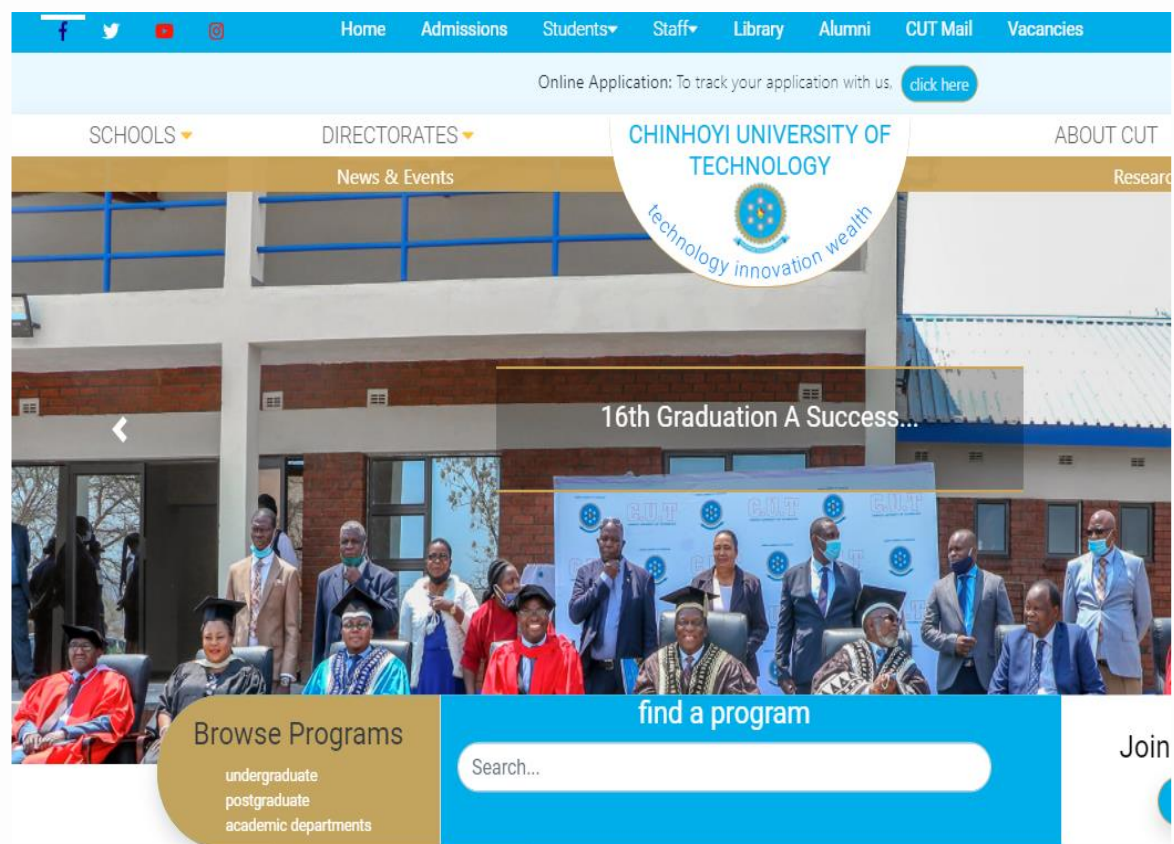


CUT frequently asked Questions



The CUT ICT Helpdesk personnel are an amiable team of multi-skilled experts who are dedicated to availing a spectrum of technical support services that enable users to configure their ICT equipment so that it connects safely, effectively and efficiently to the CUT network. The CUT Helpdesk consultants assist students, staff; and third parties; alike in a variety of support related aspects like managing password changes, providing basic Windows support, as well as hardware troubleshooting. The CUT ICT Helpdesk Office is conveniently located right at the centre of the ICT Building block.

Office Hours: Monday - Thursday 08h00 - 16h30 and Fridays 08h00 - 15h30.

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1.0 Before you apply

1.2 How do I increase my chances of being accepted at CUT?

You should satisfy the following requirements for admission:

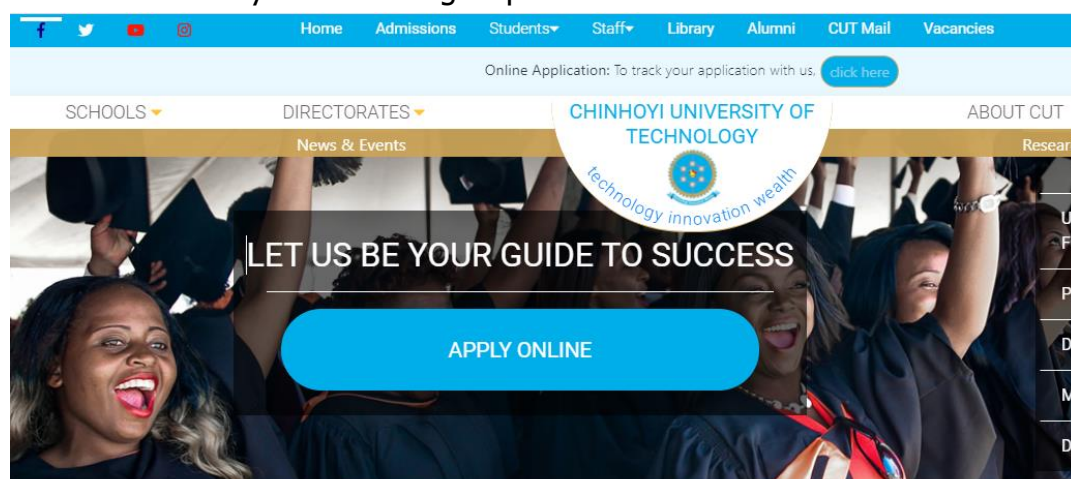


Figure 1.1: Online Application

1.2.1 Normal Entry

- You should basically be in possession of 5 Ordinary Level passes, including Mathematics and English (or equivalents).
- You should have relevant subject passes at Advanced level as required by the programme you desire to enrol for.

1.2.2 Mature Entry

- Mature entry is considered for persons who are at least 25 years for males and 23 years for females
- Should have completed their full-time or college education at least five years prior to the first academic year at CUT
- Be in possession of 5 Ordinary Level passes, including Mathematics and English (or equivalents).
- Should have relevant work experience or relevant attainments.
- If tested, you should impress to gain acceptance
- Interviews will increase your chances of selection if your performance satisfies the panel.

1.2.3 Special Entry

- 5 Ordinary Level passes, including Mathematics and English (or equivalents).
- A holder of at least a National Diploma or equivalent qualifications, depending on the discipline applied for
- If tested, you should impress to gain acceptance

- Interviews will increase your chances of selection if your performance satisfies the panel.

1.3 Can I apply to CUT while completing A level?



Figure 1.2: Click Here

Pre-application shows that the prospective candidate loves our institution and this is greatly appreciated. All the same, admission into the desired programme is determined by submission of the student results after successful completion of the qualifying studies being undertaken. Upon application, the system requests you to submit your qualification which, if not sent in full, will have you being rejected. As such, for the avoidance of regrets and the discomforts the cause, pre-application is generally not encouraged.

1.4 Where would I find undergraduate programmes and criteria for admission to CUT?

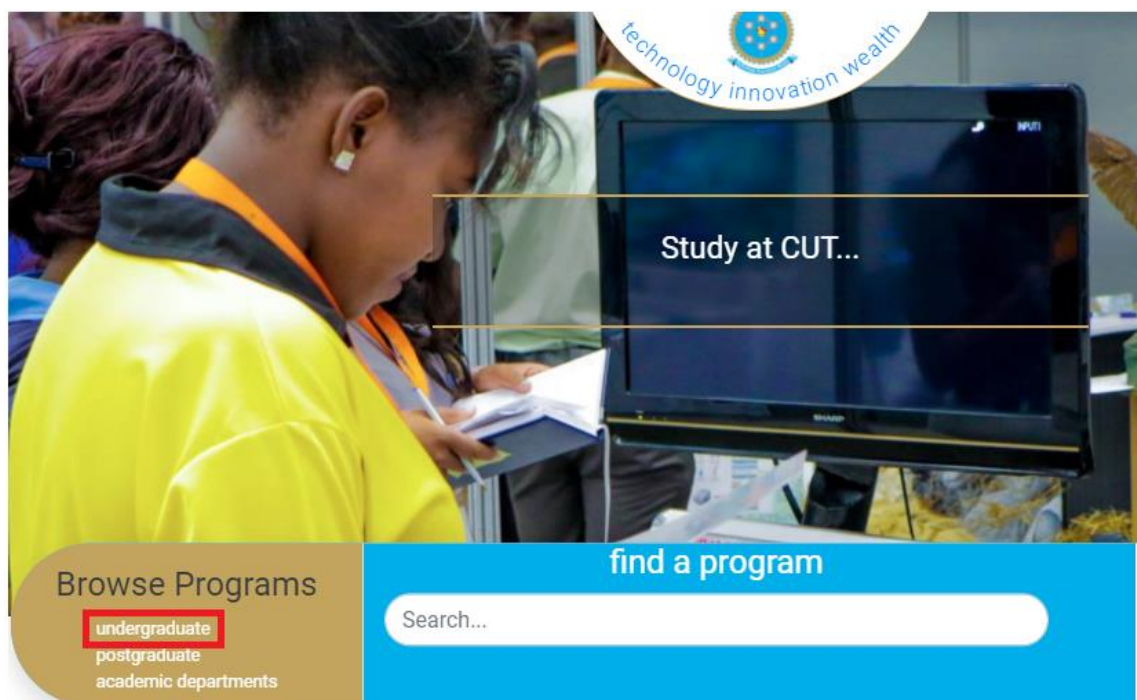


Figure 1.3: Click Undergraduate

Solution

On the Home page, under **Browse Programs**, click on **undergraduate** to go to the next page, where you will view a drop down menu of all the undergraduate programmes, then select a programme of your choice. **You can as well click on any school of your choice** under **Schools** for further checks. This will take you to the next page, as demonstrated below:-

