



**MALAWI
ADVENTIST UNIVERSITY**

KNOWLEDGE -TRUTH- SERVICE

**ACADEMIC PLANNER
&
STUDENT LIFE HANDBOOK**

2019-----2020

Student Name: _____

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INTRODUCTION

The information presented here is a statement of the student-life policies of Malawi Adventist University (MAU) at the time of printing. MAU reserves the right to change policies without prior notice. If changes occur during the academic year, they will show on the **online version** of this handbook. Students are expected to know and follow the policies appearing in this handbook and as amended from time to time.

Jurisdiction

If the student is enrolled at MAU, he/she is bound to follow the guidelines of the University, whether on/off campus. Misconduct, done outside of campus shall still be treated as if it happened on campus for all registered students as long as they are enrolled as MAU students.

Interpretation of this Handbook

The MAU administration shall have the sole right to interpret the guidelines set forth in this *Student Handbook*. Amendments to the above may be promulgated at the disposal of the University anytime it is felt that there is a need for such amendment.

Our Dynamic History

Malawi Adventist University affectionally known as “MAU” is comprised of several learning sites throughout Malawi. Currently these are Malamulo College of Health Sciences, Lakeview College, and the Blantyre Campus that hosts our Professional Development Institute (PDI) for continuing education and is the site where the graduate programmes are being developed.

The University Administrative Offices of MAU are found in Ntcheu District adjacent to the Lakeview College campus. MAU is an institution owned and operated by the Seventh-day Adventist Church in Malawi. MAU is an active member of the worldwide family of around 120 Universities and Colleges.

Lakeview College

The Lakeview College campus opened in 1980 as a Seminary and a Lay Training Centre for training Seventh-day Adventist Ministers and Lay preachers. Almost 99% of the current serving ordained Adventist Ministers graduated from this institution. In 1996, the Church voted to upgrade the Seminary into a Junior College, offering the first two years of College courses leading to an Associate of Arts degree. However, in 1999, the Church determined to operate full-fledged four-year degree programmes.

The College opened in 2000 and temporarily closed in 2002. It was reopened in 2004 and affiliated with the University of Eastern Africa, Baraton (UEAB), a Seventh-day Adventist institution that opened in 1983 and was chartered by the government of Kenya on March 28, 1991. This means that students who satisfactorily meet the entire academic and character requirements of the degree programme were awarded the UEAB degrees either in person or in absentia at Baraton in Kenya. During the 2019 Graduation MAU granted degree to their first graduates. After 2020 all students will receive degrees from MAU.

Malamulo College of Health Sciences

Malamulo College of Health Sciences (MCHS) is the oldest institution of the MAU system. The college was, until 2001 under Malamulo Hospital, and since then it became independent. It is a Seventh day Adventist Health Institution established in 1908. It is situated in Thyolo District, in the southern region of Malawi approximately seventy kilometers from Blantyre off the Makwasa road. The institution started as a mission station in 1902 and a small dispensary in 1908 with the objective of preaching the Word of God through ministry of healing. This campus has been an educational component of Malamulo Hospital, which was introduced in 1938. The hospital started training Medical Assistants (MA) in 1938, enrolled Nurse and Midwives (ENM) in 1953, Laboratory Assistants (LA) 1968, Laboratory Technicians (LT) 1978 and Clinical Officers in 1998. From 2008 the Malawi Union of SDA harmonized MCHS to become part of Malawi Adventist University system.

Currently the College is offering Degrees in Public Health and Medical Laboratory Science and Diplomas in Nursing and Midwifery Technician, Biomedical Science and Clinical Medicine. The College is also offering Certificate in Clinical Medicine. Sometimes it offers upgrading courses from Certificate to Diploma in Clinical Medicine and Biomedical Sciences. The College is well known throughout the country and the region as a service-oriented institution.

University Accreditation

MAU is duly accredited since 2018 by the National Council for Higher Education (NCHE) in Malawi (<http://www.nche.ac.mw/index.php/resources/registered-institutions>). Since 2019 MAU has additionally received international accreditation by the Adventist Accrediting Association (AAA) <https://adventistaccreditingassociation.org/adventist-colleges-universities/>.

MISSION, VISION, AND VALUES

Philosophy

MAU is one of the many of SDA educational institutions throughout the world. SDA education is based upon Christian values, beliefs and perspectives. Central to our philosophy is the belief in an eternal, living and personal God, who is the source of all life, truth, beauty, and Christian values. They are unique in that they operate on Biblical principles.

Mission Statement

To provide and advance a holistic, quality Christian education for men and women in order to equip them with relevant knowledge, and appropriate skills and competencies that are necessary for selfless service to God and mankind.

Vision

To become a world class university of choice with excellent programs for creating high quality graduates.

Core Values

Professionalism, Punctuality, Discipline, Compassion, Transparency, Accountability and Conscientiousness

Overarching Learning Goals

The overarching learning goals of the University are to develop mental, physical, socio-economic, spiritual faculties of the student and to provide and advance a holistic, Bible-based education to serve God and mankind.

Mental and Character Development *"Therefore, be ye also perfect, as your heavenly Father is perfect." Matt. 5:48*

By the end of the program, students should be able to:

- Demonstrate critical thinking in any given situation;
- Acquire the mental discipline required for academic success; and
- Acquire personal qualities of loyalty, honesty, and integrity.

Physical Development *"Know you not that your body is the temple of the Holy Ghost?" 1 Cor. 3:16*

By the end of the program, students should be able to:

- Develop positive attitude towards physical work and exercise; and
- Demonstrate temperance in matters of diet, rest, study and recreation.

Spiritual Development *“But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.” Matt: 6:33*

By the end of the program, student should be able to:

- Lead in devotional and spiritual activities such as prayer bands, crusades, choirs and community service both on and off campus;
- Develop awareness of and participate in the SDA Church’s contribution to mankind through its teachings, its philosophy and the lifestyle; and
- Demonstrate Christian respect and moral values in all relationships.

Socioeconomic Development *“The earth and everything in it, the world and its inhabitants, belong to the Lord.” Psalm 24:1*

By the end of the program, students should be able to:

- Mentor with new and potential students to become leaders;
- Participate in various social activities
- Practice ethical, legal, spiritual, and moral aspects of his/her profession; and
- Demonstrate responsible use of available resources.

Academic Development *“Study to show thyself approved unto God.” (2Tim. 2:15)*

By the end of the program students should be able to:

- Demonstrate professional competence in their discipline appropriate to their academic level;
- Apply professional ethics in interacting with all people, guardians, clients, colleagues, faculty and staff;
- Demonstrate leadership skills in academic programs and outreach ministries.

Hymn for Lakeview

Lyrics and Music by: Chawanangwa Munthali

1. My home Lakeview, spring of the three;
My thirst is quenched, my hunger's fed
Your springs are cool, greater than mighty sea;
Come to eat and drink of the three
2. With pride we ride to rise and shine;
Knowledge will lead me all the way;
Truth shall tell we live to ride and to shine;
Serving man and God is our goal.
God bless Lakeview God bless Lakeview
God bless Lakeview forever.

Hymn for Malamulo

It is with great pride and honor
We'll shout with joy and sing
For our dear Malamulo
Our gratitude to God we bring

You're a fountain of wisdom
Healing, power and love
To all lands and nations
From now till heaven above

Lyrics By **Frialma A. Frias**, Music By **Ann Atkins** And Arranged By **Luz Romero**

COMMITMENT TO STUDENT RIGHTS

MAU recognizes both the rights and the responsibilities of all members of faculty, staff and students, and encourages them all to do the same.

MAU students have the right to a conducive learning environment.

This primary principle of University experience is the foundation of all other rights and responsibilities, all policies and procedures and all administrative decisions concerning the conduct and behavior of the members of the University community. Due to the nature of MAU as a private, Christian, Seventh-day Adventist institution, our perspective on this principle, and our interpretations of the rights and responsibilities toward this University community, may differ from that perspective and interpretation of other educational entities. The Adventist heritage of MAU, our stated objectives and mission, our recognition of both individual and community needs, and our understanding of civil law, all play an important role in our interpretation of fundamental rights. The MAU administration recognizes the necessity and reserves the right to review this interpretation as the need arises. We want students to be a part of that refinement process and we welcome their input.

MAU students have the right to be spiritually nurtured.

MAU is a community of faith as well as a community of learning. We want to engage the spirit and educate the mind of every student. While we have no intention of forcing a spiritual experience upon anyone, we also recognize the importance of a Christian life that is meaningful, stimulating and rich. It is this desire to share this spiritual well-being with MAU students that prompts us to require you to attend religious classes and be present when the University community worships together. Every student is expected to attend all religious appointments as this forms part of the University's learning objectives. With the support and encouragement of the community of faith, each student can experience personal growth and their spiritual development goals.

MAU students have the right to appropriate, affirming, respectful, harassment free behavior in the personal interaction with all other university members.

Disrespectful conduct, physical, sexual and emotional harassment or abuse based on racial, cultural, religious, gender, age or ability differences, regardless of the degree of severity, have no place on the MAU campuses. In addition, acts of dishonesty, immorality, disorder, indecency or obscene conduct, as expressed in language, actions or personal appearance, as well as public expression of intimacy, violate this right, and therefore are not acceptable behaviors. MAU has a comprehensive Discrimination and Harassment Policy you can find linked to this document.

MAU students have the right to compete on a fair and equal basis for appropriate academic recognition.

Academic grading/Marking will be fair and objective. We believe this right precludes such behavior as cheating, plagiarism and other acts of academic dishonesty.

MAU students have the right to an environment that promotes and protects health and safety.

