



SD DOMBO UNIVERSITY OF
BUSINESS AND INTEGRATED
DEVELOPMENT STUDIES

(SDD-UBIDS)

RULES AND REGULATIONS FOR JUNIOR MEMBERS

MARCH, 2024

FOREWORD

Welcome to Simon Diedong Dombo University of Business and Integrated Development Studies! As a Junior Member of this great university, you are starting an exciting journey of learning, growth, and discovery. Our university is committed to offering a safe, supportive, and inclusive environment for all members, and we believe that clear rules and regulations are essential to achieving this goal.

This handbook contains the rules and regulations that regulate Junior Members' behaviour at our university. It is intended to provide you with a thorough understanding of your rights and responsibilities as a member of the university community and the standards of behaviour that we hold you to. We believe applying these rules and regulations is essential to preserving a supportive and productive learning environment. The rules and regulations are meant to ensure that every member of the university community succeeds and lives up to the values of respect, integrity, and fairness. As a Junior Member of our university, you play an essential role in shaping the campus environment and upholding its values. By adhering to these rules and regulations, you contribute to the collective effort of maintaining a community where everyone feels respected, supported, and empowered to pursue their goals. These rules and regulations function as a compass, assisting you in making informed decisions and behaving considerately towards others, whether in the lecture room, participating in extracurricular activities, or attending social gatherings.

It is recommended that you thoroughly read this handbook and become familiar with the rules and regulations that are relevant to you. Please do not hesitate to ask your academic adviser, a faculty member, or a staff member for advice if you have any questions or concerns. We are committed to supporting your academic and personal growth and believe that by working together, we can create a vibrant and inclusive community where all members can thrive.

Welcome to our university, and best wishes for a successful and rewarding academic journey!

Vice-Chancellor

Simon Diedong Dombo University of Business and Integrated Development Studies

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1. BACKGROUND

The Simon Diedong University of Business and Integrated Development Studies (SDD-UBIDS) was established by Law in 2019 by an Act of Parliament of the Republic of Ghana (Act 1001). The Act set up the University as a public tertiary institution with a vision to become 'an internationally acclaimed applied research and practical-oriented educational institution, dedicated to development of business and integrated development studies' (Republic of Ghana, 2019:3). The mandate of the University is therefore to become a global centre of excellence for practically oriented teaching and learning, cutting-edge research and social extension. For the University to accomplish its mandate, there is a need to formulate policies such as the Rules and Regulations for Junior Members.

VISION

To be an internationally acclaimed centre of excellence in higher education.

MISSION

To provide quality teaching, learning, development-oriented problem-solving research and innovative practical training to qualified and capable persons and institutions through:

- i. The deployment of ICT, and
- ii. Constant review of our programmes, curriculum and teaching methodology.

CORE VALUES OF UBIDS

The University is guided by the following core values:

- i. **Excellence:** SDD-UBIDS is committed to delivering the highest quality products and services through dedication, continuous improvement and focus on client needs.
- ii. **Innovation:** SDD-UBIDS encourages its staff and students to constantly trust their ability to be critical and creative and to persist in finding new solutions to problems within their workspace.
- iii. **Integrity:** SDD-UBIDS seeks to pursue honesty, fairness, and strong moral values in its decision-making processes and professional work.
- iv. **Collaboration:** SDD-UBIDS endeavours to interact and work with other individuals, groups and organisations with recognisable strengths to achieve a collective goal and promote leadership and growth.
- v. **Sustainability:** SDD-UBIDS desires to demonstrate a strong ability to sustain its teaching, learning and research programmes by actively ensuring the protection, enhancement and preservation of its human, social, economic and environmental resources to maximise their benefits.
- vi. **Professionalism:** SDD-UBIDS strives to succeed in its mission by adhering to high ethical principles and professional standards consistent with its mandate.
- vii. **Transparency and Accountability:** SDD-UBIDS seeks to promote transparency and accountability

by ensuring that information about its processes and outputs is easily accessible to all stakeholders.

- viii. **Inclusiveness:** SDD-UBIDS seeks to create an environment that respects and embraces diversity and provides equal opportunity to all.

2. STRUCTURE AND COMPOSITION OF THE UNIVERSITY

The organisational structure of the University has been structured into schools, faculties and directorates. The structural development of the University is guided by Act 1001, the Statutes, national needs, local demands, and the Strategic Plan of the University. There are faculties/schools and academic directorates. The Central Administration, which is a coordinating body, comprises the offices of the Vice Chancellor, Pro Vice-Chancellor, Registrar and other Offices. Also, each of the faculties/schools has an administrative setup. Faculties and Schools are headed by Deans and Directorates are headed by Directors. Other supporting offices are the Directorate of Finance, library, Directorate of Municipal Services, Directorate of Internal Audit and Directorate of Procurement.

LEVELS OF AUTHORITY

There are levels of authority to facilitate the effective working of the University. They are in descending order:

- i. University Council;
- ii. Academic Board;
- iii. Faculty/School/Directorate/Institute Boards; and
- iv. Departmental Boards.

ADMINISTRATIVE STRUCTURE OF THE UNIVERSITY

The Central Administration of the SDD-UBIDS consists of all the professional and administrative support units which support the Vice-Chancellor to manage the University. The structural development of the University is guided by the Law (Act 1001), the Statutes, national needs, local demands and the Strategic Plan of the University. The professional and administrative support units of the University currently include the following:

- i. Office of the Vice-Chancellor;
- ii. Office of the Pro Vice-Chancellor;
- iii. Office of the Registrar;
- iv. Directorate of Finance;
- v. Directorate of Internal Audit;
- vi. Directorate of Academic Planning and Quality Assurance;
- vii. Directorate of Community Outreach and Business Incubation;
- viii. Directorate of Academic Affairs;
- ix. Directorate of Information Technology Services;
- x. Directorate of Research Innovation and Consultancy;
- xi. Directorate of Public Affairs;
- xii. Directorate of Procurement;
- xiii. Directorate of Legal, Consular, and General Services;
- xiv. Directorate of Human Resource;
- xv. Directorate of Sports;
- xvi. University Library; and
- xvii. Directorate of Works and Municipal Services.

3. OFFICE OF THE DEAN OF STUDENTS

The office of the Dean of Students is responsible for the welfare and discipline of students and also provides counselling and information services for students, and administers the non-academic student disciplinary system and student grievance procedure. All official correspondence of the Students Representative Council (SRC), the Graduate Students Association of Ghana (GRASAG) and other student associations and clubs have to be passed through the office of the Dean of Students. The Dean works in close collaboration with the Student Representative Council (SRC), the Graduate Students Association of Ghana (GRASAG), the Halls of Residence, the Counselling and Placement Centre and Amalgamated Clubs. For the effective running of the office, the Dean shall have the support of the Board of Students Affairs.

COUNSELLING UNIT

There is a Counselling Unit in the University that offers comprehensive personal counselling, academic counselling as well as career counselling to all Junior Members of the University. The Unit aims to maintain an independent and conducive environment in which Junior Members of the University can conveniently go in for information, professional help and concerns.

Counselling is confidential and provided only at the request of, or with the concurrence of the person involved. Junior Members may call for individual counselling on several issues from academic,

social, financial, personal, and family to longer-term emotional and psychological problems.

Group counselling shall be provided on specific grounds at the request of students. Preventive counselling lectures and seminars shall be organised at various times of the academic year on topics intended to stimulate positive and healthy development and discourage habits which tend to create problems for students.

The Counsellor in collaboration with other stakeholders shall plan, design, implement and evaluate the University's guidance and counselling programme at the end of the academic year. The unit shall further offer a basic career and academic progression for students and alumni. The Counselling Unit aims to assist the students of the University community in these three broad areas among others;

- i. Academic counselling
- ii. Career/vocational counselling
- iii. Personal/social counselling

The Counselling Unit shall be under the Office of the Dean of Students to assist Junior Members in assessing various courses in their respective areas of study. The Unit will also assist students in areas of self-assessment, career choice, writing of applications and CVs, and guidelines for interviews.

