

**University of Energy  
and Natural Resources  
Sunyani - Ghana**



**HANDBOOK**  
for  
**Undergraduate Students**  
on  
**Rules and Regulations**  
**2016/2017 Academic Year**

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<b>Mr. Albert B. Abdulai</b>	Director of Finance
<b>Mr. A.K. Boateng</b>	Registrar/Secretary to Council
<b>Mr. Ben Appiah-Kubi</b>	University Relations Officer

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### School of Science

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**ACADEMIC RULES  
AND  
REGULATIONS  
FOR  
UNDERGRADUATE STUDENTS**

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**PART ONE**

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## 1.0 Introduction

The University handbook contains vital information to guide students on their responsibilities and the regulations on programmes, examinations and guiding principles of acceptable behaviour in a University environment. This document takes into consideration the institutional philosophy, aims and the types of academic programmes in the University. An institutional culture has been presented to promote good order, excellence and foster teaching and learning. The handbook contains the following:

- a. General information about the University
- b. The Vision Statement of the University
- c. The Mission Statement of the University
- d. The Core Values of the University
- e. Schools, Institutes and Research Centres
- f. Student Facilities and Associations
- g. Honour Code and Regulations for Junior Members
- h. Regulations on University Examinations
- i. Regulations on Academic Programmes (Bachelor's degree, Diploma and Certificate).
- j. Policy and Procedures on Sexual Harassment
- k. Any other information unique to the University and useful to students.

## 2.0 General Information About the University

The University of Energy and Natural Resources (UENR) was established by Act 830 in December 31, 2011. The University of Energy and Natural Resources (UENR) is a public funded national institution which seeks to provide leadership in science, technology and management of energy and natural resources and be a centre of excellence in these critical areas. The University approaches its programmes and research emphasizing interdisciplinary collaboration and taking into account the areas such as economics, law and policy, management, science, technology and engineering as well as social and political issues affecting energy and natural resources.

### 3.0 Preamble

This handbook is to help students understand how the University of Energy and Natural Resources (UENR) is organized, what role is expected of them, and how they can make the most of their stay in the University.

The term “Junior Member”, otherwise referred to as “Student” shall apply to any person who is enrolled, for the time being, in UENR for an approved course of study or research.

Rules and Regulations affecting Junior Members shall be made by the Academic Board, in accordance with the Statutes of the University of Energy and Natural Resources, Sunyani and promulgated by the University Council.

In addition, each Hall, Department, the Students’ Representative Council (SRC / GRASAG) and Service Unit of the University may issue its own rules governing the conduct of Junior Members within its domain, as long as they are not inconsistent with the general rules made by the Academic Board. Such rules must be approved by the Academic Board.

Copies of all regulations shall be deposited with the Vice Chancellor, Pro Vice Chancellor, Registrar, the Dean/Vice Deans of Students Affairs, Deans of Schools, Hall Managers and Heads of Department and Centres

These Rules and Regulations apply to and are binding on, all Junior Members. Ignorance of the rules and regulations or any public notice shall not be accepted as an excuse for any breach of them and prevent the enforcement of any approved sanctions. Every student, on enrolment, shall be required to obtain a copy of such Rules and Regulations as are, for the time being, in force.

All cases of breach of discipline will attract sanctions which may involve a fine, suspension or dismissal. The Vice – Chancellor shall be the ultimate authority on all disciplinary matters.

Every student is expected to undergo two (2) medical examinations in his/her four year stay in the University. The medical examinations which shall be conducted at Level 100 and Level 300 shall be pre-requisites for registration.

The University of Energy and Natural Resources, Sunyani is a pluralistic community. It is therefore, necessary that a standard of proper conduct be adhered to so that one member’s freedom does not impinge on another member’s rights. Junior Members are expected to maintain discipline and courtesy and refrain from actions likely to cause embarrassment to the University and to one another.

## 4.0 Vision Statement

To become a world class institution for generating, advancing and applying knowledge in energy and natural resource sciences.

## 5.0 Mission Statement

To promote the development of human resources and skills required to solve critical energy and natural resources challenges of society and undertake interdisciplinary academic, research, and outreach programs in engineering, science, economics and environmental policy.

## 6.0 Core Values

In order to realize its vision and mission the University of Energy and Natural Resources shall be guided by the following core values:

- a. Promote innovation, creativity, freedom of thought and creative expression.
- b. Operate with integrity, commitment and transparency
- c. Promote conservation of energy and the environment.
- d. Establish partnership with stakeholders in skills and knowledge generation and application
- e. Responsive to the needs of our students and partner communities
- f. Promote and incorporate sustainability concepts across all University courses/ programmes as well as exemplifying the sustainability culture by b , staff, students and alumni.

## 7.0 Schools, Institutes, Research Centres and Other Units

The University of Energy and Natural Resources shall have 3 campuses, at Sunyani, Nsuatre and Dormaa Ahenkro. The School of Natural Resources and the School of Sciences will be housed at Sunyani. The School of Engineering, will be located at Nsuatre. The School of Agriculture and Technology, and the School of Geosciences will be housed at Dormaa Ahenkro. The schools at the three campuses will be headed by Deans.

The University will also have practical field stations at Mim and Bonsankro. The practical field station at Mim will also be used as a centre for climate change and sustainable development.

## 8.0 Honour Code

The Honour Code is the University's statement on academic integrity. It articulates the University's expectations of students and School in establishing and maintaining the highest standards in academic work. The University of Energy and Natural Resources would take steps and invite the first batch of students to develop this honour code and commit to abide by them.

The Honour Code is an undertaking of the students, individually and collectively:

- a. That students will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
- b. That they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the honour code
- c. The School on its part manifests its confidence in the Honour Code of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The School will also avoid, as far as practicable, academic procedures that create temptations to violate the Honour Code.
- d. While the School alone has the right and obligation to set academic requirements, the students and School will work together to establish optimal conditions for honourable academic work.