University life demands a high level of alertness and mental fitness, and we encourage our students to take time off from their busy schedules for enough rest and exercise. To maintain a healthy diet, the campus food service provides nutritious, wholesome food.

Behaviors that violate this right include: Threatening and dangerous behavior; trespassing and unlawful entry; use of drugs, alcohol and tobacco; theft; obstructing or disrupting the study, work, social or religious life of others. Campus Security officers remain available 24/7 to respond to any issue of safety and emergencies that students may be concerns with. Emergency phone numbers for Lakeview are: 0881299760 or 0995812305 and MCHS is: 08800981909

MAU students have the right to form, hold membership and seek office in approved student organizations/clubs on campus for which they are academically and socially eligible.

MAU has a variety of student organizations and club through which leadership skills can be developed and refined. These are encouraged for students who meet and maintain the proper criteria.

MAU students have the right to freely express their opinions and experiences without fear of reprisal.

This right encourages responsible citizenship, acceptable models of public expression and respectful Christ-like disagreement. Using one's expressions to intimidate or bully anyone is a violation of this right.

MAU students have the right to confidentiality of information regarding their private lives except as needed to share for the good of the student's future.

This safeguard of students' information pertains to their health, academic work, past personal history, and/or social life that may be archived at MAU. However, for specific individuals or institutions that have a need for this information, some may be disclosed to those who are likely to use it for the good of the student, as determined by MAU confidentiality policy. Confidentiality of some information may not apply if such is considered likely to lead to the violation of the rights of others or to the breaking of the laws of the land.

MAU students have the right to fair and respectful treatment regarding disciplinary action.

The MAU Disciplinary procedure consists of a committee of faculty and administrators who deal with students' violations of the rights and responsibilities outlined in this handbook. Every effort is made to provide consistent, open and fair discipline that will encourage personal growth for the individual and deter further violation of University rules and regulations.

MAU students have the right to appeal against any disciplinary action taken against them.

Any student, who is not satisfied with a decision made by the Disciplinary Committee, may write a letter of appeal to the College Deputy Vice Chancellor (DVC), with a copy given to the Dean of Students. The student should state in the appeal, clearly the grounds for appeal and why he/she is dissatisfied with the action taken. Student will have an administrative response to their inquiry within 14 days of receipt of the appeal at the Office of the DVC.

MAU students have the right to have their grievances handled prayerfully with open hearts and minds.

A student who feels aggrieved should first appeal to the person concerned. If the matter is not settled at that level, s/he can proceed to the next higher level. In all cases, each student has the right to expect a courteous and timely reception concerning all such matters. All formally written grievances shall have a preliminary administrative response to their inequity within 14 days of receipt of the written request.

STUDENT COMMITMENT TO MAU

As a student at **Malawi Adventist University** I will consistently commit myself to Academic, Spiritual, Social, Personal, Residential and Corporate Responsibility. As such I agree to the following:

Academic Success

I will follow academic policies and directions as outlined here and, in the *MAU Academic Bulletin*. I will apply my best effort to my academic programme with inquisitiveness, propriety, honesty, and integrity. I will demonstrate professionalism in class attendance and timely submission of assignments. I will promote the same outstanding conduct among my co-learners.

Spiritual Well-being

I will honour the university's mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment. I will prioritize time for building my personal walk with God.

Social Well-being

I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.

Personal Care& Safety

I will develop high standards of personal safety, health, wellness, and entertainment and will promote the same for other members of the MAU community. I will not use alcohol, tobacco, improper drug use, and will not engage in sex outside of marriage. I will give care to my personal and co-learner safety. My behaviors will reflect my commitment to wholistic growth and self-care. My personal appearance will model the best of professionalism dress.

Residential Care

I will respect the community where I reside while I am a student. I will make sure that I abide with the residential policies of MAU wither I am a hostel or off-campus student. I will care for the furnishings, the rules, and my fellow housing mates while respecting the Dean's authority. I will leave my residential space better for those who come after me.

Corporate Respect

I will actively participate in the corporate life of the university, taking initiative to meet all my duties under its regulations. I will follow the policies and standards outlined in this *Student Handbook*. This includes meeting financial obligations, programme support and class attendance, ~~and~~ behaviour, and fulfillment of my designated role as a member of this Christian University community.

Student Commitment Contract

During orientation, each student is required to sign a student contract with the University, pledging to observe and follow the guidelines set forth in this student handbook. This contract becomes legal and binding and may constitute as piece of evidence in a court of law. (See Appendix A for a copy of the document to be signed during orientation)

HELPFUL INFORMATION FOR STUDENTS

Phone Numbers, Services, Operating Hours

MAU Web Site www.mau.ac.mw

General Information..... 0997852238 / 0884392635 University Office
0999013185/0887255335-Lakeview Campus
0880981909 – Malamulo Campus
0998733894 – Blantyre Campus

Admissions: Monday-Thursday, 8:30 a.m.-5:00 p.m. Friday, 8:30 a.m.-12 p.m.
(Registrar’s Office)0991295313– University Office
099976761/0888767611-Lakeview
0994171394-Malamulo

Emergencies: Campus Safety personnel are available 24 hours a day, seven days a week.
Campus Safety.....0881299760 or 0995812305 Lakeview
0880981909 Malamulo

Spiritual Affairs Office: Monday-Thursday, 8 a.m.-5 p.m. Friday, 8 a.m.-12 p.m.
Chaplain.....0999221312 – Lakeview
0882466148 - Malamulo

ICT Support Desk: Monday-Thursday, 8 a.m.-5 p.m.
Computer Support DeskAvailable in the library

LibraryVisit the library
Databases, books, journals, magazines, Computer Labs. For operating hours please refer to library policy for relevant campus.

Student Representative Council (Student Affairs Office)

Student Finance (Accounts Office)..... 0880967030-Malamulo
0997915505-Lakeview

Student Affairs Office: Monday-Thursday, 9:00 a.m.-12 p.m. , 2 p.m.-5:00 p.m.
Dean of Student Affairs..... 0999400578 – Malamulo
0991295314 - Lakeview

Volunteer Services Office: Monday-Thursday, 9:00 a.m.-12 p.m. , 2 p.m.-5:00 p.m.
Volunteer Coordinator..... Email: volunteer@mau.adventist.org

September 2019

| | | | |
|--|--|---|--|
| 1. Arrival of new and continuing students 50% fees balance due | 2. Registration of new and continuing students Licensure for CCM special class – MCHS | 3. Camp Meeting begins - MCHS | 4. Registration of continuing students ends |
| 5. Late registration of continuing students begins | 6. | 7. | 8. |
| 9. Classes begin | 10. Registration of new students ends Licensure for CCM Special class ends – MCHS Late registration for continuing students ends | 11. | 12. |
| 13. | 14. | 15. Bridging course begins - Lakeview | 16. Add and drop period begins |
| 17. | 18. Mid - Semester break ends. | 19. | 20. |
| 21. | 22. E | 23. | 24. Camp Meeting Begins - Lakeview |
| 25. | 26. | 27. Add and drop period ends | 28. Camp meeting ends - Lakeview |
| 29. | 30. 25% fees balance due | 31. | |

October 2019

| | | | |
|-----|---|-----|-------------------------------------|
| 1. | 2. | 3. | 4. Dedication exercise - MCHS |
| 5. | 6. Sports Day visitors from Lilongwe University - Lakeview | 7. | 8. |
| 9. | 10. | 11. | 12. |
| 13. | 14. Submission for exams for moderation Mid – semester break begins | 15. | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. | 24. |
| 25. | 26. | 27. | 28. |
| 29. | 30. | 31. | |

November 2019

| | | | |
|---|---|---|---|
| 1. | 2. | 3. Spiritual emphasis week begins | 4. |
| 5. | 6. | 7. | 8. DVC Trophy game - Lakeview |
| 9. Spiritual emphasis week ends | 10. Lake trip (Mangochi) Lakeview DVC Trophy Match - Lakeview | 11. | 12. |
| 13. | 14. | 15. End of bridging Course- Lakeview DVC Trophy Game - Lakeview | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. | 24. Spiritual Visit to DMI University - Lakeview |
| 25. Course Evaluation by students begins | 26. | 27. | 28. Course Evaluation by students ends |
| 29. | 30. Spiritual visit from CHANCO university - Lakeview | 31. | |

December 2019

| | | | |
|--------------------------------------|--------------------------|-----|-------------------------------------|
| 1. | 2. Study Week Begins | 3. | 4. |
| 5. | 6. Study weekend ends | 7. | 8. |
| 9. End of semester exams begin | 10. | 11. | 12. |
| 13. | 14. | 15. | 16. |
| 17. | 18. | 19. | 20. End of semester exams end |
| 21. | 22. | 23. | 24. |
| 25. Christmas Day | 26. Boxing Day | 27. | 28. |
| 29. | 30. | 31. | |

January 2020

| | | | |
|--|--|--|-----|
| 1. New Year's Day | 2. | 3. | 4. |
| 5. | 6. Processing grades begins | 7. | 8. |
| 9. | 10. Processing grades ends | 11. | 12. |
| 13. | 14. | 15. John Chilembwe Day (Public Holiday) | 16. |
| 17. First Semester results Release | 18. | 19. | 20. |
| 21. | 22. Registration of continuing students ends. | 23. Late registration of continuing students begins | 24. |
| 25. | 26. | 27. | 28. |
| 29. | 30. | 31. Registration of new students ends Late registration of continuing students ends Special Examinations end | |