The services of the Counselling Unit shall include but not be limited to the following:

- i. Information services
- ii. Personal-social guidance and counselling
- iii. Career guidance and counselling

- iv. Academic guidance and counselling
- v. Marriage/relationship guidance and counselling
- vi. Orientation services
- vii. Decision-making skills
- viii. Family and work-related stress management
- ix. Conflict management and resolution
- x. Grief counselling
- xi. Breaking bad news
- xii. Research seminars/workshops on topical issues
- xiii. Managing/coping skills (stress, depression and anxiety)
- xiv. Family counselling
- xv. Educational workshops/seminars
- xvi. Support for differently able persons
- xvii. Trauma/crisis counselling
- xviii. Research
- xix. Training, etc.

These services can be provided face-to-face, via telephone calls, emails, WhatsApp, etc. The Unit shall have an information centre containing literature on post-graduate and professional courses offered by the University and foreign institutions as well as a modest collection of books and leaflets on some careers suitable for graduates in various disciplines.

STUDENTS REPRESENTATIVE COUNCIL (SRC)

All registered undergraduate students shall be members of the Student Representative Council (SRC). The SRC shall levy its members to finance its programmes and activities.

The SRC shall be the official organ of the undergraduate Junior Members of the University. The SRC represent the views or interests of the students. The composition of the SRC can be found in the SRC constitution.

THE GRADUATE STUDENTS ASSOCIATION OF GHANA

All registered graduate students shall be members of the Graduate Students Association of Ghana, also referred to as GRASAG SDD-UBIDS. The association has been formed to cater for the special needs of the graduate students. The Association shall levy its members to finance its programmes and activities. The GRASAG shall serve as the mouthpiece of the entire graduate/ post-graduate student body of the University. The composition of the GRASAG SDD-UBIDS can be found in their constitution.

4. RULES AND REGULATIONS FOR JUNIOR MEMBERS OF SDD-UBIDS

- a. The Rules and Regulations for Junior Members are made under the authority of the University Act 2019 (Act 1001) and the Statutes of the University which are subject to review from time to time.
- b. This guideline is drawn up in consultation with stakeholders, and it states in general terms acts or behaviours prescribed by the University. The University may as and when necessary, update the list of prescribed conduct.
- c. The Rules and Regulations contained in this document have been formulated to help students develop positive attitudes and standards.
- d. The laws of the Republic of Ghana bind every Junior Member of the University. In case of suspected criminal conduct, the University, in addition to its internal disciplinary procedures or actions may report the suspect to the Police for further action.
- e. Regulations affecting Junior Members shall be made from time to time by the Academic Board per the statutes of the University and promulgated by the Vice Chancellor. Institute, school, Library, Hospital or any other unit of the University may issue its own rules governing the conduct of Junior Members within its

precincts provided that they are consistent with these general regulations made by the Academic Board. Such regulations must be tabled before the Academic Board.

- f. These Rules and Regulations shall apply to all Junior Members.
- g. Copies of all regulations shall be deposited with the Registrar, Head of Halls/ Dean of Students, Deans of Faculties, Directors of Institutes and centres, Heads of Departments and brought to the attention of Junior Members
- h. Ignorance of Regulations of any public notice shall not be accepted as an excuse for any breach of discipline. Every student on enrolment shall be required to obtain a copy of such University, Hall/Hostel and other regulations as related to their condition and are for the time being in force
- i. Junior Members shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence; they shall observe the statutes and shall conform to all such regulations and orders as may be made for the good governance of the University.
- j. The operation of the Rules and Regulations is without prejudice to the application of the general laws of Ghana which applies to all persons in the University.
- k. The officers of the University who have a special responsibility, under the Vice-Chancellor, for the discipline of Junior Members are the Dean of Students, Heads of Halls/Hostels, Senior Tutors and Tutors. It shall be an offence to disobey these officers in the discharge of university duties.

5. ADMISSION AND RESIDENCE

- a. A member is said to be a student of the University when he/she duly satisfies the entry requirements of the University for their Programme. Any member found not to be qualified after due diligence and investigation would be withdrawn with immediate effect according to the rules of the University.
- b. Junior Members who do not hold an award granted by the Government, or by an institution recognised by the University shall be required to pay approved fees on or before registration.
- c. Junior Members whose accounts are in arrears and unpaid at the beginning of an academic year shall not be allowed to come into residence or attend lectures until their outstanding accounts have been settled.
- d. Dates of trimesters are announced in University Notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of the trimester unless permission is granted for temporary absence. Students who are non-residents are required to register at the Halls to which they have been affiliated.
- e. By the act of enrolling as a student of the University, you agree to observe and be bound by the terms, conditions, regulations and policies contained in

this document or subsequent editions of it, and any administrative instructions issued by Management of the University.

- f. The admission process is said to be completed if the said member has fully paid the approved fees at the Finance Office through the approved designated bank accounts of the University.
- g. Admission of Junior Members to the University shall be subject to a Medical Examination.

6. JUNIOR MEMBERS

The term “Junior Member” shall apply to a person other than a Senior Member, Senior Staff or Junior Staff who is enrolled for the time being in the Simon Diedong Dombo University of Business and Integrated Development Studies for an approved course of study.

Junior Members shall be governed by the *Statutes* and all policies, rules and regulations as may be issued from time to time by the Council, Academic Board or any of its Committees, the Vice-Chancellor, the Dean of Students, the Senior Hall Tutors or such other authority as may govern any aspect of their stay in the University.

NAMES OF JUNIOR MEMBERS

For the purposes of the University, Junior Members are known only by the names which they have signed in the Register of Matriculation and are known by those names only in the sequence in which they were signed (that is first name, middle name(s) and (surname).

Provided that:

Where a female Junior Member gets married, she may apply to have her name altered to include the surname acquired by marriage, followed in parenthesis, by the word “nee” and her former surname. In such cases, proof of marriage would be required before the official change is affected.

Junior Members may apply to their Senior Tutor for recognition by the University of a New Name, and if the Senior Tutor is satisfied that the legal requirements have been met, they shall submit applications to the Vice-Chancellor who on approval of the said application shall authorise the change. Any such change of name shall be entered in the Register of Matriculation and published in the UBIDS Gazette.

7. MATRICULATION

No one shall be matriculated into the University unless he or she has fulfilled conditions prescribed by the Academic Board and has been accepted for admission. Decisions on admission of students into the University shall be the exclusive responsibility of the Joint Admissions Committee. The Committee shall act per criteria approved by the Academic Board.

A person shall be matriculated on the day when he or she, after having been properly and lawfully admitted into the University, personally attends a matriculation ceremony, swears the matriculation oath or makes a solemn declaration to that effect, and enters his or her name and personally signs the Register of Matriculants which is kept by the Registrar. All prospective matriculants shall be in attendance.

8. REGISTRATION

- a. Junior Members who do not hold an award/Scholarship granted by the Government, or by an institution recognised by the University shall be required to pay approved fees on or before registration. Junior Members whose accounts are in arrears and unpaid at the beginning of an academic year shall normally not be allowed to come into residence or attend lectures until their outstanding accounts have been settled. Dates of trimesters are announced on University Notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of term unless permission is granted for temporary absence. Students who are non-residents are required to register at the Halls to which they have been assigned.
- b. Students shall be admitted into Faculties/Schools for a programme of study and should be properly registered for courses for the trimester during the official registration period at the beginning of each trimester.

The students must take note of the following:

- i. Undertake an online registration of courses.
- ii. Register with penalty after the expiration of the registration period.
- iii. A student who fails to register within the registration period on grounds of ill health shall produce a medical

report issued and endorsed by a qualified medical doctor from a recognised health facility before he/she is allowed to register within the stipulated period granted by the University.

