DINNER (STUDENTS & STAFF)



ALUMNI DINNER



GUEST LECTURE BY PROF. ANNA FROM WARSAW SCHOOL OF ECONOMICS**CUZ STUDENTS ON EXCHANGE PROGRAMME IN POLAND**

CUZ STUDENTS ON INDUSTRIAL TOUR



PAST CHANCELLORS OF CAVENDISH UNIVERSITY ZAMBIA (CUZ)

The role of the Chancellor at Cavendish University Zambia is the highest ceremonial office of the University. Over the years, the University has been served by distinguished individuals who have provided leadership at key ceremonial functions such as graduations and official academic events.

The past Chancellors of CUZ have contributed to strengthening the University's public image, promoting academic excellence, and supporting the institution's mission of producing competent, ethical, and socially responsible graduates. Through their presence and guidance, they have helped reinforce the values of integrity, professionalism, and academic quality within the University community.

Each Chancellor has played an important symbolic role in representing the University to external stakeholders, including government, industry, and the broader academic community. Their tenure has contributed to enhancing the credibility and visibility of CUZ both nationally and internationally.

Kenneth Kaunda



Chancellor from 2004 to 2018

Dr. Kenneth David Kaunda (1924-2021), fondly known as “KK,” was the founding President of Zambia and one of Africa's most respected statesmen. He led Zambia from independence in 1964 until 1991 and was internationally recognized for his commitment to education, peace, and human dignity.

As the inaugural Chancellor of Cavendish University Zambia, Dr. Kaunda served from the University's inception until his retirement in 2018. His association with the University brought immense prestige and credibility during its formative years. He presided over graduation ceremonies, inspired students to pursue ethical leadership, and championed the transformative power of education. Under his ceremonial leadership, CUZ strengthened its reputation as Zambia's pioneering private university.

Rupiah Bwezani Banda



Chancellor from 2018 to 2022

His Excellency Rupiah Bwezani Banda (1937-2022) was the fourth President of Zambia, serving from 2008 to 2011. He was a seasoned diplomat and public servant with extensive experience in national and international affairs.

Mr. Banda was installed as Chancellor of Cavendish University Zambia in October 2018, succeeding Dr. Kenneth Kaunda. During his tenure, he continued to promote academic excellence and integrity. His distinguished background in governance and diplomacy enhanced the University's visibility and reinforced its commitment to developing graduates capable of contributing meaningfully to society. He served as Chancellor until his passing in 2022.

PERSONAL DECLARATION

"I have reviewed and accepted the regulations and financial terms outlined in the Cavendish University student handbook. I commit to maintaining high standards of conduct and meeting all tuition obligations. I understand that my enrolment is a privilege and that the University reserves the right to dismiss any student whose behavior compromises its academic or moral integrity. Furthermore, I agree to respect all intellectual property and branding belonging to the institution."

Signed by me, on this _____ day of _____, 20. _____

Student surname: _____ Given names: _____

Student ID number: _____ Student signature: _____



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