February 2019

| | | | |
|---|---------------------------------------|----------------------------------|--------------------------------------|
| 1. | 2. | 3. Add and drop period begins | 4. |
| 5. | 6. | 7. | 8. |
| 9. | 10. | 11. | 12. |
| 13. | 14. Add and drop period ends | 15. | 16. |
| 17. | 18. | 19. | 20. |
| 21. Submission of exams for moderation | 22. Spiritual Emphasis Week Begins | 23. | 24. |
| 25. | 26. | 27. | 28. Due date for 25% Fees balance |
| 29. | 30. | 31. | |

March 2020

| | | | |
|-----|---------------------------------------|--|--|
| 1. | 2. | 3. Martyrs Day (Public Holiday) | 4. |
| 5. | 6. | 7. | 8. |
| 9. | 10. | 11. | 12. Mid semester Break Begins |
| 13. | 14. | 15. | 16. Mid Semester Break Ends Classes Resume |
| 17. | 18. | 19. | 20. |
| 21. | 22. Spiritual Emphasis Week Begins | 23. | 24. |
| 25. | 26. | 27. | 28. Spiritual Emphasis week ends |
| 29. | 30. | 31. Due Date for Final 25% Fees Balance | |

April 2020

| | | | |
|----------------------------|--|--|---|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. | 8. |
| 9. | 10. Easter Holiday Begins | 11. | 12. |
| 13. Easter Holiday Ends | 14. Classes Resume | 15. | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. | 24. Dedication exercise – MCHS Campus |
| 25. | 26. | 27. Course Evaluation By Students Begins | 28. |
| 29. | 30. Course Evaluation By Students Ends | 31. | |

May 2020

| | | | |
|---|------------------------------------|---------------------------------------|-------------------------|
| 1. | 2. | 3. | 4. Study Week Begins |
| 5. | 6. | 7. | 8. Study week ends |
| 9. | 10. | 11. End Of Semester Exams Begin | 12. |
| 13. | 14. Kamuzu day | 15. | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. End of Semester Exams Ends | 24. |
| 25. (Eid Al Fitr (Public Holiday) | 26. Processing Grades Begins | 27. | 28. |
| 29. Processing grades ends | 30. | 31. | |

June 2020

| | | | |
|-----|-----|------------------------------|--|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. | 8. |
| 9. | 10. | 11. | 12. Release of examination results |
| 13. | 14. | 15. Inter semester Begins | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. | 24. |
| 25. | 26. | 27. | 28. |
| 29. | 30. | 31. | |

July 2020

| | | | |
|-----|--|--|-----|
| 1. | 2. | 3. | 4. |
| 5. | 6. Independence Day (Public Holiday) | 7. Entrance Interviews Begins - MCHS | 8. |
| 9. | 10. Entrance interviews ends - MCHS | 11. | 12. |
| 13. | 14. | 15. | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. | 24. |
| 25. | 26. | 27. | 28. |
| 29. | 30. | 31. Release of selected names | |

August 2020

| | | | |
|-----|-----|---------------------------|-----|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. Inter Semester ends | 8. |
| 9. | 10. | 11. | 12. |
| 13. | 14. | 15. | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. | 24. |
| 25. | 26. | 27. | 28. |
| 29. | 30. | 31. | |

September 2020

| | | | |
|-----|-----|-----|-----|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. | 8. |
| 9. | 10. | 11. | 12. |
| 13. | 14. | 15. | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. | 24. |
| 25. | 26. | 27. | 28. |
| 29. | 30. | 31. | |

October 2020

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|-----|-----|-----|-----|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. | 8. |
| 9. | 10. | 11. | 12. |
| 13. | 14. | 15. | 16. |
| 17. | 18. | 19. | 20. |
| 21. | 22. | 23. | 24. |
| 25. | 26. | 27. | 28. |
| 29. | 30. | 31. | |

STUDENT SUPPORT SERVICES



Contact information for each of these student support services can be found in the Directory of this *Student Handbook*.

Campus Security

Campus Security is available for assistance and service 24 hours a day, seven days a week. Emergencies and life-threatening situations should be reported immediately. Crimes, criminal-type activities, and life-safety problems should be reported to Campus Safety.

Chaplain's Office, Spiritual Affairs

The Chaplain's Office/Campus Ministries department is here to support the spiritual needs of students. Chaplains are available for prayer, Bible study, pastoral care, and pre-marital counseling. Students are encouraged to both participate in existing ministries and to create new ones.

Complaints

All employees of the office of Student Affairs have an open-door policy, which means that if not in a meeting, all student affairs officials welcome face-to-face meetings with students who want to bring attention to a campus problem. In lieu of a meeting, students who have complaints about nonacademic issues should forward them in written form to the Office of Student Affairs. Complaints are addressed by the Dean of Student Affairs (Student Life Issues), the or the Dean of Academic Affairs (Academic Issues) whichever entity is the appropriate one to address the issue. In some cases, complaints will warrant a subsequent face-to-face meeting.

Spiritual Support

Information on being an international Adventist volunteer or doing short-term mission opportunities are available at the Chaplains Office. Also, if you need spiritual counseling or just a friendly person to talk to about personal challenges, the Chaplains office is a great place to get sound advice and prayer as needed.

Spiritual Life Events

The Office of Spiritual Affairs at each campus plans and implements a variety of meaningful spiritual events. This includes weekly church services, Sabbath School, vespers, and each semester a Week of Prayer and special convocations. If students have ideas for special spiritual events for MAU, please contact your Chaplain and share those ideas with them.

Disability Support Services

A disability is considered a long-term physical, mental, intellectual or sensory impairment, which, in interaction with various barriers, may hinder the full and effective participation in society of a person on equal basis with other persons. Students with disabilities should contact Student Affairs Offices as soon as they decide to attend MAU. Affected students should arrange an appointment for a confidential discussion of their situation, whether they intend to request accommodations.

MAU is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. Toward that end, MAU has established policies to assist in advocating for reasonable accommodations that help ensure equal access to course content and evaluation. However, the university cannot assume responsibility for providing accommodations or special services to students who have not voluntarily (and confidentially) identified themselves as having a qualifying disability or to those who have not provided to the Dean of Student Affairs with appropriate documentation of their disabilities.

MAU faculty makes sure that students with a disability are taken into consideration when dealing with them during orientation and registration processes. We strive to make sure that reasonable efforts are made to exclude disability as hindrance to learning but increase opportunity for students with disability to meet their educational goals like any other student. In order to assist students with disability some steps would be taken as follows:

- Counsel and career guidance depending on condition;
- Special equipment depending on situation and resource availability;
- Technical support;
- Information on sources of support and guidance by Dean of Student Affairs;
- Allocation of students with disability to a personal tutor to facilitate academic success; and
- Ensuring university environment is accessible.

In case of clinical, field or industrial placement, care would be taken to allocate students with disability appropriately depending on study requirements.

Counselling Services

Our Office of Spiritual Affairs on each campus has a trained Chaplain who is available to support students who many need some counselling and/or prayer support. Please contact them in advance for making an appointment for counselling as needed.

Food & Cafeteria Services

The MAU cafeteria endeavors to serve, tasty food in the three meals per day that we provide. We use as our guiding verse 1 Corinthians 6:19 “know ye not that your bodies are the temple of the Holy Ghost? ... ye are not your own. Therefore, glorify god with your bodies.” Knowing the scientific basis behind the benefits behind a plant-based diet and adhering to the counsels of E.G. White regarding eating a meat free diet.

Our policy is to offer this type of cuisine in the meals we serve. It is against this policy to bring any meat from any source into the cafeteria. Catering services are also offered with advance notice. Please coordinate with the Food Services Manager on your campus to determine menu and availability. Note: students who steal, throw food, deface or destroy Food Service property or are disrespectful to Food Service staff are subject to fines and disciplinary action.

Meal Serving Times

Malamulo Campus

Breakfast: 5:45 - 6:45 AM and 7:30- 8:00AM (for those on duty)

Lunch: 11:30 - 1:30 PM

Supper: 6:00 - 7:30 PM

Lakeview Campus

Breakfast: 6:30- 7:30 AM

Lunch: 12:30-1:15 PM

Supper: 5:30- 6:15 PM

The times are subject to change basing on cafeteria rules and regulations

Use of Meal Authorization ID

- All students are required to obtain a meal coupon booklet/ ID card on registration day.
- No student will be allowed to get meals in the cafeteria without the required identification.
- No student is permitted to use another student’s meal identification.
- All students are requested to keep their meal identification safe. If your identification is lost, the student will be charged for a replacement.

Other Food Services Policies

- **Meals are only served at the scheduled times** except in prearranged cases.
- Loitering, running in the Cafeteria and pushing in the serving line are not allowed.
- After being served, the student is encouraged to offer a silent prayer before proceeding to eat.
- All announcements to be made in the Cafeteria should be approved by the Food Services Manager.
- No food or utensils may be removed from the Cafeteria without the express permission of the Food Services Manager.
- Meals for the sick may be obtained with authorization slip from the Residential Dean.
- The Cafeteria should be treated with respect. All those having their meals in the Cafeteria are expected to be in proper clothing as outlined in the dress code.
- Students should take their dishes to the dish-room window after every meal.
- No student or visitor is allowed into the kitchen areas without permission of the Food Services Manager or his or her assistant. Students working at the Cafeteria are not allowed into the kitchen unless on duty.
- Any breakages or emergencies should be reported to the Food Services Manager or his or her assistant immediately.
- Visitors wishing to have meals in the Cafeteria must make prior arrangements with the Food Services Manager.