## 9.0 Programmes

Academic programmes of the University are run by its Schools/Institutes/Centres which offer undergraduate degree and non-degree programmes viz. Bachelor, Diploma and Certificate. The University for the purpose of achieving its aims shall have:

- a. School of Natural Resources
- b. School of Engineering
- c. School of Sciences
- d. School of Agriculture and Technology
- e. School of Geo-Sciences
- f. Any other school related to energy and natural resources as the University Council may determine.

The handbook will be updated periodically to contain programmes to be offered by the University of Energy and Natural Resources.

## 10.0 Admission Requirements

### 10.1 Entry Routes

The University has four entry routes:

- Entry by means of SSSCE/WASSCE (Entry at Level 100)
- Foreign student (Entry at Level 100)
- Entry by means of the mature students examination (Entry at Level 100)
- Entry by means of professional certificates and tertiary level diplomas depending on assessment of the diploma and performance at interview.

The general admission requirements for the various entry routes are as follows:

#### 10.1.1 SSSCE/WASSCE Applicants

##### 10.1.1.1 General Entry Requirements

###### WASSCE Applicants

To be admitted to any degree programme, WASSCE candidates must possess credits (A1-C6) in 3 core subjects, including English Language, Core Mathematics and Integrated Science (for Science candidates) or Social Studies/ Life Skills (for non-Science candidates) and 3 electives subjects relevant to the choice of programme.

###### SSSCE Applicants

SSSCE candidates must possess credits (A–D) in 3 core subjects, including English Language, Core Mathematics and Integrated Science (for Science candidates) or Social Studies/ Life Skills (for non-Science candidates) and 3 electives subjects relevant to the choice of programme.

##### 10.1.1.2 The Required Subjects for Specific Programmes (in Calculating Aggregates)

- a. Programmes leading to award of BA Degree:** Core Mathematics, English & Social Studies and Three Electives
- b. Programmes leading to the award of BSc Engineering:** Core Mathematics, English & Integrated Science and Three Electives from Chemistry, Physics & Elective Mathematics
- c. Programmes leading to the award of BSc Biological Sciences:** Core Mathematics, English & Integrated Science and Three Electives from Biology, Chemistry, Physics or Elective Mathematics

- d. Programmes leading to the award of BSc Natural Resource Science:** Core Mathematics, English & Integrated Science and Three Electives from Biology, Chemistry, Physics, Forestry, General Agriculture, Geography.
- e. Programmes leading to the award of BSc Earth/Geo Sciences:** Core Mathematics, English and Integrated Science and Three Electives from Chemistry and Physics with either Elective Mathematics/Biology/Geography
- f. Programmes leading to the award of BSc Agriculture:** Core Mathematics, English & Integrated Science and Three Electives from Chemistry, Physics, Elective Mathematics, General Agriculture/Biology/Forestry, Geography/Economics

### 10.1.2 Foreign Applicants

- a. Required subjects for Sciences:** English, Mathematics, Biology/Agriculture, Physics and Chemistry, Further Mathematics, and one Arts subject.
- b. Required subjects for Arts:** English, Mathematics, Biology/Agriculture and any three Arts subjects
- c. Required subjects for Engineering:** English, Mathematics, Physics, Further Mathematics and Chemistry plus Biology/Agriculture or one Arts subject
- d. Other Qualifications:** Other qualifications acceptable for consideration for admission include *International Baccalaureate (IB)*, *IGCSE*, *GCSE*, *American Grade 13 examinations* and other external qualifications which have equivalences to the WASSCE/SSSCE and the GCE (A Levels).

### 10.1.3 Mature Students

The applicant must:

- be at least 25 years old by 1st September of the academic year of enrollment;
- show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application;
- provide introductory letter from employer or show any other proof of employment;
- pass Mature Students' Entrance Examinations conducted by UENR (English Language, Mathematics and an Aptitude Test). In lieu of such examinations, the applicant should show proof of credit passes in English and Mathematics in SSSCE/WASSCE or any other nationally recognized standard High School level examinations (for qualifications from countries outside WAEC's NAB should be consulted).

### **10.1.4 Professional and Post-Diploma Applicants**

Candidates in this category must possess:

- A Diploma or Higher National diploma or its equivalence in a relevant programme from a recognised institution
- Must pass an interview

In addition to the general admission requirements above, Schools and Departments may have their specific requirements.

### **10.2 Admissions Board**

The final decision on the suitability of an applicant for admission to any programme rests with the Admissions Board of the University. The Admissions Board will decide candidates offered admission to different programmes after considering all candidates who satisfy the conditions for admission.

The university reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements to withdraw from the university, notwithstanding progress in the course.

### **10.3 Course of Study**

A candidate who is admitted to a degree programme shall be required to follow the approved programme of study over the prescribed period. No change of programme is allowed without approval of the Dean of the School and the Admissions Board. A student may not graduate if he/she is found not to have followed the programme he/she has been admitted.

### **10.4 Academic Session**

The Academic Session shall comprise two semesters, as follows:

First Semester normally from August-December and Second Semester normally from January-May

### **10.5 Structure of Semester**

A semester shall be 17 weeks duration and shall be structured as follows

- 13 weeks of Teaching.
- 1 week of Revision and
- 3 weeks of Examinations



## **10.6 Academic Advisor**

Students shall be assigned academic advisor(s) in every department who shall provide counsel on course offering and advice on progress of studies. A student-mentoring system may be set up by Departments for students in Level 300 and 400 to mentor those in level 100 and 200.

## **10.7 Registration**

For a student to obtain credit in any course, he or she must be admitted into the Department and must be properly registered for that course during the official registration period at the beginning of each semester. The student shall plan his/her courses in consultation with his/her academic advisor(s). Choice of free electives must be consistent with the prerequisites, the teaching and examination timetables.

A fine shall be imposed on any student who fails to register during the normal time stipulated for registration by the University.

A student who fails to register during the registration period specified may forfeit his/her right to register for the semester or the entire academic year.

## **10.8 Duration of Study Programmes**

The minimum period for completion of the Bachelor's programmes shall be 8 semesters and the maximum shall be 12 semesters. The University may adjust this duration to satisfy new programmes as approved by the Academic Board.