- iv. A student who fails to register at the expiration of the registration is required to write for deferment of the programme.
- v. Nobody shall be allowed to register on behalf of a student and any student who fails to register for a trimester shall not be allowed to attend lectures.
- vi. A student who registers for the appropriate courses shall be deemed to qualify to partake in both the continuous assessment/mid-trimester and end-of-trimester examinations.
- vii. Where a student duly registers for a course(s), but fails to write the end-of-trimester examinations, the student shall be deemed to have failed the course(s) unless otherwise acceptable reasons are advanced to the Departmental/Faculty/School Exams Board. In this case, the student shall be graded incomplete (I) and be expected to take part in the next available formal examination in the trimester in which the course(s) is / are written.
- viii. Students shall be permitted to change their selected elective course(s) for others **only** during the registration period.
- ix. A student shall attend all lectures, seminars, workshop sessions and practicals prescribed for the courses for which he/she has registered as a pre-condition for writing an examination.

- x. Any student who is absent from all lectures, laboratory practicals, tutorials, fieldwork, studio, field trips, workshops, industrial/practical attachments etc. without permission for a given period as may be determined in any trimester shall be deemed not to have certified the requirements for the course in the trimester and he/she shall not be allowed to write the end-of-trimester examinations.

9. DEFERMENT AND INTERRUPTION OF PROGRAMMES

DEFERMENT

A Deferred course is an unregistered course which is neither Fail (F) nor Incomplete (I) and for which the student is/was required to register but could not because the maximum number of credit hours has been exceeded. The following are conditions under which Junior Members could defer their course.

- i. A student could defer his/her programme for a reasonable acceptable period as may be determined by the University for a maximum period of one academic year **ONLY** in writing during the entire duration of the programme.
- ii. Notwithstanding the above, a student may be permitted to defer his/her course for more than one academic year with permission from the University Management.
- iii. The student **SHALL** be granted permission by the Head of Department/ Dean in writing. For the avoidance of any doubt, such a student must ensure that his letter of deferment is in duplicate so that both his copy and the official copy are stamped as having been received.
- iv. It shall be the responsibility of the Head of Department/Dean to forward the application to the Registrar for approval or otherwise.

- v. A first-year student who wishes to defer his/her programme can only do that after he/she has matriculated and signed the matriculation book.
- vi. However, a first-year student may be granted permission to defer his/her programme on medical grounds on the recommendation of a medical doctor of the university.

INTERRUPTION OF STUDY PROGRAMME

The following are conditions under which Junior Members could defer their programme.

- i. A student may break his/her study programme but not break for more than two continuous trimesters, provided that the maximum period allowable for the completion of the programme is not exceeded.
- ii. A student who wishes to interrupt his study programme must apply in advance to the Dean through the Head of Department of study programme and permission duly granted before he/she leaves the University.
- iii. A student who breaks his/her study programme without good reason for more than One Trimester shall be deemed to have lost accumulated credits. Such a student may be allowed to reapply for admission

10. HALLS OF RESIDENCE/HOSTELS

MEMBERSHIP

The membership of each Hall shall consist of the students assigned to it who shall be known as Junior Members and the Senior Members of the University assigned to it, who shall be fellows. The assignment of the Junior Members and Senior Members to Halls shall be by procedures laid down by the Academic Board. Every Junior Member shall be assigned to a Hall of Residence.

Every resident Junior Member shall report at the Senior Hall Tutor's office of the Hall of Residence where he/she has been assigned and go through the approved processes. The member is required to sign the Residence Register at the Senior Hall Tutor's office.

All members who owe the University must settle their debts at the Finance Office before they are registered at the Halls of Residence.

All non-resident students shall be affiliated with Halls of Residence and are expected to pay their hall affiliation fees.

GOVERNANCE OF HALLS

The governing body of each Hall shall be the Hall Governing Board, which shall be responsible, subject to the Law, Statutes and Regulations of the University, for all matters concerning the Hall. The Hall Council shall meet at least once in every trimester.

The Hall Council shall consist of a Senior Hall Tutor/ Hall Master/ Warden and not less than five (5) members being tutors and the

same number of Junior Members, including the President, Secretary and Treasurer of the Junior Common Room Committee. The Hall Council is responsible for the management of each hall and shall be responsible for recommending disciplinary action against any Junior Member for breach of the discipline of the hall provided always that where the breach of discipline will result in dismissal or is, in the opinion of the Hall Council, a major breach of discipline, the matter shall be referred to the Academic Board through the Vice-Chancellor. Every non-residential student of the university is affiliated to one of the Halls of Residence for his or her entire stay in the University.

TRAVELLING OUT OF THE UNIVERSITY

Junior Members who wish to travel outside the University must notify the Senior Hall Tutor and the Head of Department in writing.

JUNIOR COMMON ROOM (JCR)

There is a Junior Common Room in each Hall of Residence to which every student attached to the Hall is a member. The JCR is governed by its constitution. It elects its officers who seek to protect the interests of Junior Members of the Hall and provide cultural, social and sporting activities for the Hall. The JCR of a Hall, through its officers, maintains relations with JCRs of other Halls and is a recognised channel of communication between Junior Members and the Hall Authorities. The revenue of the JCR is derived from students' contributions.

11. PROVISION OF ACCOMMODATION

- a. Admission to the University does not entitle any Junior Member to an automatic accommodation slot. First-year students shall obtain places in the Halls of Residence by contacting the Hall Authorities.
- b. The current policy of the University is to give priority residential status to first-year undergraduate students.
- c. It is misconduct for a non-resident student to be found lodging in any part of the Halls of Residence.

12. ATTENDANCE AT LECTURES AND EXAMINATIONS

Junior Members are required to attend lectures, tutorials and practical classes specified for their course of study, and participate in all examinations, written and practical work as the University or Department may require from time to time.

To be eligible for any University examination, the candidate must have made a cumulative attendance of 75 percent of lectures and practicals of the programme. Junior Members who absent themselves from lectures, tutorials and practical classes for a cumulative total of more than twenty- five percent (25%) in a trimester shall be deemed not to have satisfied the requirement on attendance. Such Junior Members shall be asked to repeat the course or trimester.

13. FORMATION OF SOCIETIES AND CLUBS

- a. Student Societies and Clubs in the University shall be formed at the request of at least ten students and a Patron who shall be a Senior Member.
- b. The request shall be submitted for approval by the Residence Board through the Students' Representative Council.
- c. A request for approval shall include the Constitution/ Bylaws of the proposed society or club.
- d. The proposed Society or Club shall be formally promulgated in the University Reporter after the Residence Board has given its approval.
- e. Within three months of the date of the promulgation of the Society or Club, the Secretary shall deposit the names of persons holding principal offices of the Society or Club with the Registrar and the Dean of Students.

14. PUBLIC FUNCTIONS WITHIN THE UNIVERSITY

- a.** Students who wish to organise any public function within or outside the hall of residence or hostel shall apply and obtain prior permission from the Head of Hall/ hostel or Dean of Students who shall in turn inform the Registrar and the Vice-Chancellor.
- b.** An application for permission to organise a function should provide the following information:
 - i. Date and time of the function:
 - ii. Place where the function is to take place.
 - iii. Names of organisers
 - iv. Name and profile of lecturer(s), speaker(s), or Performer(s) at the function.
- c.** The information together with evidence of fulfilment of any requirements imposed by law concerning the holding of such a function should reach the Head of Hall/Hostel or the Dean of Students at least three days before the function takes place.
- d.** The Head of Hall/Hostel or Dean of Students may impose such other requirements and conditions as may appear to him necessary or desirable.

- e.** For the purpose of this section, a public function is one to which persons other than Senior or Junior Members of the University are invited or expected to attend.
- f.** A breach of this provision shall result in the organisers being held jointly and severally responsible.