Post-Graduate Studies Office

MAU Graduate Studies Office in Blantyre will be happy to meet with seniors to begin planning for their post processes all applications for students seeking admission into graduate programs. Students seeking to attend classes as degree or non-degree admission status must apply along with the required supporting documentation. When an applicant's file is complete, it is forwarded for an admission status.

Career Planning

MAU seeks our alumni ready for job-relevant work opportunities. Your department academic advisor will be happy to talk with you about career options. If your advisor is not available, please contact the Head of Department for support in getting the advice you seek.

Library Services

To provide outstanding study support for both residential and distance education students, the three MAU Libraries offers a wide range of resources and services both online and on site. As a student of MAU, you have access to academic resources from Malamulo, Blantyre and Lakeview sites. If there are special resources you need, please make an appointment to speak to one of our many library staff. In each Library you will find computers for searching databases and finding e-resources to help you in your studies as well.

Social Engagement Activities

At times, either the SRC or the Student Affairs office plans social activities, such as sporting events, games, videos, talent shows, etc. Students who are free are encouraged to participate. If there are other social engagement activities that you would like to see implemented, please contact the Dean of Student Affairs and share those for consideration.

Sports Collegiality

Christians should function with the highest motives in their quest for athletic excellence.

All sporting events should be characterized by friendly, collegial sportsmanship and overseen by a faculty/staff chaperone.

Video Selection

Students may suggest various videos or DVDs to the Dean of Student Affairs. The movie is then screened and may be approved or rejected. It is advisable to submit videos/DVDs at least two days before the showing to allow time for changes or substitutions whenever necessary. No videos should be shown without prior screening and approval by the Dean of Student Affairs.

Social Gatherings

Students wishing to hold social gatherings or celebrations other than small private parties such as birthday and farewell, must comply with the following regulations:

- A staff member chosen by the students should be invited to the party.
- The original request for a party, including a list of the proposed guests, should receive the approval of the Residence Hall Deans and the Food Service Manager one week before the event.
- Cafeteria equipment may be used only if the party is held in the Cafeteria with the approval of the Cafeteria Manager.
- The celebrations must conform to the acceptable standards of the Seventh-day Adventist Church. That includes no worldly dances, loud music, alcoholic drinks or smoking are allowed.
- Such celebrations must not interfere with the privacy of others nearby.

Student Representative Council (SRC)

SRC is MAU's undergraduate student government organization. SRC officers serve as liaisons between MAU's leadership and students. As such, they receive leadership training to strengthen their abilities at the beginning of each Fall semester. All these officers are determined during annual student election processes. Students who wish to run for an elected office or apply for an appointed position, must meet the following qualifications:

- Completion of a minimum of 1 or more semesters of study on campus;
- Cumulative GPA of 2.50, including a 2.50 GPA in the last semester completed; and
- A clean student conduct record.

Student Volunteer Opportunities

Students are encouraged to volunteer part-time in the university's industries, services, or academic departments in order to expand their CV and professional experience. Applications can be made through the Volunteer Coordinator. For more information they can be contacted at: volunteer@mau.adventist.org.

Student Finance

MAU aims to provide a quality, equal opportunity education. The current fees policy requires payment before registration. Therefore, students should take full responsibility for their financial arrangements by planning. For details about the payment plan and fees structure contact the accounts office. Except for accounts paid in advance, students must adhere to the University's payment plan. Bills must be paid by the due date in order to register for and continue enrollment for future semesters. Students or parents should contact Student Finance if their financial situation changes.

“Work and Learn” Programme

In some cases, school fees may be partially reduced by applying for MAU's “Work and Learn” programme. For details, inquire at the University Office Finance team for the applications. Only a few of these opportunities are available, so please contact

Accessing Your Student Records

Students have the right to inspect and view official records, files, and data directly related to them kept by any unit of the university. This request should be made in writing to the University Register. Requests are to be processed within five days from the date the request has been filed. A reasonable fee may be charged if copies of the material in the file are desired.

Health Care Services

Malamulo College of Health Sciences maintains an understanding with Malamulo hospital for healthcare services. The Office of Student Affairs will assist students in accessing the type of health care service that they need.

Lakeview campus currently maintains an understanding with Lakeview Health Center for Health Services. Lakeview students may access health care here unless referred for further care that cannot be provided at Lakeview Clinic.

Illness While on Holiday

Students who get sick while away from campus should report the illness to the Dean of Student Affairs upon return to campus. They should also present a medical slip from the physician who attended to them. In case a student is sent home due to illness and for recuperation, upon coming back he/she should present a medical clearance from his/her attending physician showing that he/she is fit to resume studies.

Illnesses That Requires Hospital Admission

Students that require admission to the hospital are required to cover their own medical expenses in such an event.

Foreign Student Insurance Requirement

All foreign students are required to have a valid Medical Insurance Cover from a recognized institution within the country.

Sexual Assault and/or Harassment Support

MAU offers support for any student subject to sexual assault or harassment. Assault is a crime and should be reported to one or more of the following immediately:

- Local law enforcement
- Campus Security
- Residence hall deans

If you are a victim of sexual assault:

- Go to a safe place
- Report the assault to any safe campus employee, Residence Dean or Dean of Student Affairs.
- Do not shower or change clothing, as this may destroy vital evidence
- Call a close friend who can come to your location and offer you support

Student Death

In case of death of a student while on Campus, the University shall:

- First inform the deceased parents/guardians and agree on arrangements.
- Make provisions to transport the deceased home.
- Provide a standard coffin.
- In an event of the death of a students' parent or guardian, the College shall in no way be financially obliged. However, the SRC may at its own discretion organize to assist in whatever way they may see fit.

STUDENT POLICIES AND PROCEDURES

As a student at MAU you are committing yourself to **Academic Success**, **Spiritual Well-being**, **Social Well-being**, **Personal Care & Safety**, **Residential Care** and **Corporate Responsibility**. Accordingly, the student policies and procedures are outlined using your commitment framework.

Academic Success

Note: *This Student Handbook* is not the document that houses most of the academic policies for MAU students. Students should familiarize themselves with their Programmes of study and academic policies as detailed in the *University Bulletin* that can be found on the MAU web site at: www.mau.ac.mw

Parental/Sponsor Engagement & Communication

The Student Affairs Office is committed to facilitating communication between the campus and parents within the University guidelines. Parents who want to discuss grades and student conduct with MAU should discuss with their children first the need to keep open and routine communication. It is good practice for students to stay in touch with their parents, guardians and/or sponsors informing them of any challenges and sharing their academic successes and challenges with them.

Class Visitation

Classes at MAU are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells. Hence, visitors may not enter such gatherings unless they are official guests with legitimate business in a classroom or have the permission of the instructor.

Classroom Conduct

Professors and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom. Professors conducting extension classes from other institutions on the MAU campus share the rights spelled out by this policy.

Classroom Confidentiality

Students need to realize that conversations within a class may contain information that requires confidentiality and therefore should observe the same as such situations.

Intellectual Property

MAU recognizes that research and creative activities are integral functions of a university. The University encourages such activities by the faculty, staff, and students, and recognizes its responsibility to see that creative and scholarly works are administered for the best interest of all parties concerned, including the public. MAU affirms that the creator of intellectual property should have maximum freedom with respect to the creation consistent with obligations to MAU and other legal entities as established by the Academic Affairs Committee.

All intellectual property produced at MAU by faculty, staff, or students is covered by this policy. Intellectual property shall consist of, for example and without limitation: inventions, creative works, patentable subject matter, all teaching material and resources, copyrightable materials, audiovisual materials, photographs, software, trade secrets and trademarks. No intellectual property is specifically excluded.

Questionnaires, Surveys, And Research

Proposed student research must undergo a human subjects and ethical review process prior to research activity. This includes questionnaires or surveys by student clubs as well as research for class assignments. Further information and the required approval forms may be obtained from the Dean of Academic Affairs.

Library

The MAU libraries are continually being upgraded and enlarged to enhance your learning opportunity. Please maintain a quiet atmosphere whenever enjoying the library. Wise use of this facility will be of invaluable aid to your academic success.

The librarian encourages each student to regard the library as an important place in which to partake of the wisdom and counsel of many great minds and educators. Please observe the following:

- No conversation of any kind should take place in the library.
- All phones should be silenced, and no phone conversations should take place in the Library.
- No food or drink should be taken into the library.
- No bags should be taken into the library.
- No visitors can enter the library without the permission of the librarian.
- Periodicals/magazines/journals will not be allowed out of the library.
- The library staff has the right to search students leaving the library. Anyone attempting to take a book without being signed out will be subject to discipline.
- Avoid attracting the attention of your friends while studying in the library.
- Overnight books are to be returned before 8:00 a.m. on the next working day.
- A late fee will be charged per day according to library's regulations on books not returned on time.

- Fifteen minutes before closing time, all students will be asked to leave the library to give time for the librarian to arrange the area.
- Maintain the MAU dress code when in the library.

Registration

Students are required to register for classes online using the SMIS during the first week of the semester. Help with academic questions is available by contacting the University Registrar or Campus Registrars. Students must register for courses no later than the second week of the semester. However, registration after the designated time attracts a late registration fee.

Withdrawal from MAU

- **Voluntary:** Voluntary withdrawal is when a student withdraws from the University on personal reasons, the unused portion of his or her tuition will be refunded to the sponsor. The student needs to have his or her documentation signed by the appropriate officer before he or she leaves the campus.
- **Involuntary:** Involuntary withdrawal may be based on academic or disciplinary issues as outlined in this *Student Handbook*.