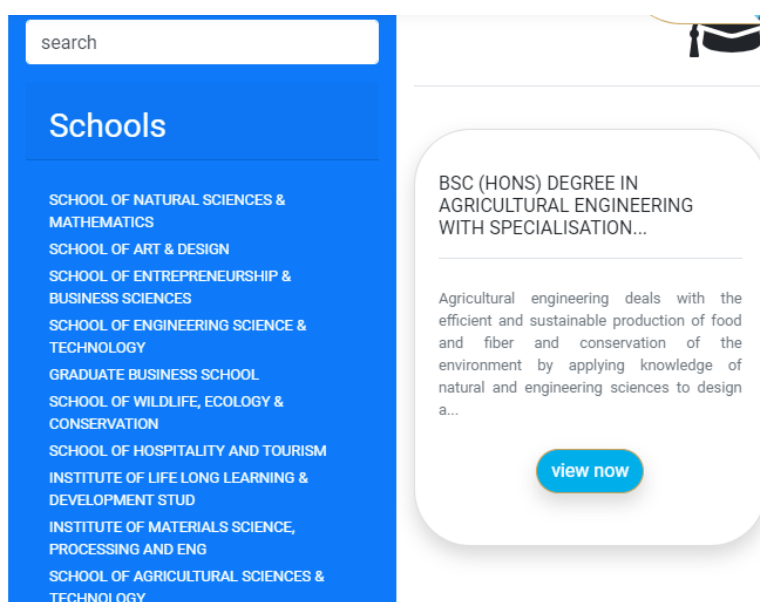


Figure 1.4: Click Schools

After clicking on **Schools**, the window appears. Click on [DEPARTMENTS](#) to view the programmes under a particular department.

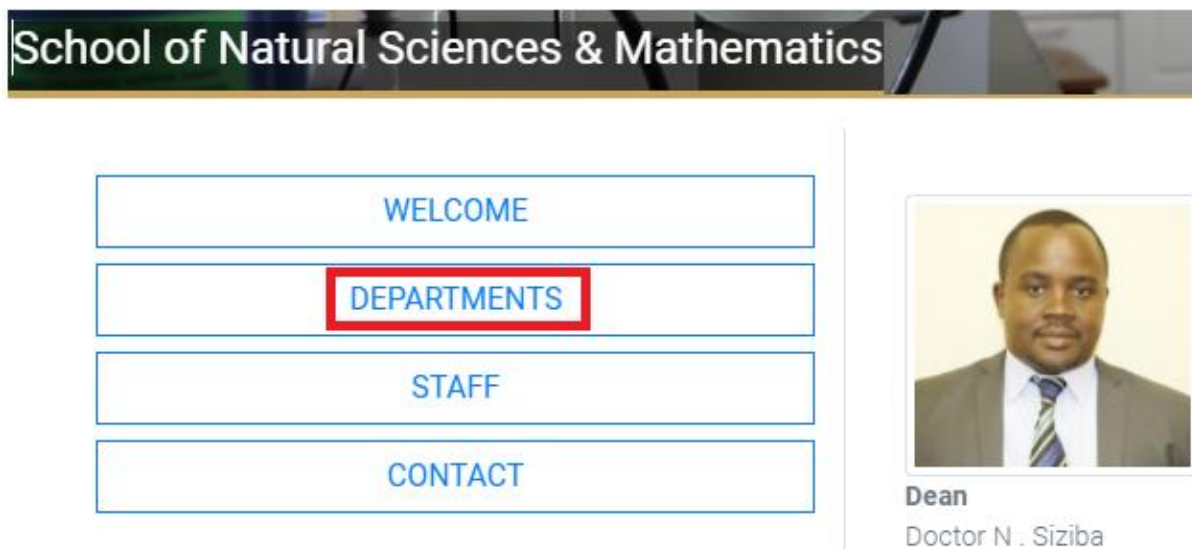


Figure 1.5: Click Departments

After clicking on [DEPARTMENTS](#), click on any department of your choice, programmes for that department will be listed as shown in figure 1.6. See highlight in green. *Note: this applies to any department that you click on.*