15. PROCESSION AND DEMONSTRATION

- a. Any Student or group of students wishing to organise a Procession/Demonstration in the University shall notify the Dean of Students in writing with a copy to the Registrar at least three days before the due date for the procession/demonstration.
- b. The notice shall state the purpose of the procession/demonstration and the name(s) and designations of the organiser(s).
- c. The Dean of Students may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- d. The procession/demonstration shall follow an approval route and keep as close as possible to the left side of the road to facilitate the free passage of traffic.
- e. No procession/demonstration shall be held between the hours of 6:00 PM and 6:00 AM.
- f. During the procession/demonstration, nothing shall be done or said, that might occasion violence or cause a breach of the peace.
- g. In the opinion of the Dean of Students, if the procession/demonstration is likely to lead to a breach of the peace or cause serious interference with the

work of the University, he/she may so advise the Vice-Chancellor who may take appropriate action.

- h.** If any acts of violence and/or breach of University, Hall/ Hostel or other regulations occur during procession/ demonstration, or other mass action, the perpetrators as well as the organiser(s) shall be held jointly and severally liable.
- i.** The fact that a demonstration/procession is not prohibited, does not imply that the University sympathises with its objectives.

16. PUBLICATIONS

- a. The Vice-Chancellor shall approve of the intent to produce any student publication within the University and his approval in writing shall be obtained for such a publication.
- b. A copy of each publication shall be submitted to the Vice-Chancellor, Head of Hostels or Dean of Students as appropriate and the Librarian on the day of publication.
- c. The publisher (s) shall be held jointly and severally liable for the contents of the publication. (See Appendix A).

17. COLLECTION OF MONEY

Permission to collect money other than for club subscriptions and cinema shows or parties must be obtained from the Dean of Students/Senior Tutors of Hall/Hostel. Junior Members are advised to ask to see the license or other valid authority of any collector who comes from outside the University.

18. STUDENTS EXCURSIONS

The following regulations govern the organisation of excursions by students:

- a. The decision of the club/association to undertake the trip should be taken at a general meeting of the Club/ Association.
- b. Permission for a club/association to go on an excursion or educational tour should be sought from the Registrar through Heads of Department or Patron and should contain the list of all those making the trip.
- c. All students embarking on an excursion/trip should seek permission from their various Heads of Department.
- d. A written request for permission should reach the Registrar, at least 72 hours (3 days) before the date of the excursion.
- e. The trip should be restricted to university members of the club or association or other students of the University.
- f. The itinerary of the trip should relate to the aims and objectives of the club/association/department.
- g. The organisers shall show evidence or correspondence between the club/association and the institution or other establishments to be visited during the trip.
- h. The means of transport must be stated in the application.

19. MISCONDUCTS

For the purpose of this section, misconduct is deemed as an anti-social activity which may bring the name of the University into disrepute. The University may take action on any misconduct whether it occurred while the student was in residence or outside campus.

Without prejudice to the laws of Ghana, and other rules of the university the following shall be treated as misconduct by Junior Members.

ASSAULT

Assault is any act of threat or attempt to inflict offensive physical contact or bodily harm on a person. It does not necessarily have to cause physical injury, once the actor intended to cause harm or offensive contact with the victim, which puts the victim in a state of apprehension. This does not preclude situations where the actor's goal was to merely scare the victim or if the act was meant to be a joke. Assault therefore includes physical harm or threat. It can occur in the following situations, but it is not limited to:

- i. Intentionally and forcefully contacting a person by hitting, poking, or shoving the person.
- ii. Intentionally attempting to forcefully contact a person, whether or not actual contact is made.

- iii. Intentionally threatening with an act or gesture to apply force to another person and thereby causing them to believe they are in danger
- iv. Intentionally carrying a weapon, or what appears to be a weapon, blocking another person's way, and accosting them or begging them.
- v. Sexual contact without one's consent is sexual assault. It also includes a threat to have asexual contact with someone without the person's consent (please refer to the University's anti-sexual harassment policy for details).

GAMBLING

All Junior Members need to comply with laws prohibiting illegal gambling. Such prohibited acts include but are not limited to:

- i. Betting, wagering or selling pools on any athletic event;
- ii. Possessing on one person or premises (e.g. place of residence, room, unit, or car) any card, book or other devices for registering bets;
- iii. Operating a gambling device, conducting a lottery or pool;
- iv. Participating in a game for money or property;
- v. Selling or purchasing numbers slip or ticket;
- vi. Knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling;
- vii. Knowingly receiving or delivering a letter, package or parcel related to illegal gambling;

- viii. Offering, accepting or soliciting a bribe to influence the outcome of an athletic event; and
- ix. Involvement in bookmaking or wagering pools concerning sporting events.

FALSE ALARM

False alarm refers to any false report or notification about an emergency, fire, or bomb on campus, a building, structure or facility on the University premises. It shall include the following:

- i. Falsely notifying through shouts or otherwise, any person or members of the university about any false danger.
- ii. Intentionally tampering with any alarm system (including fire alarm).
- iii. Tampering with firefighting equipment, safety devices or other emergency or safety equipment of the University that brings about fear and panic.
- iv. Unauthorised fireworks that scare members of the University community.
- v. Placing a person in fear of imminent bodily injury.
- vi. Prevent or interrupt the occupation of a building, room, place of assembly, or place to which any member of the University has access with a false danger notification or report.

DRUG /SUBSTANCE/ALCOHOL ABUSE

Drug, substance or alcohol abuse includes the following:

- i. Smoking in all public or communal places of the University. This includes halls of residence and hostels as well as lecture theatres.
- ii. The sale or consumption of alcoholic beverages. It is a criminal offence under the laws of Ghana and invariably a breach of University Regulations to indulge in the manufacture, sale, distribution and use of narcotic and illicit drugs. It may include heroin, marijuana ("wee"), and cocaine. Therefore, intoxication that may lead to misconduct, such as fighting boisterousness, rowdiness, indecent conduct or appearance, or vulgar, profane, lewd or unbecoming language is not allowed.
- iii. Engage in the use or possession without approval from a qualified medical practitioner or manufacturer, furnishing, sales, or any distribution of any narcotic or dangerous drug controlled by law.

DESTRUCTION OF UNIVERSITY OR INDIVIDUAL PROPERTY

This shall include, but is not limited to the following:

- i. Defacing walls, buildings and any other property of the University with advertising material, graffiti or other materials or notices.
- ii. Defecating/urinating outside the designated buildings or places on campus.
- iii. Causing to damage or threatening to damage another person's property, the property of the University, or intentionally causing any other person to have a fear of damage to his/her property;

ACTS OF SEXUAL MISCONDUCT

These include:

- i. Produce or distribute pornographic material on the premises of the University or indecently expose oneself in public.
- ii. Again, no member shall engage in prostitution, solicit for sex, sexual harassment, indecent exposure, or the use of profane or obscene language on the University premises or at any university-sponsored or supervised activity.
- iii. Engage in indecent Exposure: The act of exposing any private part of the body especially the genitals, publicly or any lewd act is prohibited. This includes any legal procession in which such nakedness is exhibited. These acts are both anti-social and reprehensible and thus proscribed.

DISRUPTIVE CONDUCT

- i. Disorganise or temper with the election of any university-recognised student activities.
- ii. Engage in the use of sound amplification equipment without the prior approval by the Dean of Students and other authorities. The use of these may lead to a breach of the peace or obstruction or disruption of teaching and learning, administration, disciplinary procedures, or other serious University activities, including its public-service functions or other authorised activities.
- iii. Engage in Campus demonstrations, processions or gatherings up, without prior authorisation, whether or not it disrupts the normal operations of the University

and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and normal activities within any campus building or area.

- iv. Engage in obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus and or causes any obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised activities.
- v. Tamper or interfere with any election legally conducted by the University.
- vi. Not be allowed to over speed or drive in a convoy on narrow roads of the university. Members who own or use cars must have valid documentation of the vehicles and procure approval from the appropriate authority.

