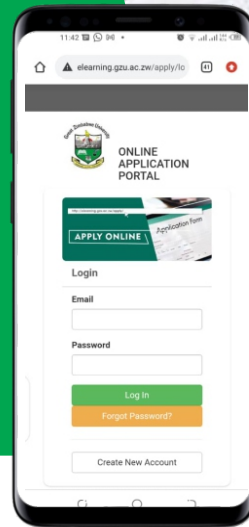


<http://elearning.gzu.ac.zw/apply/>



REGISTRATION MANUAL

FOR ADMISSIONS AND REGISTRATION

INTRODUCTION

The Student Registration Manual is a vital tool for acquainting students with registration procedures at Great Zimbabwe University. It outlines deferment procedure and contacts for responsible offices in case of challenges. Students are expected to acquaint themselves with the academic requirements and expectations for bonafide studentship. It is therefore important that students read this manual closely for guidance.



Vision

Towards an exceptional Pan African University Championing Heritage Based scholarship and mordenisation/industrialisation

Mission

To contribute towards industrialization and mordenisation of Society through heritage based teaching research and innovation

Core Values

Unhu/Ubuntu

Innovativeness

Excellence

Integrity

Result focus

2.0 Preamble

- 2.1 The Registration Manual provides an overarching framework for Great Zimbabwe University Admissions and Student Records procedures.
- 2.2 The framework applies to the admission of all categories of students to accredited programs of under and postgraduate study at Great Zimbabwe University.
- 2.3 The University is committed to inclusive, transparent and consistent admission practices.
- 2.4 Students are selected on merit, abilities and aptitude.
- 2.5 The university reserves the right to change any provisions stated herein without notice. It is imperative that the student registration Manual is read in conjunction with the General Academic Regulations, the Student Handbook and other University policies and ordinances.

3.0 DEFINITION OF TERMS

- i. Admissions The act or process of accepting someone as a student at a school, college, or department.
- ii. Enrolment Is a process of ensuring attendance in an educational institute and in specific classes.
- iii. Student records are defined as those records directly related to a student and maintained by the institution or by a party acting for the institution.

3.1 APPLICANT DOCUMENTATION

- Great Zimbabwe University requests supporting documentation of qualification, which becomes the property of the University for record keeping. These documents will not be returned to the applicants.

3.2 PROOF OF PAYMENT OF APPLICATION FEES

- Application fees are paid into the University account whose details are available on the University website (www.gzu.ac.zw)
- Cash is deposited either at the bank into the University account or at the University cash office using the approved University payment platforms such as direct deposits, electronic transfers, and Ecocash.
- Payment of application fees into an individual's account is prohibited. The University does not use any third parties for fees and other cash deposits.

3.3 ISSUANCE OF APPLICATION FORMS

- Upon production of a receipt from Cash Office, the Admissions office records the receipt number and issue out an application form. The receipt of the applicant is cancelled and returned to the applicant as proof that a form has been issued in lieu thereof.

3.4 RECEIVING OF APPLICATION FORMS

- Verification of copies of certified academic certificates, birth certificate, National ID and/ or marriage certificate is done. Applicants for the Bachelor of Laws and Biomedical Sciences should submit police clearance.
- Once verified the application form is submitted to Administrators for selection.

3.5 CAPTURING OF APPLICATION FORMS

- For online applications all the information on the application form is captured automatically in the university system.
- Information on the physical application forms is captured manually.
- Once captured in the system, an offer letter is generated if the applicant qualifies for the programme

applied for, for the student to print and keep a copy.

- Applicants are advised and expected to check their offer letters on the website and print.
- Qualifying applicants who are not admitted because of enrolment limitations will be notified through the School Administrator's office.
- International applicants/exchange students whose first language is not English, except those applying to study English as a second language, will be enrolled for Bridging course in English.
- International Students are solely responsible for all arrangements relating to their student/study immigration status.

3.6 ONLINE APPLICATION PROCESS

Visit www.gzu.ac.zw

1. Create an applicant account
2. Log onto the online application platform
3. Create an online platform
4. Choose the programme
5. Add personal details
6. Add Ordinary level
7. Add 'A' level qualifications
8. Add tertiary qualifications
9. Add employment history
10. Make online payment
11. Submit the application
12. Track the application

3.7. REGISTRATION

- Students should present original copies of certificates and national IDs to the Admissions officer for verification before registration.
- After verification, the student creates a student account as directed on the portal and register for modules on offer.
- Click the green button for registration and print registration confirmation.
- Students should proceed to collect student IDs after completion of registration process.
- Registration should be done and completed within the first two weeks of the semester. Thereafter a grace period of two weeks for late registration is granted, which attracts a daily penalty.

3.8 DEFERMENT OF STUDIES

- A student is considered to have automatically deferred if they do not register within the registration period, and is expected to complete formal deferment forms, and only fills in resumption of studies for

the same unregistered level, when next they present themselves for studies.

- For formal deferment in case of extenuating circumstances, a student should fill in a deferment form which is on the website and send to admissions@gzu.ac.zw for processing.
- For resumption of studies, students fill in the same form or call Admissions Office for the request to be actioned.
- Notices to students and timetables are posted on student portals and the University website, therefore students are expected to always open their student portals, and check the website for information.

3.9 PAYMENT OF FEES

- Payment of fees can be done at the bank into the university account which is on the website or Harare ZIMDEF complex GZU offices or in Masvingo at the Main Campus at the Student Accounts Department.
- Payment can also be done online following prompts on the university website
- If payment has been done through a bank transfer, students are expected to send proof of payment to gzuaccounts@gzu.ac.zw
- Fees statements are posted on student portals.
- Invoices can be requested from the student accounts office
- Issues to do with fees balances and fees arrears should be directed to student account office.

3.10 EXAMINATIONS

- Students shall not write examinations for modules that they have not registered for.
- Students are expected to print registration confirmation before sitting for the examinations.
- The examination timetable will be posted on the website and in the student portal for students' attention.
- All timetable related queries should be directed to the student's respective Department, the School and also Examinations Office before the final timetable is published.

3.11 CONTACTS FOR ADMINISTRATORS

Examinations	+263 266672
Admissions	+8677004747 ext 1238, 1239
Student accounts	+263788560040/ +2638677004747 ext 1144
ICT department	+263

NB: Kindly note that issues to do with registration, missing modules, lecture timetables and other issues to do with teaching and learning should be directed to School administrators. Students can send emails or visit the Administrators office.

3.12 CONTRACTS FR SCHOOL ADMINISTRATORS

School of Heritage and Education	- Mrs T Chipatiso tchipatiso@gzu.ac.zw
Munhumutapa School of Commerce	- Mr E. Kumbirai ekumbirai@gzu.ac.zw -
Hebert Chitepo Law School	-Mrs C.Chengeta, cchengeta@gzu.ac.zw
Julius Nyerere School of Social Sciences	-Mrs. J. Mudzoki, jmushangwe@gzu.ac.z
Gary Magadzire School of Agriculture	- Ms Y.Makotore,ymakotore@gzu.ac.zw
School of Natural Sciences	-Mrs L.Mazhara, lmazhara@gzu.ac.zw
Simon Mazorodze School of	
Medical and Health Sciences	- Mr M T Mutanda, mdkmutanda@gzu.ac.zw