Spiritual Well-Being

Religious Freedom

When a student voluntarily chooses to enroll at MAU, he or she is making a choice to live within a society that has established a system of beliefs and practices. He or she agrees to conform to those practices while remaining free to hold individual beliefs. MAU acknowledges that God compels the conscience of no person, but rather provides a living demonstration of Christian principles. It is the hope and aim of the MAU to provide an atmosphere in which the student may observe, question and receive answers about the Principles that MAU upholds

Sabbath Observance

As Seventh-day Adventists, we consider it a privilege to accept God's fourth commandment, "Remember the Sabbath day to keep it holy." The University responds by celebrating the Sabbath from sundown Friday to Sundown Saturday (Genesis 2; 1-3, Exodus 20: 8-11, Luke 4:16, 23: 56, acts 17:2). It is a special time when students, faculty and staff fellowship together as one Christian community. It is **mandatory** for all students to attend religious appointments. The Seventh day Sabbath is given by God to people as a blessing. It is designed to give people a day of physical, mental and emotional rest. The Sabbath is a divine invitation and appointment to meet personally with God and rest securely in his love and benevolence.

During the Sabbath hours all secular activities are to be avoided /suspended. Recommended activities include but are not limited to the following:

- Attending religious activities
- Enjoying Christian fellowship
- Playing or listening to Christian music
- Observing or studying nature
- Reading inspirational books
- Service to others including university sponsored outreach ministries
- Visiting and caring for the sick, lonely and elderly

Likewise, the following activities are to be avoided

- Listening to secular radio/TV programs and music
- Participating in or watching sports and secular games
- Studying for classes or reading secular materials
- Planning or entering into any business transactions including the purchase of food.
- Engaging in everyday secular activities

Students who persist in disregarding the Sabbath and religious activities will be notified that their conduct has caused concern and they will be given opportunity to counsel with the Dean of Student Affairs, residential Dean of Men/Women or any member of staff. If the student persists disciplinary action will be taken which might include suspension from the University.

Worship/Convocation/Vespers

Spiritual life and principles underlie the success and mission of MAU. Nothing can replace the personal devotion and Bible study time of each student. Personal growth depends on such commitment. Then corporate worship becomes meaningful.

Religious Appointments

All students are required to attend all regularly scheduled convocations. A student who fails convocation requirement will not be allowed to register the subsequent semester or graduate until they repeat the missed convocation appointments. The maximum number of excused absences in **convocation** that may be allowed are 24 per year. After this limit is reached, the student may be withdrawn from the program or required to repeat the year.

General Spiritual Conduct

While personal spirituality is a matter of individual decision and the Holy Spirit's leading, MAU aims to enrich the student's spiritual life. Spirituality cannot be created by rules and regulations. However, there are certain activities that can help to create an atmosphere on campus conducive to spiritual growth. Students are expected to carefully and consistently comply with the following:

- Respect the beliefs and convictions of others. It is expected that students will not be involved in deriding or belittling others for their convictions.
- Students will observe a reverent atmosphere in all religious meetings.
- Profanity and vulgarity should be avoided in all communications, whether written or spoken, in public or in private.

Students who have discovered the Lord and desire a closer personal relationship with Him are encouraged to involve themselves in the following pursuits which can foster spiritual growth:

- A regular time for personal devotion is important for a growing relationship with God. A consistent, daily pattern of personal Bible study and prayer will do more than any other single activity to bring one closer to God
- Active participation in public worship through singing, prayer, Sabbath School programs, preaching, etc., has a unique role in lifting one's heart to God
- Active involvement in Branch Sabbath School, Health Evangelism during Sabbath afternoons, Bible study, organized outings, etc., can provide opportunity to serve others and enrich one's life.
- Only Adventist religious practice will be allowed on the Campus.

Witchcraft Practices

As we wish Christ's presence in all of our life activities at MAU, students will shun any heathen practices that include witch doctors, magic or any satanic rituals. Should any such activities be identified, please immediately report to the Office of Chaplain and the Office of Student Affairs.

Music Standards

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God.

Social & Residential Well-Being

Nondiscrimination

As a social community modeling the best of Christ-like love for all, it is important to remember that this university and our students will not discriminate based on race, color, gender, ethnic, tribal or national origin, disability, or age.

Student/Staff Interactive Relationship

Friendly, relaxed interactions are essential for maximizing your learning experience. Respect on the part of students and approachability on the part of teachers is highly encouraged. However intimate staff - student relationships are always to be avoided. Students and/or faculty must report any form of inappropriate, uncomfortable behavior from students, teachers or staff immediately to the Centre of Excellence Hot Line.

Student/Student Interactive Relationships

A single young man/woman may choose to become special friends. Special friends of the opposite sex must limit their time together so that their academic studies, healthful physical activities, friendship with others and spiritual priorities are not compromised. Students are expected to uphold Christian standards as held by the Seventh-day Adventist church. All expressions of premarital, extramarital and homosexual sex are to be avoided. Furthermore, all forms of promiscuity, sexual abuse, exploitation and harassment are contrary to the ideals of the MAU campuses.

Every learner shall desist from public display of heterosexual or homosexual affection in the form of kissing, embracing, walking/sitting with arms around each other, or reclining in each other's lap. Learners shall at all times, further refrain from being with persons of the opposite sex in secluded places so as not to elicit suspicion of immoral intention. Any lapses in good judgment will be subject to disciplinary action.

Resolution of Conflicts and Disputes

Dialogue shall be employed as the means for settling social conflicts and disputes. Every student shall desist from organizing, participating in or promoting **any** form of violence, insubordination, defiance, strike, boycott, riot etc. Whenever necessary, arbitration shall be sought, or an appeal shall be lodged with the appropriate Student Representative Council Officer and/or the Dean of Student Affairs.

Public Display of Affection

Students are expected to conduct themselves with discretion and in a manner that is consistent with public Christian decorum. It is inappropriate for students of the opposite gender who are not married to each other to spend the night together. Students who engage in such behavior will be subject to discipline action.

Guests/Visitors

Visitors are not allowed in the hostel rooms. Accommodation and meals are not provided for guests/visitors. However, students can arrange to buy meals for their visitors at the cafeteria. Students are not allowed to visit hostel rooms of the opposite sex.

Communication

Students are encouraged to use their voice to express needs and appreciation about their life and desires for growing MAU to be better each semester. Also, students are expected to respond timely when contacted by any faculty, staff and/or University administration.

Events/Graduation Decorum

We encourage MAU's students to represent the best of social behaviors at our public events. Additionally, MAU's commencement ceremony is a formal event that exhibits the pride we have in the accomplishments of our graduates. As such, professional decorum is expected from those who attend or participate. Behavior that is loud, disruptive, or otherwise incongruous with that expectation may result in fines or other repercussions. MAU is within its rights to withhold diplomas and transcripts from students who have not paid their bill in full, including fees associated with graduation. We encourage all in attendance to join us in enthusiastically celebrating individual academic accomplishments without diminishing this milestone moment for all those graduating, their families and University guest.

Entertainment

MAU wants students to have great social entertainment opportunities. We expect students to choose entertainment with care and discretion and to choose content that is spiritually and morally uplifting, focusing on that which is noble, right, pure, lovely, and admirable.

Media Technology

Students are expected to choose media content by applying Biblical standards: what is true, honest, just, pure, and brings honor to God and His creation. Personal radios, tape recorders, computers, musical instruments may be used only in the user's room. Always consider the noise these instruments will make in relation to other students not wanting to be disturbed. You may have the right to listen to your radio, but your neighbor also has the right NOT to be disturbed by excessive noise.

Students are encouraged to choose only music that enhances their spiritual life. Be aware that the Dean of Student Affairs and all faculty members have the authority to monitor students' choice of music at any time based on the following criteria:

- The music should not be blasphemous or vulgar.
- It must not encourage violence or suicide.
- It must not encourage a negative or rebellious spirit.
- It must not infer or encourage immoral sex.

No personal radios or music are allowed in the church/library and classrooms. All cell phones should be switched off or put on silent mode. Any other use subjects your media to confiscation and/or disciplinary action. The use of the above devices is to be considered a privilege, not a right. Continuation of these privileges is dependent on the students' cooperation.

Recording

The use of electronic devices as a tool for learning is highly encouraged if permission has been granted by those being recorded prior to recording. If the content is to be broadcast or published, documented consent must be secured in writing from the instructor. It is unethical for students to make recordings of individuals or the institutional meetings without making prior arrangements in writing. Failure to disclose could lead to discipline.

Personal Care & Safety

Alcohol, Tobacco and Illicit Drug Use

MAU strives to maintain a safe and healthful environment for its students and employees. One way the university does this is by enforcing a drug-free lifestyle for all employees and students. Therefore, manufacturing, distributing, possessing, and/or using tobacco, vapor or e-cigarettes, alcohol, and illicit drugs is strictly prohibited. This restriction includes any use of alcohol. Though tobacco is not an illicit drug, nicotine is highly addictive and is responsible for a variety of health-related problems. Possession, use, or distribution of tobacco products by MAU students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal. Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

Assault

Assault of any kind is not tolerated. Students involved in assaulting behaviors and actions are subject to disciplinary actions and legal proceedings if charges are filed.

Curfew

Residence Hall's (both Women and Men's) close at 10 p.m. Sunday-Friday, and at 11:00 p.m. on Saturday. Campus-wide curfew time is the same. Any student loitering on campus after buildings close is prohibited and can lead to disciplinary action.

Crime on Campus

It is always in the best interest of the safety of our students for everyone to watch and avoid crimes. To this effect, the administration of each campus has put up specific interventions to maximize the security on campus. Buying and selling of merchandize such as food stuffs within the campus grounds, especially around students' residences and cafeteria area by the general public is discouraged. Emergencies and life-threatening situations should be reported immediately. Crimes, criminal-type activities, and life safety problems should be reported to Campus Security.