REFUSAL TO OBEY OFFICIAL INSTRUCTIONS

The following actions shall constitute a refusal to obey official instructions.

- i. Cause to or refuse to vacate a building, street, or other facility when directed to do so by a properly identified authority.
- ii. Cause to refuse to comply with instructions, directions or requests of any properly identified authority or an official acting in the performance of their duties.
- iii. Cause to enter any event sponsored or supervised by the University or any recognised university organisation without proper credentials for admission, i.e., ticket,

identification card, invitation, or other reasonable qualifications for admission.

- iv. Not be absent from the campus without permission from the appropriate authority or reasonable excuse. For legal purposes, when the University is in session, students in their interest are to sign in and out voluntarily in a log book at their respective Hall Assistants' offices at their residences including the hostels when they leave/return to campus for places in and around Wa.
- v. Intentionally disorganise, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system of the University;
- vi. Travels of all kinds be it internationally or local must be approved through the appropriate authority.
- vii. Cause to refuse or neglect to take and or sign the matriculation oath of the University.
- viii. Violate publication policies, rules or regulations of the University.

ACTS OF DISHONESTY

The following shall constitute acts of dishonesty:

- i. Engage in Acts of dishonesty, such as cheating, plagiarism, or other forms of academic dishonesty or furnishing false information to any University official, faculty member or office or forgery, alteration, or misuse of any University document, record, or instrument of identification.

- ii. Contract to sub-let rooms in the Hall of Residence and hostels. For legal purposes, the University in an emergency should be able to match the occupants of a room to the names in the record book. Members who intend to swap rooms can only do that under authorisation from the Halls officials.
- iii. Act dishonestly by Cheating, fabricating, falsification, forging, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty,
- iv. Furnish false information or records to any University official/ member or alter documents, identification cards, forms or procedures.
- v. Acting as an agent of the University without approval from the University authorities.

PHYSICAL THREAT

Intentionally harassing another person. Harassing behaviour includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following or persistently bothering or annoying or any other behaviour which has the purpose or effect of interfering with an individual's work, lawful activity or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Harassment may or may not represent, but is not limited to acts based on sex, race, religion, national origin, disability or sexual orientation.

THEFT OR STEALING

The following shall constitute theft or stealing:

- i. Engage in Stealing or attempting to steal, or keeping in his/her possession items of the University, items

rented, leased, contracted or placed on the campus or off campus at the request of the institution, or items belonging to students, or student groups. Textbooks/lost items found should be given to the Security Department.

- ii. Engage in thievery or abuse of computer /smartphone or cause unauthorised entry into a file to use, read or change the contents, or for any other purpose which is unapproved.
- iii. Engage in the unauthorised transfer of a file, unauthorised use of another individual's identification and password and also use such facilities to interfere with the work of another member or University Official.
- iv. Engage in unauthorised possession, duplication or use of keys to any University premises or unauthorised entry to or use of university premises.
- v. Engage in any conduct that leads to the unauthorised use of electronics or other devices to make secret recordings be it audio or video of any person while on the University's premises without that member's prior knowledge, or consent when such a recording is likely to cause psychological trauma. This includes, but is not limited to, surreptitiously taking pictures or videos of another person in a gym, locker room, or restroom.
- vi. Keep in possession or use any facility, equipment or service of the University without expressed instructions from any person or persons of authority. Selling of any item belonging to another person without the permission of the owner.
- vii. Textbooks/lost items found should be given to the Security Department

20. OTHER REGULATIONS

It shall be an offence for Junior Members to:

- a.** Cultivate, process, use or peddle narcotics and other drugs as listed in the Second Schedule Part II, of the Drugs and Pharmacy Act, 1961 (Act 64) See Appendix B).
- b.** Wilfully cause damage to University property or the good name of the University and incite others with the view of causing such damage.
- c.** Publish defamatory material on the campus.
- d.** Smoke in the Library or Lecture Rooms during lectures or work.
- e.** Throw any person into ponds in the University.
- f.** Possess firearms on campus
- g.** Make undue noise within the University precincts. In particular, the hours between 10:00 PM and 6:00 AM are to be regarded as hours of quiet provided that this rule shall not apply where permission to organise a function has been granted by the Head of Hall/Hostel or Dean of Students.

21. DISCIPLINARY PROCEDURE

The Vice-Chancellor shall serve as the academic and administrative head and chief disciplinary officer of the University. Disciplinary Committees may be constituted at the various levels of the University where applicable.

- a. Within Halls of Residence or Hostels: If a student violates Hall/ Hostels regulations, disciplinary measures shall be taken by authorities of the Hall/Hostel to which he/she belongs.
- b. Outside Hall of Residence or Hostel: If a student violates any University regulations outside the Hall of Residence, it shall be reported to the Dean of Students who will notify the Senior Tutor of the Student's Hall / Hostel for appropriate sanctions. For offences against a group of students, the Committee of the Dean of Students shall investigate the matter and apply appropriate disciplinary sanctions or make recommendations to the Vice-Chancellor.
- c. Disputes between Students of Different Halls: Where disputes arise between students from different Halls, the Tutors of the students involved shall attempt to resolve the dispute. Should their attempts fail, the matter shall be referred to the Senior Tutors of the Halls involved. Should the dispute persist, the matter shall be referred to the Dean of Student Affairs.

23. SANCTIONS

One or more of the following sanctions may be imposed by a Board upon the conviction of any person:

- i. An oral warning or caution, censure or written reprimand in writing;
- ii. An order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation, such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
- iii. Assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
- iv. A reduction of the final grade in the course in respect of which the offence was committed;
- v. Denial of privileges to use any facility of the University, including library and computer facilities;
- vi. A monetary fine;
- vii. Suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of up to five years as may be determined by the Disciplinary Board;
- viii. Withholding of results
- ix. Rustication from the University for a limited period,

- x. Expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;
- xi. Disqualification from contesting elections or removal from any office in the University; or Recovery of the money or property or repair of the property which was the subject of the misconduct, and any other penalty or sanction prescribed by the Statutes.
- xii. Gating,

For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so-ever described, the University shall have the power to cancel, withhold or withdraw any award at any time it becomes known that:

- i. A candidate had gained admission into the University with false qualifications; or
- ii. A candidate had impersonated someone else, or
- iii. A candidate had been guilty of an examination malpractice for which a grade 'Z' would have been awarded; or
- iv. A candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.
- v. The decision to cancel, withhold or withdraw an award shall be made by the Council on the recommendation of the Academic Board.

24. OTHER OFFENCES AND SANCTIONS

The list of other offences and their corresponding sanctions are as follows:

S/N	OFFENSES	SANCTIONS
a.	Physical Assault	Suspension plus appropriate compensation/Dismissal
b.	Verbal Assault	Caution with written apology/ ejection from Hall/Rustication
c.	Sexual Assault	Dismissal
d.	Sexual Harassment	Caution/Written Apology/ Counselling/ Dismissal/ Rustication
e.	Indecent Behaviour (Hosting visitors of the opposite sex, sexual intercourse in shared rooms)	Caution/Suspension/Dismissal
f.	Destruction of University Property	Replacement of the property, Suspension/Dismissal
g.	Smoking in University Buildings/Public Places	Expulsion from Building/public places/ Caution/Suspension
h.	Drunkenness Leading to Misbehaviour	Rustication

S/N	OFFENSES	SANCTIONS
i.	Use of narcotics	Rustication/Dismissal
j.	Refusal to vacate from room in the halls of residence during vacation	Loss residential status/shall pay rent at the going commercial rate for the number of days and number of beds and shall have his or her semester results or final results withheld for refusal to pay, as well as the cost of replacing the lock where necessary/ejection.
k.	Unauthorised transfer of university property	A fine determinable by the Disciplinary Committee together with a monetary fine and the results of the culprit shall be withheld for a period to be determined by the Disciplinary Committee.
l.	A student who mutilates or engages in unauthorized removal of library books	Fined an amount not less than three (3) times the current market prices of the book(s), Withholding of results, Rustication and Suspension or dismissal
m.	Stealing/Fraud	Replacement of stolen money with interest/ item and rustication/dismissal/ handing over to Police depending on the gravity of the offense
n.	Academic dishonesty (plagiarism, falsification of data and other related acts)	Rustication/Dismissal/ Withdrawal depending on the gravity of the offense