These minimum and maximum periods are calculated from the first day of registration

### **10.8.1 Interruptions of Study Programme**

A student may interrupt his/her programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.

A student who wishes to interrupt his/her study programme shall still apply at least four weeks before commencement of the semester to his/her Dean of School/School, through the Deputy Registrar of Academic Affairs, stating reasons why he/she wants to interrupt his/her study programme, and permission duly granted before he/she leaves the University. The decision of the Dean shall then be communicated to the Registrar, who shall also communicate same to the applicant before he/she leaves the University. The Dean, in giving approval, may consult with the Department, Counselling and Student Advisory Center, where necessary.

At the express permission of the Vice Chancellor, a student may be permitted to interrupt his/her studies by two additional semesters, but not exceeding four semesters overall.

A student who interrupts his/her studies for more than 4 continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however be allowed to re-apply for admission into the University.

Where the ground for interruption of studies is medical, the Director of University Health Services shall be required to advise the Registrar on the propriety and length of period of interruption. The Registrar shall cause the Director of the University Health Services to investigate any medical report reaching his office from any health delivery facility outside the University Health system and advise accordingly.

Any student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the student roll.

### **10.8.2 Inability to Complete Study Programme within Maximum Period**

A student who is unable to complete his/her study within the maximum period allowed shall lose all credits accumulated and his/her studentship cancelled. Such a student may be allowed to re-apply for admission into the university.

### **10.8.3 Course Credit**

One (1) course credit shall be defined as follows:

One lecture hour, One hour tutorial, or One practical Session (of two or three hours), or Six hours of field work per week for a semester

### **10.8.4 Coding and Numbering Of Courses**

All degree courses shall have letter and number codes beginning with four letters signifying a Department or subject, followed by a three-digit number in one of the following ranges:

Level 100 Courses: 100-199

Level 200 Courses: 200-299

Level 300 Courses: 300-399

Level 400 Courses: 400-499

The third digit in the number code shall be: Zero (0), for course that is offered in both semesters;

Odd (1, 3, 5, 7 or 9) for course offered in the first semester; Even (2, 4, 6 or 8) for a course offered in the second semester.

Schools shall seek the approval of the Academic Board when it becomes necessary to mount a course in a semester other than the scheduled one and provide justification.

### 10.8.5 Minimum and Maximum Work-Load per Semester for Fulltime Study

A full-time student shall be required to carry a minimum workload of 18 credits per semester and a maximum of 24. Under special circumstances, a student may, with the approval of the Dean of School, be allowed to carry a workload outside these limits, provided that the minimum workload will not fall below 15 credits per semester

### 10.8.6 Part-Time Study

A student may, on application to the appropriate School Board, be allowed to study for the Bachelor's degree on part time basis

A part-time student shall be required to carry a work-load below the minimum prescribed for full-time students and shall also be required to complete the degree programme within a certain specified period of time.

A part-time student shall not be eligible for on-campus accommodation.

### 10.8.7 Study Programme for Bachelor's Degree

All students are to ensure that they follow a Total Study Programme (TSP) for the degree to which they have been admitted. The TSP for the Bachelor's degree shall comprise

General University Requirements

School Requirements (where applicable)

Core courses-i.e. Major Departmental Requirements.

Prescribed Electives (to be defined by department)

Free Electives-i.e. of student's own choosing

It is the responsibility of the student to ensure that any deficiency in the TSP is rectified.

## 10.9 Grading System

The University has adopted a fair and transparent grading (GPA- Grade Point Average) system for all its courses. Numerical grades awarded by examiners will conform to the following interpretation and grade points.

Grade Numerical	Mark %	Interpretation	Grade Point
A	80-100	Excellent	4.00
B+	75-79	Very Good	3.50
B	70-74	Good	3.00

Grade Numerical	Mark %	Interpretation	Grade Point
C+	65-69	Fairly Good	2.50
C	60-64	Average	2.00
D+	55-59	Below Average	1.50
D	50-54	Marginal Pass	1.00
E	45-49	Below Marginal Pass	0.50
F	0-44	Fail	0
X	-	Fail	0
Z	-	Disqualification	0
I	-	Incomplete	0
Y	-	Continuing	0

### 10.9.1 Grade Point (GP)

Grade Points are awarded to each grade earned by a student. This is computed as the product of the number of credits for the course and the grade point equivalent letter of the grade obtained in that course.

### 10.9.2 Cumulative Grade Point Average (CGPA)

The cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specific time, by the total number of credits of all courses for which the student has registered up to that time.

#### Example

A student takes 4 courses in the first semester and 3 courses in the second semester  
Semester Course Credits assigned to course (A)

Semester	Course	Credits assigned to A	Student Grade	Equivalent Grade point obtained by student (B)	Grade point earned(A) x (B)
1	Course 1	3	85	4.00	12.00
	Course 2	2	60	2.00	4.00
	Course 3	3	72	3.00	9.00
	Course 4	2	50	1.00	2.00
2	Course 1	3	92	4.00	12.00
	Course 2	3	78	3.50	10.50
	Course 3	2	81	4.00	8.00

### 10.9.3 Final Grade Point Average (FGPA)

The FGPA is the CGPA for all the courses under consideration calculated up to the end of the student's academic programme.

### 10.9.4 Student in Good Standing

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.00 irrespective of whether the student has trailed or not.

### 10.9.5 Definition of Grades

- a. Pass Grades:** Grades A to E constitute Pass grade except that candidates with E may choose to re-sit or take supplementary examination (as for F)
- b. Failure Grades: F, X, Z constitute Failure grades**
- c. Continuing:** A grade Y (for continuing) shall be awarded at the end of a Semester to any student who is taking a course which continues into the next semester.
- d. Non-Completion of Courses**
  - i. A grade I (for Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
  - ii. A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.
- e. Disqualification**
  - i. A grade Z is Disqualification and may be awarded only by Board of Examiners. It denotes disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination.
  - ii. A candidate awarded a grade Z may be debarred from taking a University Examination for a stated period, or may be expelled from the University altogether.