Theft

Protection against theft is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. The act of individuals taking any item they do not own without permission is regarded as theft. Students who are involved in theft are subject to both legal prosecution and campus suspension or dismissal.

Suicide/Self-Harm

Any student who attempts suicide, displays behavior that could lead to such an act, or demonstrates a tendency toward self-harm, will be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program.

Dress for Success

Clothes and appearance are very powerful nonverbal communicators. They reveal not only social and educational levels, but also moral character. What students wear is a visible and silent testimony of their Christian values.

When selecting clothes to be worn at MAU campuses, keep in mind the following guidelines:

Men

- Modest pants worn at the waist with shirts or sweaters
- Sabbath services - Sabbath clothing should be the person's best and reflect a Christian commitment to honor and revere God. (Vespers, Sabbath School, church): suits or collared dress shirts or turtleneck sweaters
- Beards and mustaches clean and well groomed
- Modest recreational apparel

Women

- Modest dresses, skirts with shirts or sweaters. Skirt length must be below the knee.
- Sabbath services - Sabbath clothing should be the person's best and reflect a Christian commitment to honor and revere God. (Vespers, Sabbath School, church): modest skirts, dresses, with shirts or sweaters **No trousers may be worn during sabbath services**
- Classroom – Ladies may not wear trousers in the classroom setting.
- Makeup should be natural in appearance.
- Only modest recreational apparel can be worn, including one-piece bathing suit or costume.

Men and Women

- Shorts are not to be worn in classroom buildings, dining hall, library or during convocation programs.
- Shoes and shirts are required in all non-recreational public places.
- Hair is to be clean, neat, and without radical styles.

Specifically prohibited in public are:

- Sloppiness, tank tops, pajamas/lounge wear, and clothing that is torn, frayed, or with printing that contradicts university standards
- Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriffs or shoulders, exposed camisoles, miniskirts with or without leggings, and skirts with deep slits
- Jewelry: bracelets, necklaces, chains, medallions, earrings, and rings. Only medical alert chains are allowed. Married students may wear wedding bands. Students who wear jewelry are subject to disciplinary action.

Students not compliant with the dress code may be subjected to discipline. Guests at MAU are encouraged to comply with the dress code.

Fire Hazards

Candles, candle warmers, torchiere lamps, spider lamps, hot plates, toaster ovens, toasters, incense, open-flame lamps, or any other item that could cause a fire or smoke-related incident are prohibited inside buildings. Students may be charged for damages caused by smoke or fire.

Firearms and Other Weapons

Possession of firearms or harmful weapons is considered a major offense that may lead to dismissal (also includes our reporting to the Malawi Police).

Fireworks and Explosive Materials

Fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited. Violators are subject to fines, discipline, damage costs as a result of smoke, fire, or explosions and a police report.

Sexual Conduct

MAU welcomes all students into a safe and supportive environment in which to discuss and learn about a variety of issues, including those of human sexuality. The university affirms the Biblical understanding of sexuality as a gift from God. MAU promotes purity in singleness and fidelity in marriage, which it believes was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in living companionship. Departures from this norm include both heterosexual sex outside of marriage and homosexual behavior. MAU prescribes Biblical standards of personal conduct. The university does not condone non-marital heterosexual conduct or homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would be contrary to the Seventh-day Adventist beliefs or the faith mission of the university. The university encourages students struggling with these issues to avail themselves of opportunities for serious, confidential discussion and support through the Chaplain's Office or with the Dean of Student Affairs.

Sexual Assault/Assessment

MAU students, faculty, and staff will not engage in or tolerate sexual harassment, which is defined as "unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct for a sexual nature." Any sexual behavior which creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable legal regulations and should be reported to the appropriate supervisor or residence hall dean. Any student, faculty member, or staff member who is guilty of such activity will be subjected to discipline, including dismissal and criminal prosecution.

Sexual Harassment, Sexual Offences, And Retaliation

The following conduct, defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment/academic decisions affecting an individual, (3) such conduct has the purpose or effect of substantially interfering with an individual's work/study performance or creating an intimidating, hostile, or offensive environment. Sexual harassment may take place in the following forms:

Verbal Harassment: epithets, derogatory comments or slurs. Examples: Name-calling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, suggestive comments about a person's anatomy or clothes, sexually suggestive noises, sexual remarks, inappropriate comments or questions about a person's sexual practices, inappropriate relationship propositions, homophobic jokes, making fun of someone because of her/his sexual identity, graphic verbal commentaries about the body or sexual experiences. 2 Tim. 2:16-22; Eph.5:3-5

Physical Harassment: assault, impeding or blocking movement, touching, or any physical interference with normal work or movement, when directed at an individual. Examples: Touching, pinching, patting, grabbing, shadowing (constantly hanging around), leering (suggestive staring), intentionally brushing against or poking another person's body, requiring a person to wear sexually suggestive clothing. Col. 2:21; 2 Cor. 6:12-18

Visual Harassment: derogatory posters, cartoons, or drawings. Examples: Displaying one's own body, sexually suggestive objects, cartoons, posters, magazines, pictures, or Internet porn web sites; leering, making sexual gestures; writing obscene letters or unwanted love letters or notes; staring at a person's body or parts of a person's body. 1 Tim. 2:9

Unwanted Sexual Advances: especially that condition an employee benefits upon an exchange of sexual favors Examples: persistent requests for having dates or affairs; threat of termination, or academic failure or harm, transfer, etc. if requested sexual favors are not granted; making or threatening reprisals after a negative response to sexual advances; propositioning an individual.

MAU concern with abuse of power which may find expression in sexual contexts extends beyond the specific behavior indicated in the formal handbooks for both employees and/or students. Any abuse of power in a relationship may lead to disciplinary action or termination of employment.

Residential Care

There are hostels for men and women on campuses. Due to the increase in the number of students, sometimes the University or individual student rents private houses which are used for accommodation. It is a privilege to be accommodated in one of the hostels or in private houses. With this privilege comes a corresponding responsibility to give care and attention to the residential hostel rules and policies so that every one's stay is wholesome and enjoyable. Because of large enrollment of students at MAU from various backgrounds, the University encourages students from different racial and national backgrounds to room together in order to broaden their understanding of the world and different cultures.

What is Needed:

The following is the minimum list of articles which a student is expected to bring to the University:

- Towel and beddings such as blankets, linen and bedspread, mosquito net, plates, cup, folk/spoon and pail (bucket) soap and cleaning supplies;
- Clothes and personal effects;
- Decorative items to make your room pleasant and attractive such as pictures or wallpaper should first be cleared by the Dean of residence halls. Pictures or posters that are immoral or suggestive should not be brought to the University;
- Bible and helpful study materials; and
- Personal computer.
-

Students' Rooms Tidiness

Students are always expected to keep their rooms and beds tidy and clean. Accordingly, there will be periodic checks. Occupants of each room are responsible for cleaning (sweeping & mopping) their rooms. This may be accomplished by assigning one or two occupants to this task each day. Waste must be carefully dumped in the containers provided. Usually, there is a university employee who is assigned to mop the hallway and clean the toilet and showers. Where necessary, students may be withdrawn from class to clean their rooms.

No wet clothes should be hung in the rooms. The student who fails to comply with this regulation will be subject to disciplinary measures (see section for minor offenses).

Personal Property Protection

Please do not bring any unnecessary valuables to campus. Each room is provided with a key and students are always therefore advised to keep their rooms locked. MAU will not be held responsible in the event of any theft or loss of personal property. All valuables should be kept by the student in a safe place and money deposited in the Bank for safekeeping. Rooms are shared by multiple students so each student should keep their personal items safe. Any cases of suspected theft among roommates should be reported to the Dean of the residence hall. Any luggage left in the residence halls during vacation is left at owner's risk.

Key Replacement

If a room key is lost, all students residing in that room will share the cost for replacing the keys.

Damage

The occupants of a room have the responsibility to ensure that their rooms are in good condition. Damage incurred will be the student's financial responsibility. Damage must be reported to the Dean of Men/Women whether the student is responsible.

Medicine and Drugs

Only prescribed medicines/chemicals or drugs that are currently used for medication may be found in student's possession. All prescription medication should be reported to the Dean. Possession or selling of prescription medicine and recreational drugs is strictly prohibited. Periodic checks will be done without prior notice.

Noise

Noise pollution can be a serious problem. Residents are asked to respect the rights of others and refrain from yelling, screaming and loud boisterous laughter. Sound producing devices when used should be heard only in the room of the user. Remember, there are some who might be sleeping, studying or meditating on God's Word. A certain amount of noise from vigorous, active young people is expected, but when the noise level disturbs others, it becomes unacceptable.

Non-Residential Students

Students under 21 years of age will only be admitted to the University as a non-residence student on the following 2 conditions:

- Such a student has a written consent from a parent, legal guardian or sponsor. and this arrangement is approved by the Student Affairs Committee; or
- The student is residing with a relative or member of staff and such arrangement is approved by the Student Affairs Committee.

MAU considers it unacceptable for inter-hostel visits between the opposite sexes to take place for both residential and non-residential students. The only exception to this rule is the approved University scheduled inter-hostel visits. Students living off-campus are also bound by the same policies as those living in hostels in order to maintain morals upheld by the university.

Off Campus Leaves

A student wishing to go off campus should follow these procedures:

Each time a student leaves the campus, a leave slip should be obtained from the Dean of Men/Women and signed according to policy. When leaving for attachment learning experience prior arrangements should be made with the Attachment Coordinator as well.