S/N	OFFENSES	SANCTIONS
o.	Littering/throwing out water at unauthorised places	Caution and cleaning the place/ fine and cleaning the place/ Ejection
p.	Refusing to leave room upon Hall Tutor's order	Ejection from the Hall/ Rustication
q.	Extortion/forgery	Refund with interest, written apology, dismissal/rustication
r.	Embezzlement of funds, such as SRC dues, statutory and approved association/clubs/ societies funds	Refund of the embezzled funds with interest and must be suspended or dismissed, and results withheld depending on the gravity of the offence
s.	Perjury/Slander/ Impersonation	written Apology/Rustication/ Suspension/dismissal
t.	Sub-letting of rooms in Hall	Rustication for two semesters
u.	Illegal occupancy in the halls of residence	Rustication/dismissal
v.	Damage to university property	Repair or replacement of the property damaged and/or rustication and suspension or dismissal, should the culprit refuse to repair or replace the property. The University reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property.

S/N	OFFENSES	SANCTIONS
w.	Removal of furniture from lecture halls/sitting on furniture that belongs to lecture halls outside halls	Warning at first instance, fine to be determined by the University
x.	Pasting of posters and handbills at places other than billboards	Warning at first instance/fine to be determined by the University
y.	A student who engages in "ponding" of another student	Suspension or dismissed depending on the gravity of the offence and his or her results will be withheld for a period determinable by the Disciplinary Committee and the victim must be compensated.
z.	Engage in anonymous letter writing (Students with any grievances should properly document them for dialogue and discussion through the appropriate channel of communication)	Outright dismissal, if the writer is found out.

Any offence the Criminal Code considers a felony shall attract outright dismissal, and as a misdemeanour, suspension for one academic year. The applicable laws of Ghana shall apply to every student and the rules of the University do not protect anyone from the application of the laws of Ghana governed by the Criminal Code.

The Vice-Chancellor shall have the power to order that any sanction imposed by the Committee be recorded on the student's academic record and transcript.

The decision of the Vice-Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

Sanctions which involve temporary or permanent removal from the University shall be effected only with the concurrence of the Vice-Chancellor.

Major penalties may be imposed only by the Vice Chancellor, the Academic Board or Council as the case may be for breaches of discipline. The decision to cancel, withhold or withdraw an award shall be made by the Council on the recommendation of the Academic Board.

25. APPEAL BY AGGRIEVED MEMBERS

Junior Members who are not satisfied by any disciplinary sanctions may appeal to the Vice Chancellor through the Head of Hall/Hostel or office of the Dean of Students.

- a.** An appeal for a review within seven days of the notification to them of the sanctions imposed on them.
- b.** The Vice Chancellor on receipt of a report from the appropriate source may request a review of the sanctions so imposed.
- c.** When carrying out a review, the Vice Chancellor may act on the advice of a committee on which students' interests are represented.

26. CAMPUS SAFETY AND SECURITY

The university shall take appropriate safety measures to safeguard the safety and security of members of the University community.

Campus safety measures may include initiatives and programs designed to create a safer environment for students. The measures shall include ride-share programs, self-defence training, and courses in crime prevention strategies. Campus security involves patrolling security guards and mass notification systems. In addition to the above, students should note the following:

- a. All students are advised to be vigilant at all times to safeguard their personal property.
- b. The University shall not be held accountable for the loss of any personal property of a student.
- c. All students using motorcycles on Campus must use crash helmets.
- d. Students must learn to walk in groups after and before evening lectures.
- e. Students must obtain security contacts that will be provided to them during orientation to enable them to make prompt calls for assistance.
- f. Students should report any suspicious moves to the security personnel around and/or to the management of their Hall of affiliation.

- g.** The most prevalent crimes committed on campus include burglary, motor vehicle theft, sexual assault, and fondling.

The following steps must be taken to protect students from further harm and find support:

- a. Get to a Safe Place:** If possible, get to a well-lit, populated area to prevent further escalation. Remain there until help arrives.
- b. Call 911 and Follow the Instructions:** Call 911 immediately. The 911 dispatcher will talk you through a course of action until police or emergency personnel arrive.
- c. Contact a Trusted Friend or Family Member:** Call a supportive friend or family member who can come to your aid or provide a safe space for you.
- d. Consult Legal Counsel:** Call an attorney to discuss your legal options.
- e. Seek a Civil Protection Order:** Restraining orders can discourage attackers from coming within a certain distance of you and may result in criminal charges if disregarded.
- f. Contact Your Bank:** If a thief stole your bank account info or credit cards, call the bank and report it as soon as possible to prevent fraudulent use.
- g. Request a Housing Change:** If the perpetrator knows where you live, request a housing change with the support of the Hall authorities of the Vice Dean or Dean of Students Office.

When large groups of people gather in one location, such as a university campus, the possibility of criminal activity is high. Practising campus safety measures, including safe University practices, can help reduce risks and minimize negative outcomes. Because of this, the following tips must be adhered to for your safety while you are still having fun:

- a. **Know Your Way Around Campus:** Consider downloading a campus map and get to know your way around the University.
- b. **Use Locks:** Always lock your dorm room or apartment door. This major deterrent can stop thieves in their tracks. Also, lock your car doors (even when driving) and keep valuables out of sight.
- c. **Never Walk Alone in the Dark:** Always use the friend system when walking at night.
- d. **Consider Carrying a Whistle, Pepper Spray, or Alarm:** Any type of personal defence option, such as pepper spray or a whistle, may help stop an attack or alert a bystander that you're in trouble.
- e. **Take a Self-Defence Class:** Knowing specific self-defence tactics can increase the odds of fending off an attacker.
- f. **Take Advantage of Campus Escort Services.**
- g. **Be Aware of Your Social Media Settings:** Check your social media settings and make sure only friends can see your posts. Also, disable location finders on social media sites that publicly share this information.
- h. **Avoid Drinking Too Much Alcohol:** Drinking to excess can result in bad choices that put you in difficult and

dangerous situations. If you do plan on drinking, never accept a drink poured by someone you don't trust.

- i. Always Have Emergency Contacts in Your Phone:**
Make sure to input emergency contacts, such as the campus safety office, into your phone so you don't need to look them up in an emergency.

27. COMMUNICATION WITH GOVERNMENT AGENCIES, INSTITUTIONS AND OTHER STAKEHOLDERS

- a.** No student is permitted to communicate with any external entity in the University name.
- b.** Any student who wishes to engage with an external entity using the name of the University must first seek written approval from the Vice-Chancellor.
- c.** A request to the Vice Chancellor for permission to engage with an external entity shall be made through the Senior Hall tutor or Vice Dean and Dean of Students.
- d.** Any student who communicates with any external entity without the express permission of the University authority does so in their private capacity and it shall be an offence to claim to represent the University in such circumstances.

28. DRESS AND GROOMING

DRESSING ON CAMPUS

All students must have a professional look at all times. A professional look includes clothes, make-up, hair and accessories that work together to create a flawless image.

The dress and grooming requirements for both men and women should always be modest, neat, clean and not distracting but consistent with the dignity of scholarship and professionalism.

The University dress code shall be in two categories, Regular Business Casual wear and Ceremonial Business Casual Wear. The Regular Business Casual Wear shall be two types and shall run through all University activities except on Fridays which shall be a dress-down or traditional wear day in line with the current National Friday Dress Policy. All students are required to conduct themselves in a manner consistent with the principles of this dress code. Jeans and T-shirts are not acceptable ceremonial attires.