## 10.10 Eligibility for Examinations

A student shall attend all such lectures, tutorials, seminars and practical and undertake all other assignments approved by the University.

A student shall be expected to attend lectures, tutorials, practical and other activities prescribed for the courses for which he/she has registered, and to execute all assignments given.

Each Department shall, with the approval of the Academic Board, determine the requirements for any course they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course.

In any case, a student who is absent for a Cumulative Period of 25% from all lectures, tutorials, practical, and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination.

### **10.11 Registration for Examinations**

Registration for a University Examination shall require endorsement of the registration list by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study of in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.

Endorsement shall be withheld if a candidate is not deemed to have followed the satisfactorily the approved course of study. In any event of the withholding of an endorsement, the Head of Department shall request the appropriate School Board to confirm the action taken.

Candidates shall have up to 3 weeks (21 days) from the commencement of registration within which to ADD or DROP courses. Candidates shall complete a form designed for this purpose and seek the approval of the Head of Department BEFORE entering information on-line.

After 21 days of the Semester, Departments shall publish for verification by students Lists of registered candidates for all the courses offered by the departments. The lists of registered candidates shall be forwarded to the Office of Academic Affairs before the end of the sixth week of the semester. These Lists shall be deemed as constituting final registration for end of Semester examinations. This means that by the end of the sixth week, students whose names do not appear in any course List shall not be allowed into the end-of-Semester examination for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-Semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded.

### **10.12 Semester Examinations**

Each course shall normally be completed in one semester unless it is approved to run for two consecutive semesters (1 and 2), in which case the grades will be awarded at the end of the second semester.

Except for continuously assessed courses, a final (end of semester) examination shall normally be required as a part of every course. An examination schedule showing the time and place of examination for each course shall be published each semester.

The marks obtained in the end-of-semester examination shall normally contribute 60 per cent of the grade for the course while interim assessments contribute the remaining 40 per cent, except for practical or other courses which are assessed entirely by continuous assessment.

Examiners should set question papers that are a reflection of the credit load of the course. Time allotted to examination papers shall be as follows:

- 1-Credit Course 1 hour
- 2-Credit Course 2 hours
- 3-Credit Course 3 hours

### **10.13 Passing, Probation and Withdrawal**

**Level 100:** A level 100 candidate shall be deemed to have satisfied the requirements for progression to Level 200, if he/she has obtained a CGPA of 1.00 or better.

There shall be no probation at Level 100 and a candidate who does not qualify to progress to Level 200 shall be withdrawn from the University.

**Level 200:** Pass: A student is deemed to have passed, if he/she has a CGPA of 1.00 or better and has passed a minimum of 24 credits of required courses at the end of Level 200.

**Probation:** At Level 200 probation means repeating failed courses and, where possible, making up the workload with the appropriate courses from the next Level. Accordingly, a student shall be put on probation if he/she has a CGPA of 1.00 or better and has passed between 18 and 23 credits at Level 200, or a CGPA of less than 1.00 and has passed 24 credits or more.

A student who is put on probation shall forfeit his/her residential status. Such a student shall be made to resit his/her failed courses as a non-residential student.

**Level 300:** Pass: A student is deemed to have passed, if he/she has a CGPA of 1.00 or better and has passed a minimum of 60 credits of the required courses at the end of Level 300.

**Probation:** At Level 300 probation means repeating failed courses and, where possible, making up the workload with the appropriate courses for the next level. A student at Level 300 who does not pass a minimum of 60 credits of required course shall be put on probation if he/she has:

- i. A CGPA of 1.00 or better and has passed between 48 and 59 credits at the end of Level 300. (In the school of Agriculture, a student on probation shall have passed between 56 and 69 credits), or
- ii. A CGPA of less than 1.00 and has passed 60 credits or more (or 70 credits or more in the case of Agriculture.)

A student who is put on probation shall forfeit his/her residential status. Such a student shall be made to resit his/her failed courses as a non-residential student.

### **10.14 Repetition**

A student shall be required to repeat the year/semester in any of the following situations:

- i. A Level 200 student on obtaining a CGPA of 1.5 or better and has passed between 18 and 23 credits at the end of the Second Semester Examination OR a CGPA less than 1.5 and has passed 24 credits or more.
- ii. A Level 300 student who obtains a CGPA of 1.5 or better and has passed between 48 and 59 credits at the end of the Second Semester Examination OR a CGPA of less than 1.5 and has passed 60 credits or more.
- iii. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.
- iv. A student on trailing all registered courses as fail (F) in a semester.
- v. A student on trailing more than six courses as incomplete (I) at the end of first semester examination of a total or more than six courses as incomplete (I) at the end of Second Semester Examination.
- vi. A student who is put on Probation for the second successive time.
- vi. A student (fee-paying/non-fee paying) whose performance is such that he/she has to be withdrawn but offers to pay the full University fees, would be allowed to repeat the failed year. The credits obtained for the failed year shall be cancelled.

### **10.15 Grace Period**

It is a maximum period of four semesters, immediately after the Second Semester Examination, granted to final year students to correct their deficiencies in the following situations:

- i. A final year student who at the end of the Second Semester Examination still trails any course(s).
- ii. A final year student whose performance is such that he/she has to be put on probation for the second successive time.

### **10.16 Withdrawal**

A student could be withdrawn from the programme in any of the following situations:

- i. A level 100 student whose CGPA is below 1.00 at the end of the academic year.



- ii. A 200 or 300 student whose performance is such that he/she has to repeat for the second time in the programme.
- iii. A repeated student failing to obtained a CGPA of 1.00 or above.
- iv. Any student who absents himself/ herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

## **10.17 Deferment of Programme**

A student could interrupt the programme for whatever reason for a maximum period of one year, but he/she must be granted permission by his/her Dean through the Head of Department. Such request for the interruption of the programme will normally be granted within the first four weeks of the start of the Semester.

A First Year student could only be granted permission to defer the programme on medical grounds on the recommendation of the Director of the University Health Services or a Medical Officer appointed by the University.