Day Leave

Students may only leave for the day if all of their academic and required commitment have been met before leaving campus. Leave slip should be signed by:

- Dean of Men/Women,
- HOD/Clinical Coordinator and
- Dean of Student Affairs

Two (2) copies are required, one for Dean of Students Affairs and one for the student to keep.

Weekend or Overnight/s Leave

This is allowed **once a month only at the discretion** of Dean of Student Affairs upon considering the student's grades and performance. Leave slip should be signed by:

- Dean of Men/Women,
- HOD/Clinical Coordinator and
- Dean of Student Affairs

Two (2) copies are required, one for Dean of Students Affairs and one for the student to keep.

Special Leave Pass

This is given to students who go for educational field trips and outreach programs. The organizer secures permission from the Student Affairs Committee by providing a list of the names of the students involved. If students have work or clinical duty commitments, they must make a professional arrangement to meet those responsibilities.

Holiday

The student is entitled to a holiday at the end of every semester as well as public holidays. Students are expected to be back on the date stated in the MAU Academic Calendar or as announced by the Campus leadership. Leave slips are not required for these scheduled holidays.

Excused Absence

Emergency leave may be allowed for approved reasons such as funeral or family sickness. Leave slip should be signed by:

- Dean of Men/Women,
- HOD/Clinical Coordinator and
- Dean of Student Affairs

Two (2) copies are required, one for Dean of Students Affairs and one for the student to keep.

General Leave Limitations

- Weekend leaves will not be granted during the first and the last weekend of a semester as well as the week of spiritual emphasis.
- Students who will have been denied three weekend leaves of the semester due to uncleared absences may sign for off campus leave up to two weekends thereafter.
-
- Students who will have been denied five or more weekend leaves of the semester due to uncleared absences may sign for off campus leave only once thereafter.
- Any HOD has the right to deny **any** leave to a student who has accumulated a number of absences (even though the maximum limit is not yet reached), when it is anticipated that the students' grades will be compromised or crucial lectures relevant to the line of study are planned for that date.
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Corporate Respect

Automobiles or Motorcycles

Students are discouraged from bringing motor vehicles with them to campus. Any student who chooses to bring a vehicle on campus must register his or her vehicle with the Dean of Student Affairs. Both vehicle and driver must be appropriately licensed, and the vehicle must be continuously covered by minimum third-party insurance. Vehicles must be parked in the authorized space.

Additionally, the following restrictions apply:

- First year students must maintain a minimum GPA of 2.50.
- Second, third and Fourth-year students must maintain a minimum GPA of 2.25.
- Use of the vehicle during his or her university stay will be subject to the respective Residence Hall dean's discretion and must not be moved from its assigned parking place without permission.
- Keys may be retained by the Dean for safekeeping if deemed necessary.
- A campus speed limit of 35 km per hour is currently in force. Drivers are also urged to obey all posted traffic signs on all campus roads.
- Unlicensed drivers are not allowed to drive a motor vehicle on campus
- Reckless driving or abuse of vehicle regulations will subject the student to forfeiture of vehicle use privileges.

Please note that parking is at owner's risk and the University will not accept any liability for damage or theft of/from the vehicle.

Bicycles

Bicycles should always be ridden in a safe and courteous manner. Bicycles should be parked and locked in appropriate spaces or emergency exit from a building or area.

Building Access

Buildings are locked and unlocked according to university set schedules. Students and visitors are to immediately leave a building at closing time and should not be found using the buildings after hours.

Bulletin Boards

Bulletin board material must be approved and stamped by Student Affairs Office prior to posting. Inappropriate bulletin board material will be removed by Student Affairs personnel.

Cell Phone & Mobile Device Use

The use of cell phones and other mobile devices on campus is governed by general cell phone etiquette. Three of the “top ten things” to know about cell phone etiquette especially pertain to student life:

- Be courteous to those you are with by turning off your phone if it will be interrupting a conversation, lecture, or activity;
- Don't make calls in a library or during convocation or church;
- Don't text during class, convocation or church;

These rules of politeness govern the expectations MAU has for its students at worship services and convocations. The use of the camera on a mobile device is always inappropriate in public restrooms and showers. Such use could result in disciplinary sanctions. Videoing faculty and/or staff or students without their consent could lead to disciplinary action.

Professors often state their expectations about the use of mobile devices on their syllabi; however, if faculty fail to do so, it is anticipated that students put their devices away unless professors instruct their students otherwise.

Distribution of Information

Anyone who desires to distribute information via pamphlets or papers on the MAU Campuses must receive permission from the Office Student Affairs.

Fire Equipment

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject the offender to a fine and discipline. Anyone covering, tampering with, or removing a fire-system device is subject to a fine and is responsible for damages. Tampering with fire equipment or violating fire regulations can result in civil and/or criminal charges and arrest.

Lost and Found

Lost articles found on campus should be turned in to the Dean of Student Affairs office. A list of articles found may be posted on the College bulletin board.

Personal Identification

Students are to present proper identification when requested to do so by administrators, faculty, and staff.

Protection of Personal Property

Students should lock their rooms at all time. They should also store and lock personal items in a safe place. Keep a list and pictures of all valuable property, including serial numbers. Missing items should be reported immediately, sharing pictures and serial number, if applicable. MAU is not responsible for damaged, stolen, or missing personal property. MAU encourages students to purchase private insurance for covering loss or damage of your items.

STUDENT ORGANIZATIONS

Clubs

MAU offers students the opportunity to develop a variety of clubs to fulfill academic, artistic, cultural, and service interests. A number of clubs currently exist on campus. All have unique mission, objectives and goals. Students are encouraged to join or create clubs which are in line with their interests. For more about the student clubs and how to establish a club of your own, you can refer to the MAU *Student Organization Guidelines* available from the Student Affairs Office.

Registering Your Organization

Each organization must file a Student Organization Registration Form listing the organization's purpose, officers, and faculty adviser(s) with the Student Affairs Office. The Social Life Committee reviews student organizations for formal university recognition. Only approved organizations may function on campus.

Student Organization Officers

Minimum qualifications for holding office in any student organization and university committees are:

- Be a current student
- Maintain a minimum cumulative grade point average of 2.00
- Maintain a record of good citizenship

Club Fundraising

Fundraising by student organizations requires approval by the Student Affairs Committee. Approval must be received before any fundraising activities begin. Only organizations with current approval status may request permission to raise funds.

STUDENT DISCIPLINE & GRIEVANCE

Academic and Discipline Grievance Procedures

The student, who believes that he or she has been unfairly treated or disciplined, may enter into an academic grievance process.

A student who feels s/he has an academic grievance should follow the following procedures:

- a. Discuss the problem with the concerned lecturer.
- b. If not satisfied with the results, take the problem to the Head of the Department.

If still not satisfied with the results, take the problem to the Dean of Faculty/Academics

All major disciplinary procedures are addressed by the Office of Student Affairs with the Dean chairing the Disciplinary Committee.

The administration of discipline is an essential undertaking of any educational institution. It is grounded on various fundamental principles. The philosophy of education for MAU aims at the reproduction of the image of God in every student and the development of good moral character. From this and other postulates therefore, the administration of student discipline becomes a sacred imperative.

Student discipline refers to the desired norm of conduct of students, and the corresponding administrative procedures for violations of the guidelines as set forth in the rules, regulations and policies embodied in this *Student Handbook*. Students are guided towards self-government and temperance for them to develop self-reliance.

Rules of discipline are guidelines for proper conduct in order to promote Christian character, peace, order and happiness in each community. The erring student is given chances to redeem his failures. However, consequences always follow such mistakes, and these are but lessons for him/her to learn.

Since the object of discipline is self-government, the student is given the trust and responsibility to conduct him or herself properly. MAU utilizes several means in ensuring that students are well informed of their disciplinary expectations. This *Student Handbook* being chief among these. The *Student Handbook* is given during the orientation period and its content explained thoroughly to ensure that there is no ignorance of these guidelines.

At the start of training students are requested to voluntarily sign a Student's Commitment document promising to abide faithfully with the rules and regulations of the college. This contract is binding and makes the Student henceforth obligated to following these rules and responsible for the consequences associated with their neglect.

The Disciplinary Committee

The Disciplinary Committee under the authority of the Office of Student Affairs has the responsibility to handle complaints against violations of the rules and regulations, guidelines and policies, found herein, and administer the corresponding action based on the policy of redemptive justice.

Members of this Disciplinary Committee are: Dean of Student Affairs, Dean of Men/ Women, the HOD of the student's area of study, President of SRC and one other student-appointed representative. The Dean Student Affairs serves as the committee chair. The Secretary is appointed by the Dean of Student Affairs from among the staff members. From time to time the Dean of Student Affairs may choose to invite additional faculty/staff to attend hearings.

A student who is to be brought before the Disciplinary Committee will receive a written summon within 48 hours of receiving the information regarding the offense. Almost invariably, a written incident report will be required from the offender and they will have 24 hours to provide this document, if requested. Due process with a bias toward restorative justice will always be afforded each student in the process outlined below.

Discipline Committee Guidance

When investigating a student's case, the following factors will be considered:

1. Previous record. Does the student have any record of wrongdoing or similar incidences?
2. An Inherent gravity or nature of the offense.
3. Character or position of the aggrieved party.
4. Established precedence, if any.
5. Any justifying or exempting and aggravating or mitigating circumstance.