USE OF ACADEMIC DRESS

All Junior Members are required to wear the academic dress appropriate to their status or Hall of residence or Hostel on the following ceremonial occasions:

- i. Matriculation
- ii. Congregation and occasions as required.

29. USE OF VEHICLES

- a. A Junior Member who wishes to keep and use a car on the campus of the University must obtain permission from the Vice-Chancellor through the Senior Tutor of his Hall.
- b. The use of either a bicycle or a car is at the sole risk of the person concerned, and this privilege shall be withdrawn if it is abused.
- c. The University shall accept no responsibility for such vehicles, or for any damage that may occur to them or the owners, drivers or passengers.
- d. In a situation where the University has no garage for cars and a Junior Member wishes to arrange such, the person shall do so by obtaining permission from the Office of the Dean of Students.

30. USE OF MOBILE PHONES

- i. The use of mobile phones shall be allowed among Junior Members on campus, they should be used responsibly.
- ii. Students shall not use their mobile phones to engage in fraudulent activities.
- iii. They shall not use their mobile phones inappropriately to harass anybody, they should not use mobile phones while lectures are ongoing, and they should not dispose of the phones irresponsibly in a way that can cause fire or damage to the university's properties.
- iv. Any inappropriate use of mobile phones shall attract sanctions such as dismissal from lecture halls or other sanctions from the recommendations of an investigative committee.

31. EXAMINATIONS

(This shall be in line with the general regulations governing university examinations. Refer to Examination Rules and Regulations)

32. ACADEMIC OFFENCES

EXAMINATION MALPRACTICE OR OFFENCE AND SANCTIONS APPLICABLE

S/N	Offence	Penalty
a.	Leakage of questions	Rustication/Dismissal of the student involved and possible prosecution.
b.	Refusal to make statement when required	Rustication/Dismissal of the student involved.
c.	Fabrication of data and / or plagiarism	Rejection of thesis/Examination results/rustication and re-writing of thesis under new supervision or withdrawal of certificate.
d.	Possession of /copying from prepared notes or unauthorised material	Rustication/Dismissal.
e.	Impersonation	A Dismissal of the candidate involved and prosecution of the candidate's and/or impersonators.
f.	Communication	Cancellation of involved candidates' paper and/or issuance of bond of good behaviour.

S/N	Offence	Penalty
g.	Persistently disturbing other candidate(s)	Prevent the candidate from continuing examination, cancellation of candidate's paper, and referral to the Vice-Chancellor for appropriate disciplinary action.
h.	Verbal or physical assault on invigilator or other students	Cancellation of candidate's examination paper and referral to the Vice-Chancellor for an appropriate disciplinary sanction.
i.	Destroying materials suspected as evidence	Cancellation of Candidate's paper/Rustication/Dismissal.
j.	Not carrying a valid student ID card.	Allow two students including the course representative to identify the student and if unable prevent the candidate from entering the examination hall.
k.	Continuing to write after examination has officially ended	Cancellation of candidate's paper
l.	Presenting another person's examination script or written assignment as your own	For continuous assessment, cancellation of candidate's examination paper and recommendation for appropriate disciplinary action. For the main examination, cancellation of paper and rustication for one year
m.	Swapping Answer Booklets or Question Paper	Cancellation of paper/ Rustication

33. PLAGIARISM AND ACADEMIC DISHONESTY

The following shall be taken as plagiarism:

- a.** To present, without acknowledgement by another, an expression of an idea or work.
- b.** To submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
- c.** To submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
- d.** To engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, and slides without authority;
- e.** To gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person;
- f.** To steal a colleague's assignment; or
- g.** To steal a colleague's answer script.

- h.** To forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
- i.** To engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, to obtain academic credit or other academic advantage of any kind.

Graduates of the University may be charged with any of the above offences committed knowingly while he or she was an active student when in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

34. USE OF UNIVERSITY FACILITIES

The following shall be prohibited within the University campus and any premises of the University:

- a. Unauthorised use of any of the University's buildings, offices or other facilities.
- b. The use of sound amplification equipment without prior approval of the Dean of Students (or his authorised representative).
- c. Students attempt to enter any event sponsored or supervised by the University without proper credentials for admission, i.e., ticket, identification card, invitation, or other reasonable qualifications for admission.
- d. Refusal to vacate a building, street, or other facility when directed to do so by a properly identified administrator or staff personnel whilst performing his/her duty.
- e. Malicious or unwarranted damage or destruction of items such as the University property, items rented, leased, contracted or placed on the campus or off campus at the request of the institution, or items belonging to students, staff, guests or student groups.
- f. Unauthorised use of any University facility.
- g. Possessing, using, making or causing to be made any key or keys for the University facility without proper authorisation.

- h. Students are responsible for the conduct of their guests while on university property and at functions sponsored by the University or any recognised University organisation.

35. THREAT TO SAFETY

The following are acts that constitute a threat to safety in the University.

- a. Intentionally giving a false fire alarm or bomb scare in respect of the University building or property. Tampering with firefighting equipment, safety devices or other emergency or safety equipment of the University.
- b. Setting and or possessing unauthorised fireworks, firearms or other projective propelling devices, ammunition, or dangerous weapons or materials (fireworks are defined as any substance prepared for producing visible or audible effects by combustion, explosion or detonation).
- c. Unauthorised sale, possession, furnishing, or use of any incendiary device or bomb.
- d. Any form of unauthorised solicitation in the classroom, workshops or elsewhere on campus.
- e. Complicity or shared responsibility for infractions of the provision(s) of the Statutes, the Students' Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc. of the University
- f. Knowingly acting in concert with any other person to violate the provision(s) of the Statutes, the Students'

Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc. of the University.

- g.** Students are responsible for the conduct of their guests while on the University property and at functions sponsored by the University or any recognised University organisation.

36. OFFENCES AGAINST THE STATE

Where a student commits an offence against the state and is charged by the state for violation of national laws committed either on or off campus, the University will not request or agree to special consideration for that individual because of his or her status as a Junior Member.

37. JURISDICTION OF THE UNIVERSITY

- a.** The rules and regulations for Junior Members shall be applied to conduct occurs on university premises, at university-sponsored activities, satellite and off-campus.
- b.** Each Junior Member shall be responsible for their conduct throughout their stay in the University.
- c.** The Junior Members rules shall apply to a student's conduct even if the member withdraws from the University while a misconduct matter is pending.

38. GRIEVANCES AND REDRESS CHANNELS

ACADEMIC

In the case of academic issues, the Junior Member involved should first contact the HOD or Dean for further directions. The member may be referred to the counsellor for counselling. After assessment, the Counsellor shall report back to the Dean or HOD.

NON-ACADEMIC

- i. In the case of non-academic issues including, but not limited to physical assault, drug abuse, romantic relationship issues, conflicts between roommates and theft cases in the lecture halls, hostels on and off campus, the Junior Member should report to the Hall/Hostel authorities or the Dean of Students for necessary.
- ii. If the issue is threatening and cannot be handled at the level of hall hostel authority, it should be reported to the Dean of Students / University Security. A Junior Member may report an issue deemed emotional to the Counselling Unit for redress.
- iii. In the case of injury as a result of the assault, the victim(s) should report to the University Security and University Hospital.

REFERENCES

Criminal Code (Amendment) Act, 1998.