## **10.18 Deferment of Examination**

### **10.18.1. On Ground of Ill-Heath:**

A student who has satisfied all the requirements, but is unable to take the main (end of semester) examination on grounds of ill health shall, on application to the Registrar, and on provision of a Medical Certificate issued by the Director of University Health Services, be allowed to defer the semester examination, and shall be allowed to take the examination at the next offering. Subsequent applications for deferment, on grounds of ill-health, shall be subject to a Medical Certificate issued by a properly constitute Medical Board.

### **10.18.2. On Grounds Other Than Ill-Health:**

In cases of deferment on grounds other than ill-health, the appropriate Dean shall invite the applicant for an interview and advise the University accordingly. It shall be the student's responsibility to satisfy the university beyond reasonable doubt why he/she wishes to defer the examinations.

In all cases of deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the University

Maximum Period for Deferment:

- i. A student may defer his/her programme but may not defer for more than four (4) continuous semesters, provided that the maximum period allowed for the completion of the programme is not exceeded.

- ii. A student who defers his /her programme for more than four (4) continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may re-apply for fresh admission into the University.
- iii. In all cases of deferment of examination(s) or programme(s), written permission should be obtained from the Deputy Registrar (Academic) before leaving the University.

### **10.19 Declaration of Results**

Results of semester examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester.

A result slip indicating the student's performance in the examination shall be made available to the student by the Registrar.

### **10.20 Re-sit Examinations**

- i. A student may decide to re-register for a failed course on a future occasion within the grace period.
- ii. If s/he re-sits and passes the examination, s/he shall be awarded the full grade earned on the occasion.
- iii. The student's transcript shall show all courses and frequencies. Consequently, the computation of the final GPA shall include all courses and examinations taken.

### **10.21 Appeal**

A candidate who is not satisfied with the results of any University Examination affecting him/her may request for review/re-marking by submitting an application to the Deputy Registrar (Academic) and paying the appropriate re-marking/review not less than three times the normal Examination Fee.

An application for review/re-marking shall be submitted to the Deputy Registrar (Academic) not later than twenty-one [21] days after the release of the said result and shall state the grounds for re-marking. No action shall be taken on an application which is submitted outside the stipulated 21-day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained. If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

The paper should be re-marked by a lecturer outside UENR system. The Board of Examiners or Dean may authorize the Registrar to amend the results as released in the light of the review.

No application whatsoever for review of course or award shall be entertained later than five (5) years after completion of programme.

## **10.22 Long Essay/Project Work**

### **10.22.1 Ethical Issues in Research**

A student shall be expected to present his/her own research findings in his/her thesis or project document and to make reference or acknowledge the source of the information. As such s/he must not represent as his/her own idea or expression of work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism

Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and acknowledge your source. Do your own work. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education and may lead to serious sanctions against you.

#### **10.22.1.2. Plagiarism**

**Plagiarism** is defined in dictionaries as the “wrongful appropriation” close imitation,” or “purloining and publication” of another author’s “language, thoughts, ideas, or expressions;” and the representation of them as one’s own original work. In the academia, plagiarism is now considered academic dishonesty subject to sanctions like expulsion and other severe career damage. Plagiarism is not a crime *per se* but is disapproved more on the grounds of moral offence, and cases of plagiarism can involve liability for copyright infringement.

Although plagiarism in some contexts is considered theft or stealing, it does not exist in a legal sense. The increased availability of intellectual property due to advances in technology has intensified the debate as to whether copyright offences are criminal. In short, people are asked to use the guideline, “...if you did not write it yourself, you must give credit.” The moral concept of plagiarism is concerned with the unearned increment to the plagiarizing student’s reputation that is achieved through false claims of authorship.

Within academia, plagiarism by students, researchers or professors is considered as a very serious academic dishonesty or academic fraud, and offenders are subject to academic censure, including expulsion. Some individuals caught plagiarizing in academic context claim that they plagiarized unintentionally, by failing to include quotations or give the appropriate citation. However, plagiarism has no place in academia and students must desist from it. While plagiarism in scholarship is an old

phenomenon, the development of the internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier. Students may feel pressured to complete papers well and quickly, and with the accessibility of the Internet they can plagiarize by copying and pasting information from other sources with ease.

**Self-plagiarism** (also known as “recycling fraud”) is the reuse of significant, identical, or nearly identical portions of one’s own work without acknowledging that one is doing so or without citing the original work. In academia “self-plagiarism” may refer to the case of a student who resubmits “the same essay for credit in two different courses.” Self-plagiarism involves dishonesty but not intellectual theft.” Articles of this nature are often referred to as duplicate or multiple publication. In addition to the ethical issue, this can be illegal if copyright of the prior work has been transferred to another entity.

**Sanctions for student plagiarism:** In the UENR as an academic institution, plagiarism by students is a very serious offense that can attract severe sanctions including the following:

- Failing the course;
- Suspension;
- Expulsion and
- Revoke of academic degrees.

### **10.22.2 Submission of Long Essay/Project Work**

Long Essay/Project Work wherever applicable, shall be submitted for assessment not later than 14 days from the date of the end of their programme. In default, the candidate shall be asked to submit the dissertation /project work in the following semester and shall be treated as repeat examination with all its implication

## **10.23 Eligibility for the Bachelor’s Degree**

A Bachelor’s Degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, and who has followed the appropriate courses of study over the prescribed period and has satisfied the following condition:

### **10.23.1 University Requirements:**

Evidence of regular enrolment in the degree programme; Discharge of all obligations owed to the University; A pass in all University required courses; Satisfactory performance in the appropriate University Examinations.

### **10.23.2 School/Departmental Requirements:**

Candidates who are graduating Major and Minor as well as candidates graduating Combined Major from two Schools must satisfy the requirements prescribed by both

Schools. **For the avoidance of doubt, a student may be denied graduation if he/she Does not follow subjects assigned to him/her at either Level 100 or 200.**

## **10.24 Requirements for Bachelor Graduation**

A student shall be deemed to have satisfied the requirements for graduation if: *He/she has satisfied all General University and School requirements; He/she has accumulated the minimum number of credits required by the School including core and prescribed electives*

The Schools and Departments will determine the full requirements for award of degrees in their disciplines. These will be approved by the Academic Board.