In its decision, the Disciplinary Committee shall apply the rules on reprimand, suspension, dismissal or expulsion from school as stipulated in this handbook. Depending on gravity of the offence, the student may be suspended with immediate effect from campus until the case is held by the Discipline Committee. Each decision shall be underpinned in Christ's model of restorative justice, holding the student's long-term interest in mind. Additionally, the well-being of the entire student body shall be considered.

Powers of the Disciplinary Committee

Depending on the seriousness of the offence, the Disciplinary Committee may suspend the student immediately pending investigation or approval by the Student Affairs Team and ratified by the CMT.

A student who is not satisfied with the disciplinary action taken on him/her has the right to appeal to the Dean of Student Affairs with a copy to the Campus DVC within seven days. A student who has been suspended or dismissed is expected to leave the campus within 4 hours after the decision is shared. Note: University is not bound to refund any part of the paid fees thereof.

Guidelines for Disciplinary Procedure

The following steps will be followed by the Office of Student Affairs in addressing the disciplinary process.

Step 1: Within 24 hours of the incident, there shall be a written complaint from either staff or fellow student or the community to the Dean of Students Affairs regardless of whether the offence is academic or non-academic.

Step 2. Within 24 hours of being notified, the defendant shall also submit his/her defense in writing to Dean of Student Affairs.

Step 3. Within 48 hours, the Dean of Students Affairs shall call a meeting of the Disciplinary Committee for hearing.

Step 4. The Disciplinary Committee shall convene and hear from both the complainant and the defendant. Both parties shall bring a witness if necessary

Step 5. Depending on the degree of the offence, the Committee shall decide on the type of punishment or course of action. Thus, the committee shall decide to warn, suspend or dismiss the student and make such recommendation to the Student Affairs Team for approval. This approval should be ratified within 48 hours with either a face-to-face meeting or an e-vote.

Step 6: (If applicable) If the recommendation is to suspend or dismiss, this decision will be ratified by the Campus CMT.

Step 7: Within 48 hours of the final decision, the parents, guardian and/or sponsor shall be informed in writing of the decision.

The complainant shall be given opportunity to appeal if dissatisfied with the action. The appeal/grievance process is outlined in this *Student Handbook* and the process should be followed

Offenses

Certain offenses described and/or not described in this Handbook, are hereby listed as either major or minor offenses. Commission of any of these will result in disciplinary action.

Major Offenses (may lead to dismissal)

- Extensive damage to property and violence related forms of behavior
- Unlawful strikes/riots where property damage and violence occurred. Where loss of life experienced a police report will also be included
- Physical assault or fighting in or outside campus
- Drug abuse or possession of illicit drugs use of alcohol and cigarettes dismissal on the third instance.
- Possession of firearms or harmful weapons (also includes report to Police)
- Cheating during examinations

- Negligence of duty during work, study or attachment experiences
- Forgery/falsification of academic records or documents
- Sexual harassment, rape, attempted rape and defilement
- Lesbianism, homosexuality, heterosexuality activities
- Abortion
- Any offence convicted by the court of law
- Stealing/theft
- Drug selling/buying (also includes report to police)
- Entertaining any visitor in the hostel room of the opposite sex without prior authorization
-

Major Offenses (may lead to suspension)

- Unlawful strikes/riots
- Pre-marital pregnancy - The student/s involved will be sent home and admitted back after the born child is one year old. (Subject to further discussion by CMT).
- All female students, as a matter of routine procedure, may undergo a pregnancy test periodically at a time determined by the office of Dean of Students Affairs.
- Verbal abuse, use of abusive/unacceptable vulgar language or breaking any specified residential rules and regulations, first instance- verbal warning; second instance – written warning; third and final instance – suspension for one semester
- Drug abuse or possession of illicit drugs use of alcohol and cigarettes, suspension on the first and second instances for One and two semesters respectively.
- Any form of defiance or insubordination to authority.
- Immorality such as cohabitation and premarital sex/extra marital sex (suspension for two semesters)
- Absenteeism from duty/class/religious appointments without justifiable reasons-) first instance – verbal warning; second instance – written warning; third and final instance - suspension for one semester
- Missing classes or attachment duty for more than 10 class sessions warrants repeating the class.
- Walking out of any university required appointment, unless with valid excuse before the session is over – first instance (verbal warning, second instance; written warning and third instance; suspension for one semester.

Minor Offenses

Corrective measures to be followed commission of minor offences shall be:

1st Offence: Verbal warning/counseling and documentation for filing by Dean of Student Affairs.

2nd Offence: Written warning plus calling guardian to meet Disciplinary Committee by the Dean of Student Affairs.

3rd Offence: Refer to Disciplinary Committee for action.

Certain minor offenses may attract suspension or worse as determined by the Disciplinary Committee, also considering number of **Minor Offenses** as follows:

- Room untidiness - The student will be warned on the first three occasions, after which he or she will be fined on the fourth instance. On the fifth occasion and subsequently, the case will be dealt with by the Disciplinary Committee
- Use of mobile phones on duty or /class- (confiscation and warning)
- Noise pollution and/or possession of offensive media - If a student's choice of music is not appropriate, s/he will receive counsel from the Residence Dean of Men/Women. If necessary, another counsel from the Dean of Student Affairs. Persistent noncompliance will result in confiscation of the offending material if the student does not willingly remove them.
- Missing religious appointments
- Vandalism of fellow student's or University property
- Student sleeping on duty or routinely in class
- Breaking specified residential rules, regulations and breaking of specified dress code or reporting late to hostel after curfew on the third instance

Any other action which MAU shall deem as misconduct shall attract a disciplinary action. Repeat of three minor offences shall be treated as major offence.

Discipline and Grievance Processes

Student discipline is governed by MAU policy. Disciplinary action by the CMT and Student Affairs Department normally falls into the following categories based on the seriousness of the infraction of the University's policies, rules or regulations.

Warning: Cautionary admonition, given verbally.

Suspension: Exclusion from campus or from a segment of a school's program, for a specific period.

Dismissal: Immediate expulsion from the University.

Grievance Procedure

Grievances related to several issues such as sexual harassment, or discipline or discrimination of any kind, shall be pursued in accordance with the University's policies specifically relating to these items.

Grievances related to academic matters shall be made pursuant to the policies of the department in which the student is enrolled. A student who is dissatisfied with the process the University followed in regard to his/her grievance may request the Office of Student Affairs (discipline concerns) Office of Academic Affairs (academic concerns) to conduct a review of concerns.

Students who believe that an error has been made or that his/her case has been dealt with in an inappropriate manner may seek correction by the following steps:

Step 1: The student may request an appointment and discuss the concern with the person who has grieved them. If the issue still remains un resolved they should move to the second step.

Step 2: Put his/her complaints in writing and to the Office of Student Affairs or Office of Academic Affairs within 48 hours of incident of concern.

Step 3: The Dean will make the decision and provide a written answer to the student 5 days of receiving the student's written complaint.

Step 4: If the answer is not satisfactory to the student s/he may put the complaint in writing and send it to the CMT for review and decision. The matter will be considered within 2 weeks and a written decision will be provided.

Step 5: If the answer is not satisfactory to the student s/he may put the complaint in writing and send it to the MAU EMT for review and decision. The matter will be considered within 2 weeks and a written decision will be provided. The decision of the EMT will be the final decision.

APPENDIX A

STUDENT COMMITMENT CONTRACT

Students are expected to establish a Christian lifestyle. Such a lifestyle will include engaging in prayer, Bible study, Christian-service activities, practicing good study habits, selecting a balanced and nutritious diet, scheduling adequate periods of rest, participating in wholesome recreational and leisure-time activities, and relating responsibly and respectfully to other persons while being positive about your life as a student of MAU.

I, _____, as A Student at **Malawi Adventist University** I will consistently and professionally commit myself to **Academic Success**, **Spiritual Well-being**, **Social Well-being**, **Personal Care & Safety**, and **Corporate Responsibility**. I have thoroughly reviewed the entire *Student Handbook* and the detailed policies that are outlined in the document for of the areas as follows:

Academic Success

I will follow academic policies and directions as outlined here and, in the *MAU Academic Bulletin*. I will apply my best effort to my academic programme with inquisitiveness, propriety, honesty, and integrity. I will demonstrate professionalism in class attendance and timely submission of assignments. I will promote the same outstanding conduct among my co-learners.

Spiritual Well-being

I will honour the university's mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment. I will prioritize time for building my personal walk with God.

Social Well-being

I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.

Personal Care& Safety

I will develop high standards of personal safety, health, wellness, and entertainment and will promote the same for other members of the MAU community. I will not use alcohol, tobacco, improper drug use, and will not engage in sex outside of marriage. I will give care to my personal and co-learner safety. My behaviour will reflect my commitment to wholistic growth and self-care. My personal appearance will model the best of professionalism dress.

Residential Care

I will respect the community where I reside while I am a student. I will make sure that I abide with the residential policies of MAU wither I am a hostel or off-campus student. I will care for the furnishings, the rules, and my fellow housing mates while respecting the Dean's authority. I will leave my residential space better for those who come after me.

Corporate Respect

I will actively participate in the corporate life of the university, taking initiative to meet all my duties under its regulations. I will follow the policies and standards outlined in this *Student Handbook*, checking for any updates on the MAU website. This includes meeting financial obligations, programme support and class attendance, appropriate dress and behaviour, and fulfillment of my designated role as a member of this Christian University community.

Student's Signature _____ *Dated* _____

Witness Signature: _____ *Dated* _____

Officially Approved By:

Malawi Adventist University Council

Date: _____ Vote Number _____

Council Chair _____ Council Secretary _____

Approved By:

MAU Executive Management Team (EMT)

Date: _____ Vote Number _____

VC _____ DVC Student Affairs _____