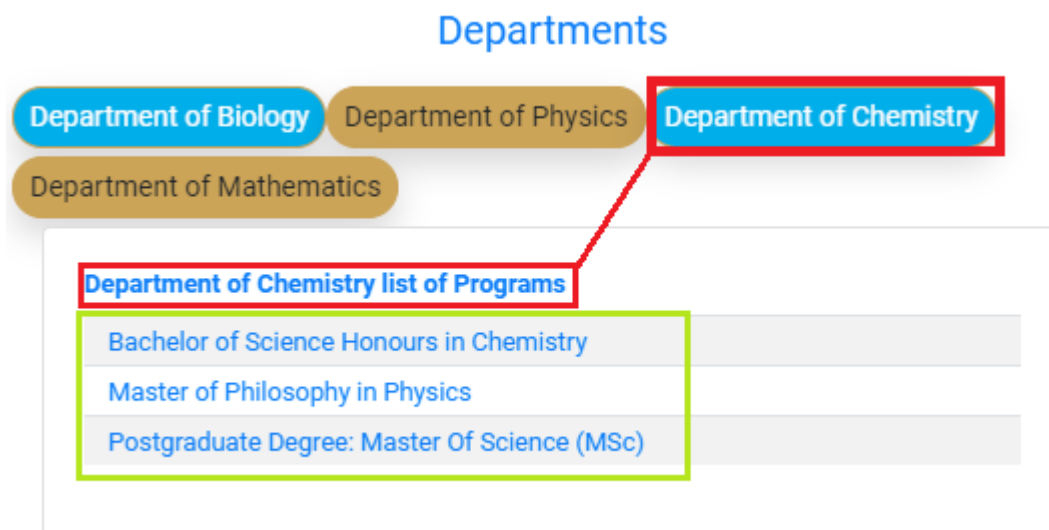


Figure 1.6: Choose Department

Click on the programme of your choice and you will be taken to the next page that will inform you of the entry requirements for that particular programme. See highlighted area in the diagram below. Choose your mode of entry to view specific requirements, depending on your qualifications and preferred discipline.

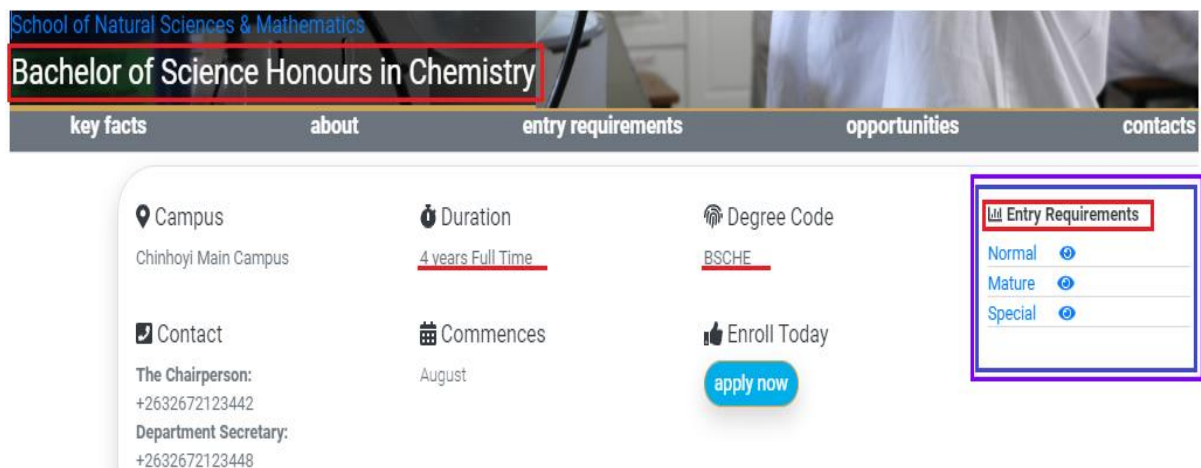


Figure 1.7: Entry requirements, duration and degree code.