## **10.25 Classification of Degree**

All end-of-semester examination results shall be taken into account in the computation of the Final Grade Point Average (FGPA) for the classification of the bachelor's degree. The FGPA for FIRST CLASS, for example, shall be 3.60 – 4.00. The full scheme of classification shall read as follows:

- First class – FGPA of 3.60 or better
- Second class (Upper) – FGPA of 3.00 - 3.59
- Second class (Lower) – FGPA of 2.00 - 2.99
- Third class – FGPA of 1.50 - 1.99
- Pass – FGPA of 1.00 – 1.49
- Fail – FGPA of below 1.00

## **10.26 Confirmation of Award of Degree**

A list of candidates who are deemed eligible for the award of degrees shall be laid before the Academic Board for approval. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a degree.

## **10.27 Presentation of Award**

Following confirmation of an award of a degree, the candidate shall be entitled to be awarded a diploma of the appropriate Bachelor's Degree under the seal of the University at a Congregation if the University assembled for that purpose or, failing that, to be sent the diploma by registered post. The diploma shall indicate the Principal Subject or Subjects offered and the class of degree awarded.

## **10.28 Cancellation of Award**

Notwithstanding previous confirmation of an award of a degree and presentation of a diploma, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- A candidate had entered the University with false qualification, or
- A candidate had impersonated someone else, or
- A candidate had been guilty of an examination malpractice for which a grade Z would have been awarded, or
- That there are other reasons that would have led to the withholding of the confirmation of the award in the first place. In any such event, the decision of the Academic Board shall be punished on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

## **10.29 Dating of Bachelor's Degree**

The Bachelor's Degree of the University of Energy and Natural Resources shall be dated with reference to the last day of the Semester during which the final examination is taken. This provision shall, however, not apply to the Graduate School.

## **10.30 Transcript of Academic Record**

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked Student Copy and shall record all courses attempted and all results obtained.

In writing the Bachelor's degree certificate or in writing a student's transcript, it shall be clearly indicated which subjects constitute the candidate's Major, Minor or Combined Major disciplines, where appropriate.

## **10.31 Student Assessment of Courses and Teaching**

Student feedback on teaching is an important element of the University's quality assurance process. To ensure accurate assessment of teaching, mass participation by student in this feedback exercise is essential. The content and delivery of every course taught in the University shall be assessed by students in each semester that the course is taught. It is mandatory for every student to ensure that the relevant assessment forms for each course taken in each semester are completed within the stipulated period before departure. Unless otherwise directed, online and hardcopy student feedback exercise will begin two weeks before the start of the examination period and ends by 12 noon on the day before the first day of the examination period

in each semester. The Quality Assurance Unit will be responsible for this exercise. Failure to comply will attract appropriate sanctions from the Vice-Chancellor.

### **10.32 Academic Counselling**

Every registered student will be assigned an Academic Counsellor who should be the first to be consulted in case the student has a problem of academic nature. It is the responsibility of the student to seek advice when there is a problem though the Counsellor may invite the student whenever the need arises.

In addition, the University has a Counselling Centre that addresses both academic and non-academic needs of students.

### **10.33 Transfer Students**

A student transferring from one University to this University shall accumulate a minimum of 72 credits over a study period of 4 Semesters as a full-time student in this University before he/she shall become eligible for graduation. For the BSc Agriculture, a minimum of 84 credits shall be accumulated.

### **10.34 Resit Examination**

A student may decide to re-register for a failed course on a future occasion. If he/she resits and passes the examination, he/she shall be awarded the full grade earned on the occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

However, in determining the FGPA, a weighted average of all resit courses shall be used, as for instance, a 3-credit course with a "D" at first attempt and an "A" at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of the particular course.

### **10.35 Attendance at Lectures and Examinations**

Junior Members are required to attend lectures, tutorials and practical classes specified for their course of study, and all such examinations as the University or the departments may from time require, and to perform all written and practical work prescribed for them.

Junior members who absent themselves from lectures, tutorials and practical classes for a cumulative total of 25% in any one semester will be deemed not to have satisfied the attendance requirements for the semester. Such Junior Members shall be asked to withdraw from the University.

## 11.0 University Examinations – Instructions to Candidates

**(To be modified if Honour Code system is adopted and implemented.)**

It is the responsibility of the student to ensure that they are conversant with the regulations on University examinations. The highest level of integrity is expected and lack of knowledge of these regulations and guidelines cannot be used as an excuse against sanctions.

The University reserves the right to hold examinations on any date and time except that due notice will be issued and circulated for the guidance of candidates.

It shall be the duty of the candidate to consult the daily time-table (to be made available at least 24 hours before the examination) to ascertain the papers to be written each day and to make himself/herself available at the appointed place at least one-half hour before the examination

A candidate for a University Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.

Entry to the Examination shall be by registration, which shall be duly endorsed by the Examiner and also the Head(s) of Department and submitted to the Deputy Registrar (Academic Affairs) not later than six weeks after the commencement of the semester.

A list of students eligible for examination for courses will be published by the Registrar through the Academic Affairs at least four weeks before the commencement of examinations.

A candidate shall not be admitted to a University Examination if:

- She/he has not been registered for the examination
- The course of the Examination has merely been audited unless the course had been followed previously.
- She/he owes fees to the University/Hall;
- She/he is under suspension or has been dismissed from the University.
- She/he reports to Examination more than half an hour after its commencement.

It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator and an eraser as needed. Unless specified by the examiner, programmable calculators are strictly prohibited.

An examination candidate shall not bring to the Examination Centre or to the wash-room of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper or written information or Cellular/Mobile phones or other unauthorized material. Any such material shall not be deposited at the entrance to the



Examination Room or the washroom or in the immediate vicinity of the Examination Centre. No student shall enter the Examination Room until he/she is invited or called and/or requested to enter the Examination Room.

For the avoidance of doubt, the immediate vicinity is the distance of 200 meters to the Examination Centre.