Kwame Nkrumah University of Science & Technology Students
Hand Book (2015)

Statutes of Simon Diedong Dombo University of Business and
Integrated Development Studies (2021)

University of Cape Coast Rules & Regulations for Junior
Members (2015)

University for Development Studies SRC Constitution (2020)

University of Ghana, Regulations for Junior Members (2015)

APPENDIX A

MEMORANDUM FOR THE GUIDANCE OF STUDENTS JOURNALISTS

The law of Ghana

All student publications, even though they may be circulated only in a Hall or the University, are subject to the law of the land. This memorandum is intended to give them general information about their legal liabilities. It is not a substitute for professional legal advice, and it only deals with those parts of the law which are most likely to concern student publications. But the journalist who uses their common sense and the information given here should not run into legal difficulties.

i. The Civil Law of Libel

Everyone concerned with a publication runs the risk of being sued and made to pay damages if the publication libels anyone. Material published is libellous—for example, if it suggests that the person has committed a crime, or dishonest, or immoral, or not to be trusted, or has misconducted himself in his office. It does not have to refer to the person by name—it is sufficient if ordinary people would understand what is published as referring to the person who brings the action.

The liability is not confined to the author of the libellous article or picture; everyone on the editorial committee would be liable, and even those who take part in typing or distributing the publication

may be responsible as well. So, if you take part in the publication, it is wise to realise that you are legally responsible for what is included in it, and normally it makes no difference whether you read the copy or not.

You have a complete defence (called “fair comment”) which allows you to comment upon matters of general public concern, and express opinion and voice of criticism upon the matters which are of concern and interest to the public generally, and normally a person’s private character is not of public interest. You must also avoid false factual statements; the law allows you to express your opinion, but not to tell untruths. But there is nothing against your expressing opinions on matters of public concern vigorously, though if you express them in an incident way then must expect the court to doubt your good faith.

ii. The Criminal Law of Libel

If you carelessly publish a libel, you can be fined, and if you do so deliberately, you can be imprisoned too. The details of the law are set out in the Criminal code; the rules are broadly the same as the rules of Civil Law, with one important difference $\frac{3}{4}$ truth is only a defence “if it was the public benefit that the matter should be published” consequently even a true statement about, for example, another student’s private life might be criminal even though the student himself/herself could not sue for damages.

iii. The criminal law of obscenity

You can be fined or imprisoned if you publish obscene material whether it takes the form of writing or pictures. Common sense is the best guide to what the court is likely to regard as “Obscene”

iv. Comment on Judicial Proceedings

It is possible to commit an offence by commenting upon legal proceedings; it is prudent to seek advice before doing so.

APPENDIX B

PHARMACY AND DRUGS ACT, 1961 (ACT 64)

Part II-NARCOTIC DRUGS

1. Indian hemp
2. Coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one-tenth per cent of cocaine or any proportion of ecgonine.
3. Any product obtained from ecgonine alkaloids of the coca leaf, not being a product which, on the 13th July, 1931, was being used for medical or scientific purposes.
4. Raw opium, medicinal opium and opium prepared for smoking.
5. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on the 13th July, 193, was being used for medical or scientific purposes.
6. Morphine and its salts, and any solution or dilution of morphine, and any preparation, admixture, extract or other substance (not being such a solution or dilution

as aforesaid) containing not less than one-fifth of one per cent of morphine.

7. The following drugs or their salts:
 - Acetyldihydrocodeine
 - Acetyldihydrocodeinone;
 - Alphameprodine;
 - Alphaprodine;
 - Apomorphine;
 - Anileridine:
 - Benzy Imorphine;
 - Betameprodine;
 - Betaprodine;
 - Diacetylmorphine; (also known as diamorphine or heroin): Diethylthiambutene;
 - Dihydrodesoxymorphine (also known as desomorpine);
 - Dihydromorphine;
 - 1:3- Dimethyl-4-phenyl-4-propionyl-oxy-hexamethyleneimine);
 - Dimethylthiambutene (3- dimethylamino-1:1-di(2-thienyl)-1-butene);
 - Dioxaphetyl butyrate (4-morphino -2:2-diphenyl ethyl butyrate);
 - Dipipanone (6-piperidino-4:4-di-phenylheptan-3-one); ethylmethylthiambutene (3-Ethyl methyl amino-1:1-di(2-thienyl)-1-butene);

- Ethylmorphine and Salts;
- Etoxeridine;
- Hydrocodone (also known as dihydro-cocdeinone or Diconid); Hydromorphone (also known as dihydro-morphinone or Dilaudid);
- Hydroxypethidine;
- Isomethadone(isoamidone);
- Ketobemidone
- Levomethorphan (formerly 3 methoxy- n-methyl morphinan); Levorphanol (formerly methorphanin);
- Methadol;
- Methadone (also known as amidone);
- Methadylacetate;
- Methylnorphine and Salts;
- Methyldihydromorphine
- Methyldesmorphine;
- Methyldesomorphine (6-methylA6-des-oxymorphine);
- 1-(3-Methyl-4-morpholino-2:2-diphenylbutyl)-pyrrolidine;
- The esters (other than the ethyl ester) of
- 1-Methyl-4-phenylpiperidine-4-carboxylic acid;
- Metopon (methyldihydromorphinone);
- Morpheridine;
- Morphine-N-oxide (genomorphine);

- Myrophine
- Normorphone
- Oxycodone (also known as dihydroxy-droxycodeinone or Eucodal);
- Oxymorphone
- Pethidine;
- Phenadoxone;
- Phenomorphan (3-hydroxy-N-phenethyl-morphinan);
- Propoxyphene (4-dimethylamino-1-2-di-phenyl-3-methyl-2- propionyloxybutane);
- Racemethorphan (formerly 3 methoxy-N-methyl morphinan);
- Thebaine;
- The esters of Morphine (other than diacetylmorphine)
- Ocgonine, Oxycodone, hydrocodone, hydromorphone, acetyldi-hydrocodeinone and dihydromorphine; the ethers of morphine (other than benzylmorphine, codeine, ethylmorphine and pholcodine); the morphine-N-oxide derivatives and any other pentavalent nitrogen inorphine derivatives.

Interpretation of this part

In this part of this schedule –

'Coca leaves' means the leaves of any plant of the genus of the erythroxylaceae from which cocaine can be extracted either directly or by chemical transformation;

'ecgonine' means leave-ecgonine and includes any derivatives of ecgonine from which it may be recovered industrially;

'Medicinal opium' means raw opium which has undergone the processes necessary to adapt it for medicinal use in accordance with the requirements of the authorized pharmacopoeia, whether it is in the form of powder or is granulated or is in any other form, and whether or not it is mixed with neutral substances; 'raw opium' includes powdered or granulated opium, but does not include medicinal opium, and for the purposes of this part of this schedule, percentages, in the case of the morphine, shall be calculated as in respect of anhydrous morphine and be calculated on the basis that a preparation containing one per cent of a substance, means a preparation in which one gramme of the substance, if a solid, or one millilitre of the substance, if a liquid, is contained in every one hundred millilitres of the preparation, and so in proportion for any greater or less percentage.

PART VI - FURTHER RESTRICTIONS ON NARCOTICS

47. (Possession of Narcotics. Amended by Act 222(c)).

- i. No person shall have in his possession without lawful excuse, proof of which shall be on him, any opium or Indian hemp of any species or description whatsoever or any residue from the smoking thereof.

48. (Smoking of opium or Indian hemp)

No person shall-

- (a) Smoke opium or Indian hemp or frequent any place used for the smoking thereof; or
- (b) Permit premises owned or occupied by him to be used by persons smoking opium or Indian hemp.
- (c) Have in his possession pipes or other utensils for use in connection with the smoking of Opium or Indian hemp

APPENDIX C

UBIDS Anthem

UBIDS! UBIDS!

You are the gem of the Upper West

Go forth to develop skills, knowledge and know-how (2x)

Take courage and move on, your God knows your mandate
and desire to turn Upper West and Ghana into a place of
achievement and paradise of hope (2x)

UBIDS! UBIDS! SD DOMBO UNIVERSITY, success will crown
your efforts. This you will achieve.

Matriculation oath

- A student admitted to the University shall be required to take the Matriculation Oath of the University and sign the Matriculation Register.
- A student who fails to sign the Matriculation Register may be prevented from graduating by the University.