1.5 Where can I find information about the undergraduate degree programmes?
As explained above.

1.6 How do I apply to CUT?

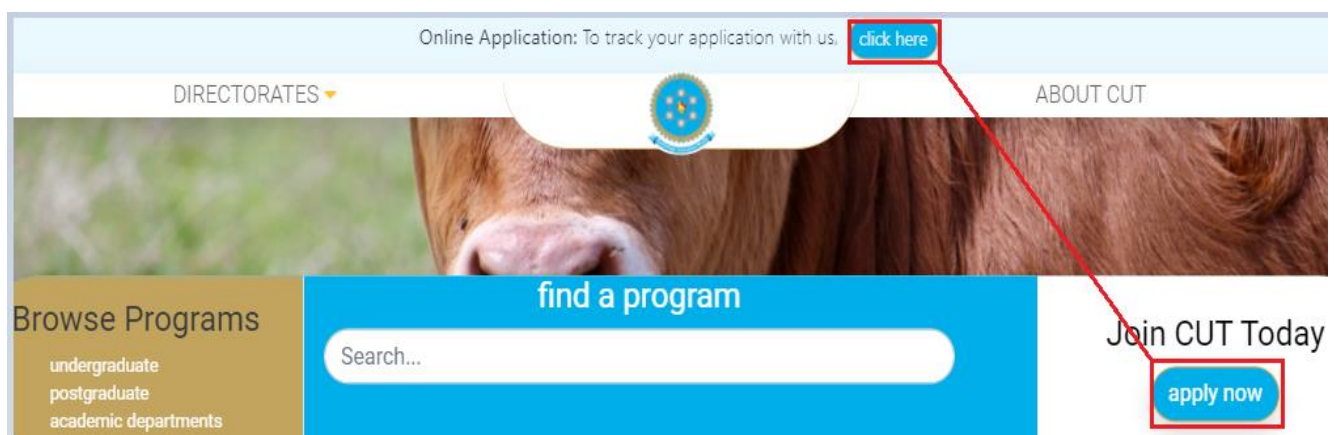


Figure 1.8: Click Now

Solution

On the Home page, click either of the two highlighted blue buttons to go to the next page shown below.



Figure 1.9: Click Create Account

On the far right hand corner of the top menu bar, click on the [Create Account icon](#) highlighted on Figure 1.9 to go to the next page as shown below.

The screenshot displays the 'CREATE ACCOUNT' form. At the top, a progress bar consists of 10 numbered steps: 1. Create Account, 2. Pay Application Fee, 3. Profile, 4. Next of Kin, 5. 'O' Level, 6. 'A' Level Info, 7. Tertiary Qualifications, 8. Employment, 9. Program, and 10. Submit Application. Step 1 is currently active, indicated by a blue dot and a blue line connecting the dots up to step 1.

The form itself is titled 'CREATE ACCOUNT' and contains the following fields:

- Surname***: Text input field.
- First Name***: Text input field.
- National ID***: A series of dropdown menus for digits and letters (00, [blank], A, 00).
- Gender***: Dropdown menu with 'Select Gender' as the current selection.
- Date of Birth***: Three dropdown menus for day (01), month (January), and year (1917).
- Email Address***: Text input field.
- Password***: Text input field.
- Confirm Password***: Text input field.
- You are applying for**: Dropdown menu with 'Under Graduate Block March 2021 - June 2021 Semester' selected.

At the bottom of the form, there are two checkboxes:

- ☐ I agree with [terms and conditions!](#)
- ☐ I confirm that the information I have provided is correct

Figure 1.9: Click Create Account

Fill in the form as shown above, following the prompts and instructions. Note that all fields marked with asterisks (*) should not be left blank. The application check bar indicates the progress of your application. On completion of your application (that is on the tenth notch); you are required to submit your application.

2.0 Application Process

2.1 Where can I obtain an application form?

Solution

On the home page, click on Admissions (**Admissions**) to get to the next page, where you will get the application forms for your desired programme.

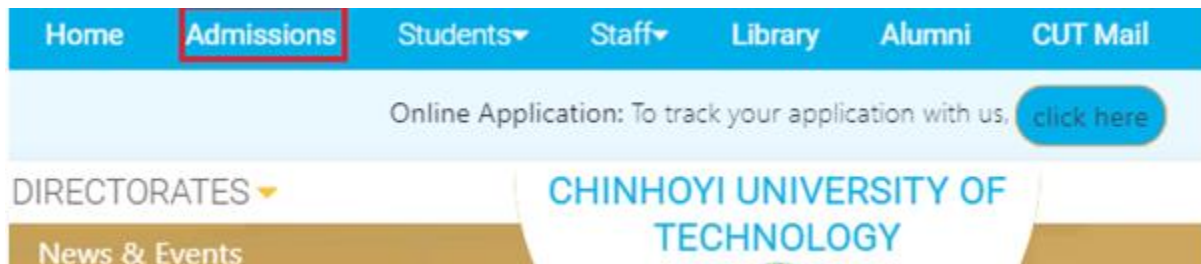


Figure 2.1: Admissions (for application forms)

On the window below, the red highlighted box shows various application forms for all programmes; Click on the desired programme, and the respective form will be downloaded.



Figure 2.2: Application forms

2.2 Where can I get help in completing my application form?

Solution

The admissions department is there to help all our students with issues pertaining to applications for entry into the university's learning programmes. They can be contacted on (+263) 067 22203-5 and 29435.

2.3 How many programmes can I apply for?

Solution

A student is obliged to apply for one programme of his/her choice which runs for either four or five years, depending on respective programme duration. See example below.

The screenshot shows a programme page for 'Bachelor of Science Honours in Mathematics'. The page has a header with 'key facts', 'about', and 'entry requirements' tabs. Below the header, there are three main sections: 'Campus' (Chinhoyi Main Campus), 'Duration' (4 years Full Time), and 'Degree Code' (BSMT). The 'Duration' section is highlighted with a red box, and an arrow points from the text 'An example of a Four-year programme' to it.

key facts	about	entry requirements
Campus Chinhoyi Main Campus	Duration 4 years Full Time	Degree Code BSMT

An example of a Four-year programme |

Some Engineering programmes are five years long.