Any candidate who is seen with lecture notes or book or Cellular/Mobile phones or any unauthorized material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination and awarded a grade X.

A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall be banned from the examination and awarded a grade X.

A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offense to destroy evidence of unauthorized material.

An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him valid student identity card which shall be placed on the examination table to enable the Invigilator ascertain the identity of the person writing the examination. The Chief Invigilator shall reserve the right to refuse any candidate without a valid identity card entry to the Examination. A candidate who tries to conceal his/her identity by wilfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offense.

No communication between candidates is permitted in the examination hall. In this respect

- i. A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination;
- ii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
- iii. A candidate shall not disturb or distract any other candidate during an examination.
- iv. Candidates may attract the attention of the Invigilator by raising their hands.

Eating, smoking or drinking of alcoholic and non-alcoholic beverages is not allowed in the Examination Room

Candidates may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself that a candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an Attendant designated by the Invigilator.

A candidate who finishes an examination ahead of time may leave the Examination Room with the permission of the Invigilator but not earlier than thirty minutes from the commencement of the examination, after surrendering his/her answer books. The candidate shall not be allowed to the Examination Room after he/she leaves..

At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Hall.

Candidates should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.

A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade X. The award of grade X in a required paper means failure in that paper. The following shall not normally be accepted as reasons for being absent from any paper at a

University Examination:

- a. mis-reading the time-table;
- b. forgetting the date or time of examination;
- c. inability to locate the examination hall;
- d. inability to rouse oneself from sleep in time for the examination;
- e. failure to find transport;
- f. pregnancy

A breach of any of the foregoing regulations made for the conduct of University Examination may attract one or more of the following sanctions:

- a. a reprimand;
- b. loss of marks
- c. cancellation of paper (in which case zero shall be substituted for the mark earned);
- d. withholding of results for a period;
- e. award of grade X

A grade Z leading to failure in the entire semester's examination, shall be awarded wherever it is established that candidates had attempted to gain an unfair advantage in an examination.

Further sanctions may include:

- a. being barred from a University Examination for a stated period;
- b. being barred from a University Examination indefinitely;
- c. suspension from the University;
- d. expulsion from the University.

Provisional results of University Examinations shall be posted on the University notice boards and the website. It shall be the responsibility of the candidate to consult the notice boards and the web portal for the provisional results of any examination taken. Alternatively, the candidate may write to the Deputy Registrar (Academic Affairs) to enquire about his/her results, for which purpose he may provide a stamped addressed envelope.

A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee shall be determined at not less than three times the normal Examination Fee.

## **11.1 Examination Malpractice or Offence**

Examination offences shall be understood to include an attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by rules of a particular examination, smoking, leaving an Examination Room without permission of the Invigilator, or refusal to follow instructions.

The Chief Invigilator or any Examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations. On the advice of the Registrar, the Pro-Vice-Chancellor shall constitute an Inter-School Committee on Examination Malpractice to investigate all examination offences that have come to attention. In respect of offences occurring outside the precincts of an Examination Room, the Dean shall cause an enquiry to be made into any reports that reach his/her office and submit his findings to the Registrar.

The Joint Board of Examiners shall review all reports received in connection with an examination malpractice or an offence. On the basis of its review, the Board of Examiners may impose a sanction involving loss of marks in a particular paper. A grade of Z shall be awarded wherever it is established that a candidate has attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper or has misconducted himself/herself in an examination. Such a candidate may be debarred from taking a University Examination for a stated period or indefinitely or expelled from the University.

In all instances of examination malpractices or offences a formal report from the Joint Board of Examiners shall be made to the Academic Board. The Academic Board may review all such reported cases and may vary the sanctions.

## **12.0 Student Industrial Attachment at UENR**

The University of Energy has a general policy that seeks to ensure that all candidates who graduate from the university are practically equipped to be able to handle all challenges so far as the management of the nation's energy and natural resources is concerned. It is because of this ambition that industrial attachment is compulsory for all students and carries appropriate credits approved by the Academic Board. It is organized in collaboration with appropriate public and private in various sectors within our mandate areas. Students are attached to relevant institutions for hands on practical training for specified period. Supervisors go round the institutions of attachment to assess students' performance and progress. There are also supervisors for the students at the place of attachment who also send their assessments in confidential cover. Students come back to campus to make a final presentation of their experiences on attachment and present written reports. There is also field practical training at our various field stations.

The vision of the industrial attachment is to ensure that before students leave the University, they would be equipped to be able to use fundamental knowledge and skills gained practically to solve the nation's problems pertaining to the management of its energy and natural resources. The programme will also assist students in developing the core skills in job creation and employment-related experiences that are valued by employers, professional organizations and academic institutions. It is envisaged that after the programme, students can easily identify their various fields of interest and specialization and develop it thereupon.

### **12.1 General Guidelines on Industrial Attachment**

- i. Industrial attachment is an important component of curriculum in the University of Energy and Natural Resources.
- ii. All students of the University shall embark on industrial attachment.
- iii. The aim of the industrial attachment is to make training relevant to the job requirements of industry.
- iv. The Industrial attachment experience for students will help them work as part of a team and develop adequate hands-on practical, communication and interpersonal skills.
- v. It will enable students to identify areas of the host organisation that can be leveraged for creating their own jobs.
- vi. This will help students unleash their entrepreneurial skills by starting their own businesses, even while in school.

## 12.2 Objectives

The objectives of the industrial attachment include the following:

- i. Developing the practical communication skills and or competencies of students;
- ii. Building and strengthening strong partnerships with industry;
- iii. Building and developing the students' personality and understanding between individuals and groups and between groups and groups in work situations;
- iv. Developing students' work attitudes such as self-confidence, maturity and punctuality;
- v. Offering students the opportunity to identify areas of career development and new areas of interest;
- vi. Orienting students to work ethics and processes; and
- vii. Helping students practice theoretical knowledge.