The screenshot shows a programme page for 'Bachelor Of Engineering Honours Degree In Mechatronic Engineering'. The page has a header with 'key facts', 'about', 'entry requirements', and 'op' tabs. Below the header, there are three main sections: 'Campus' (Chinhoyi Main Campus), 'Duration' (5 years Full Time), and 'Degree Code' (BSME). The 'Duration' section is highlighted with a red box.

key facts	about	entry requirements	op
Campus Chinhoyi Main Campus	Duration 5 years Full Time	Degree Code BSME	

Figure 2.3 An example of a Five year programme

2.4 Where can I find more information about what I can study at CUT?

Solution

On the home page, click on admissions and view all programmes offered under each school.

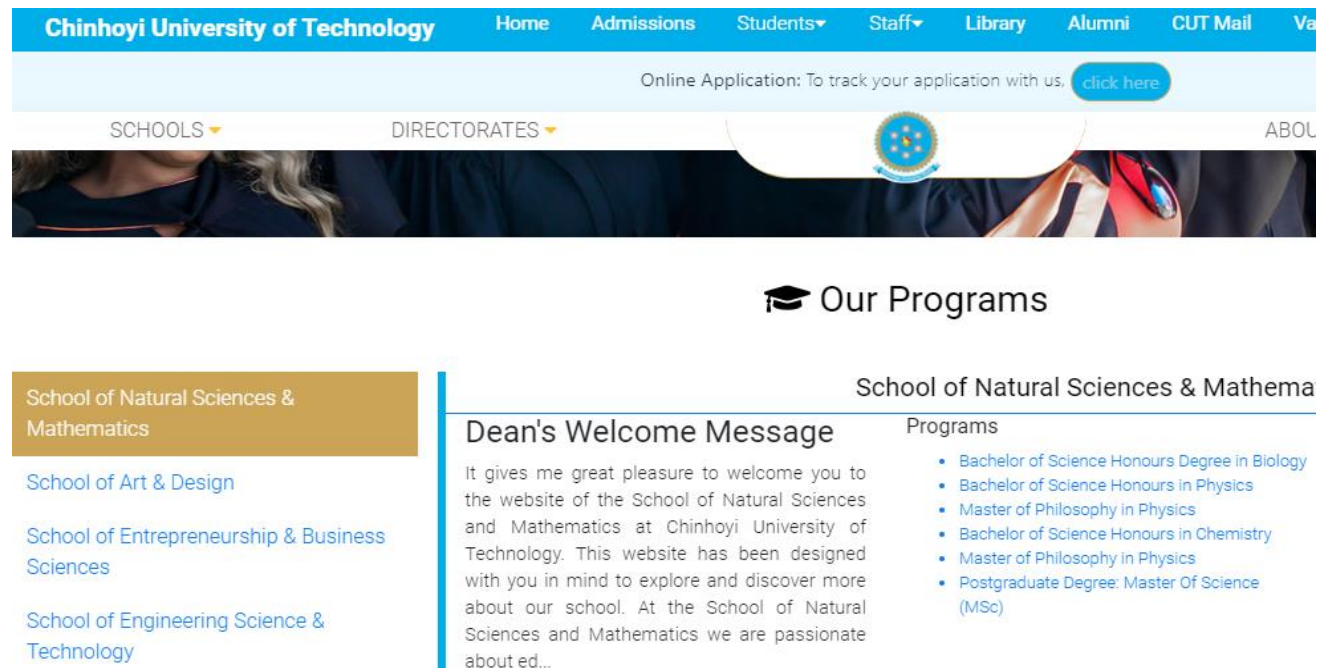


Figure 2.4 Programmes

2.5 Once I have completed my application, can I still make changes to my programme selection?

Solution

For as long as your qualifications meet the specified entry requirements for any desired programme, you are allowed to change to a preferred alternative choice.

2.6 How do I know if my application is complete?

Solution

During an online application, each stage that you complete gets marked and upon completion of all stages, you are prompted to submit your application. See the application progress check bar below.



Figure 2.5: Application Progress Bar

2.7 I have submitted my application, but my application status has not changed. Why is that so?"

Solution

You might be in the waiting period of your application, pending approval of your programme of choice. Otherwise, you can get in touch with the admissions office to enquire on progress.

2.8 Do I need to send my final school-leaving results to CUT?

Solution

After scanning your certified school results or certificate copies, send them to admissions for programme offering consideration.

2.9 How do I pay the application fee?

Solution

The application fee is payable to the bank by whatever payment mode agreeable with the bank, as long as it suffices the amount required by CUT, and as long as clearly referenced and traceable proof of payment is availed. You can pay using the following account numbers:

ZB Bank A/c number 4565386395-200 For ZWL\$ and 4565386395-410 For US\$ (Chinhoyi branch).

CBZ Bank A/c number 098214660210054 For ZWL\$ and 09821460210084 For US\$ (Chinhoyi branch).

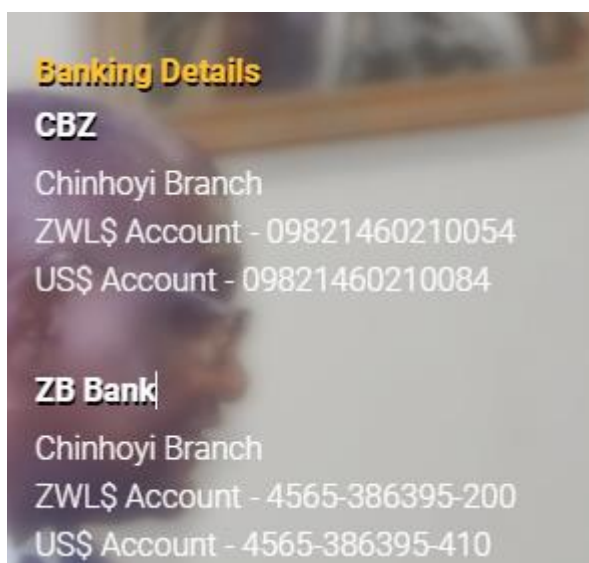


Figure 2.6: Payment Format

These are the bank accounts for application fees payment.

2.10 How do I track my application?

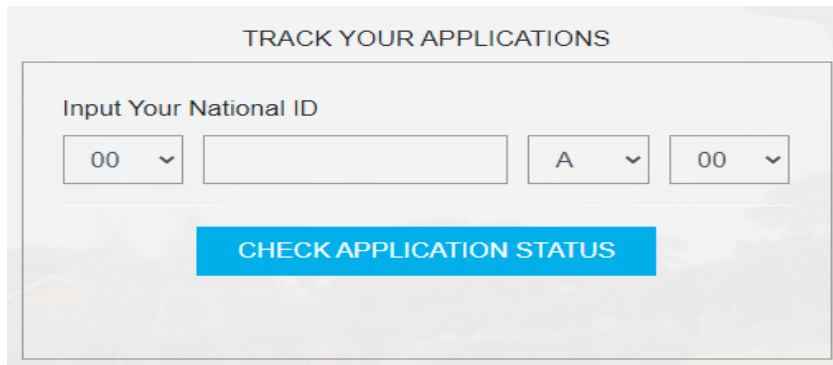
Solution

You track your application through the CUT website by clicking on the blinking blue button captioned "click here". See figure below:-



Figure 2.7 Track application

After clicking the above button the application tracking window appears, where you are required to enter your ID Number.



TRACK YOUR APPLICATIONS

Input Your National ID

00 ▾

A ▾

00 ▾

CHECK APPLICATION STATUS

Figure 2.8 Track your application

2.11 How do I know my application was successful?

Solution

After you have completed your application, you are given an applicant number that appears as the first filed on your application form. When you make a follow up using your ID number (tracking), you will observe that you are requested to accept the offer and to also view how you would pay your fees.

2.12 I am an applicant for admission in 2021, but I have decided to take a gap year in 2021. What do I do now?

Solution

In this case you should inform the registry about your waiver, for as long as you have registered and been given a student number. You inform them in writing for reference purposes.

2.13 Where can I find out about the cost of study at CUT?

Solution

We encourage students to phone bursary for fee structures.

2.14 Am I able to cancel my application?

Solution

Yes, but the application fee is non-refundable.

2.15 I can't view my offer letter. The system tells me that it is not ready for printing. Why?

The applicant number shows, but it cannot access the offer letter, as shown below. This problem is ordinarily caused by the applicant having captured a programme's code and narration wrongly, hence failing to sync with the new Education 5.0 compliant programme specifications. All new applicants should make sure that they appropriately capture their programme code and narration.

APPLICATION STATUS	
Applicant No. :	86617W
Name :	GOTORA TAFARA
Programme :	BSSCM2:BACHELOR OF SCIENCE HONOURS DEGREE IN SUPPLY CHAIN MANAGEMENT
Attendance Type :	CONVENTIONAL
Period :	March 2021 - June 2021
Status :	ACCEPTED
OFFER LETTER NOT READY FOR PRINTING	

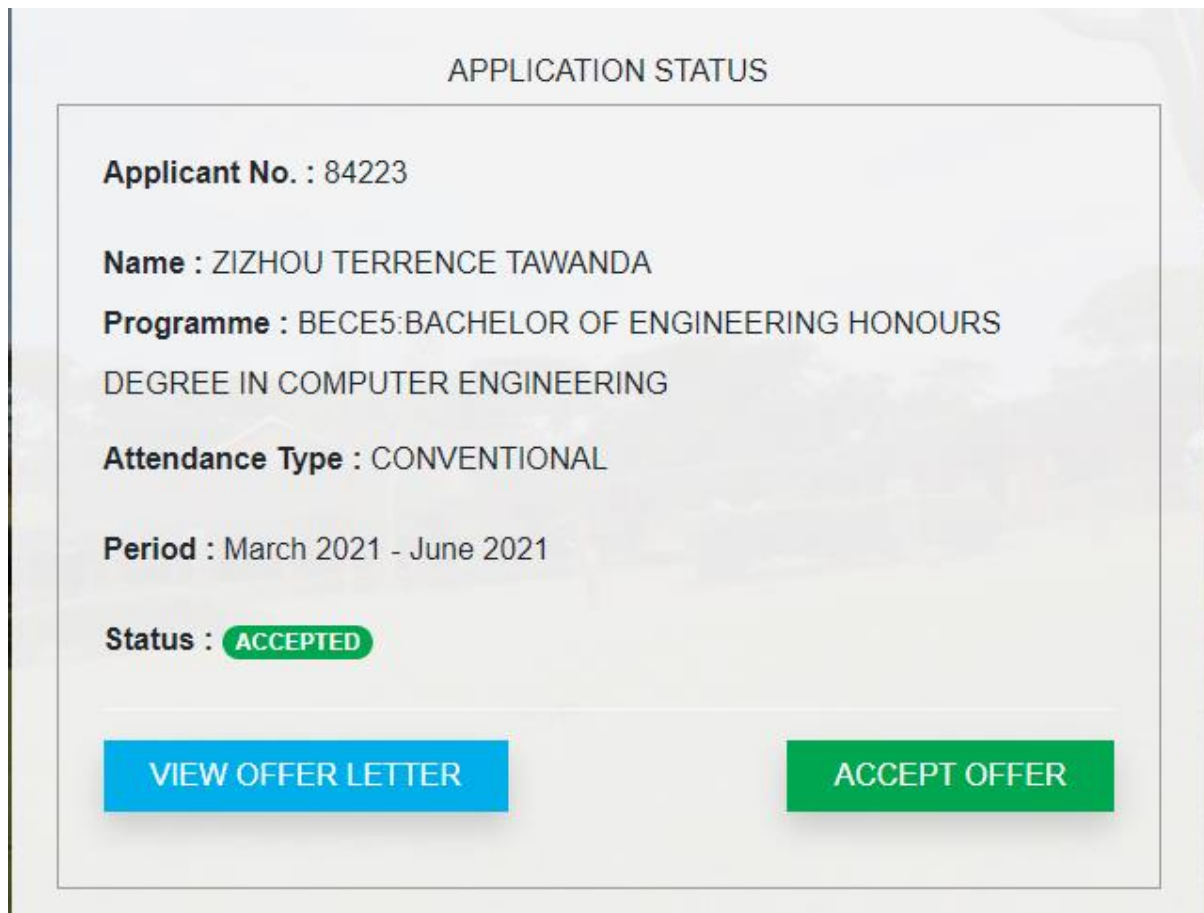
Figure 2.9: Applicant not viewing offer letter

Solution

The applicant should phone registry for assistance.

2.16 The status reads **ACCEPTED**, my registration number does not appear and if I try to accept and reset my password, I get a message reading

Applicant not found, please verify if the national ID is correct and try again. What do I do?



The screenshot displays a web interface titled "APPLICATION STATUS". It contains the following information:

- Applicant No. :** 84223
- Name :** ZIZHOU TERRENCE TAWANDA
- Programme :** BECE5:BACHELOR OF ENGINEERING HONOURS
DEGREE IN COMPUTER ENGINEERING
- Attendance Type :** CONVENTIONAL
- Period :** March 2021 - June 2021
- Status :** **ACCEPTED** (highlighted in a green box)

At the bottom, there are two buttons: a blue "VIEW OFFER LETTER" button and a green "ACCEPT OFFER" button.

Figure 2.10: Application Status

1. You might be using a password different from the one you used during application.
2. The problem is caused by having done two applications, with the other left incomplete, hence confusing the system.
3. The applicant might have wrongly captured his/her identity numbers, such that when tracking the application there will be a mismatch, hence the problem.

Solution

Check with the registry if your details were captured correctly. If your date of birth or identity number (ID) were incorrectly captured, the system will not locate your application due to data mismatch.

2.17 Where can I find out about the cost of study at CUT?

Solution

You can phone the bursary for full information on fees and other modalities with financial implications, for example accommodation.

3.0 Admissions

3.1 What is a conditional offer and for how long is it valid?

Solution

Conditional offer implies that the university will have offered you a place such that you can enrol and pay your fees within the stipulated period, failure of which the offer will lapse. Precisely, the offer is valid until the day lectures start.

3.2 When will I receive a final decision from CUT?

Solution

If your qualifications meet the requirements of your desired programme, the maximum period of time within which you should get a response is two weeks.

3.3 Do I receive a housing offer with a CUT acceptance letter?

Solution

A CUT acceptance letter signifies that you have been offered a place to study and ordinarily, accommodation preference is given to all 1.1 students.

3.4 For how long is my offer valid?

Solution

The offer is valid for two consecutive semesters.