## 12.3 Implementation of Industrial Attachment Guidelines

- i. All students of UENR shall undergo industrial attachment at recognized institutions approved by the Academic Board.
- ii. Students may be attached to relevant institutions in the first, second and/or third years of study during the long vacations except in some Schools where industrial attachment will be done in the second semester of the third year.
- iii. There may also be practical training at UENR field stations where appropriate.
- iv. Industrial attachment shall not be done in the final year.
- v. Industrial attachment shall carry appropriate credits approved by the Academic Board.
- vi. The Vice-Chancellor shall ensure that MOUs are initiated and established with collaborating institutions where students will receive practical training.
- vii. There shall be established the Industrial Attachment Committee to govern the operations of the programme.
- viii. The Industrial Attachment Committee shall perform the following functions but not limited to:
  - a. formulating and review policies and MOUs on industrial attachment for approval by the Academic Board;
  - b. identifying host institutions where students can receive practical training;
  - c. monitoring the students' progress and performance and advise the Academic Board; and

- d. constantly assessing the adequacy of facilities in collaborating institutions and make recommendations to the Academic Board.

## **12.4 Academic Supervisors' Visits**

Each student shall be assigned supervisors from UENR and the host institution to monitor and assess students' performance and progress. The academic supervisor from UENR shall visit the student and:

- i. hold informal discussion with the student to facilitate understanding of the context of the attachment;
- ii. hold discussion with the host supervisor; and
- iii. deposit a copy of the feedback form with the host supervisor. This form will be the tool by which the host supervisor will assess the student and will form an important component of the final assessment.

## **12.5 Attachment Report**

- i. Each student shall submit a written report on the industrial attachment for assessment.
- ii. Each academic School shall provide its own format for attachment reports.
- iii. The academic supervisor shall grade the report based on the accepted format by assessing the completeness of presentation with evidence of technical writing skills.

## **12.6 Appointment of Industrial Attachment Officers**

### **12.6.1 Industrial Attachment Officer**

- i. There shall be an Office of Industrial Attachment to be headed by an Industrial Attachment Officer appointed by the Vice-Chancellor.
- ii. The industrial attachment officer shall perform the following functions but not limited to:
  - a. Develop and maintain networks with industry in relation to placing students on industrial attachment;
  - b. Manage the day-to-day affairs of the industrial attachment office;
  - c. Represent the Office on committees or other bodies as may be required;
  - d. Develop and maintain relationships with employers and other support agencies;

- e. Provide Management and academic Schools with regular update of the outcomes of industrial attachment and help identify issues that may impact on the success of future industrial attachments; and
- f. Assist the industrial attachment coordinator to ensure successful industrial attachment;
- g. Provide any other services that may be determined by the Vice-Chancellor.

### **12.6.1 Industrial Attachment Coordinator**

- i. The Vice-Chancellor shall appoint a Senior Member (teaching) as the Coordinator for the practical training.
- ii. The Industrial Attachment Coordinator shall perform the following functions but not limited to:
  - a. Liaise with the industrial attachment officer and academic Schools to find industrial attachment placement for all students;
  - b. Visit students in the host organisations and hold informal discussions with students and host supervisors
  - c. Organise pre-attachment seminars for students;
  - d. Liaise with all academic supervisors who have been assigned students to address any concerns

## **12.7 Code of Conduct**

All students on industrial attachment must promote the good image of the University.

Students must in all cases abide by the code of conduct of UENR and the host organisation.

Any student who flouts rules and regulations in the host organisation will face the appropriate sanctions.

**GENERAL RULES  
AND  
REGULATIONS  
FOR  
UNDERGRADUATE STUDENTS**

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**PART TWO**

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# 1.0 Admission to and Registration with Halls of Residence

## 1.1 Fresh Students

The University of Energy and Natural Resources, Sunyani (UENR) Policy requires all students admitted to the University to live in and on-campus residence hostel for the first year. The University may have accommodation for continuing students in subsequent years. In the case where the University is unable to provide accommodation for continuing students, students will have to find their own accommodation outside campus.

### 1.1.1 New Student Reservation and Contract for University Housing Form.

This form will be sent to all fresh students as part of their admission package. This must be completed and submitted to the Hostel Manager. Allocation will be done on first come first served basis. This housing contract shall be binding for the academic year.

## 1.2 Continuing Students' Eligibility to University Halls of Residence.

The University of Energy and Natural Resources, Sunyani (UENR) may provide accommodation for continuing students. Failure to do so, UENR requires all continuing students studying in the University to look for their own off-campus accommodation during their subsequent years of study. However, some categories of students will be eligible for consideration for on-campus accommodation for reasons for sports, leadership positions as well as health and disability issues:

The following categories of students will be considered for on-campus (university residence hall) accommodation.

### 1.2.1 Sportsmen and Sportswomen

The Office of the Sports Union will compile the list of all good and reliable sports men and women. The approved list, signed by the Chairman, shall be submitted to the Office of Dean of Student Affairs by 30<sup>th</sup> April each year. The list shall be forwarded to the Hostel Managers for consideration.

Such applicants shall complete **Continuing Student Reservation and Contract for University Housing Form**. Application forms can be picked from the Hostel Manager's Office from 1<sup>st</sup> May each year. This must be completed and submitted to the Hostel Manager of student's hall of affiliation by 31<sup>st</sup> May (i.e., before students leave campus for the second semester break)

## 1.2.2 Health and Disability Issues

Students with Health and Disability Issues shall apply by completing the Health/Disability Student Reservation and Contract for University Student Housing Form and submit to the Hostel Manager by 31<sup>st</sup> May each year for consideration for on-campus residential accommodation.

## 1.2.3 Leadership Positions

Continuing students elected or appointed to the following leadership positions shall be considered for residential accommodation at their hostels that maintain rooms for their portfolio:

### **SRC/GRASAG Level:**

S/N Elected

1. President
2. Vice President
3. Secretary
4. Financial Secretary
5. Local NUGS President
6. Local GNATOC Chairman

### **Appointed**

1. Public Relations Officers
2. Judicial Board Chairman
3. Electoral Commissioner
4. Entertainment Chairman
5. Local Welfare Chairman
6. SRC Chaplain
7. SRC Imam
8. Chairman, Sports Union
9. Audit Board Chairman
10. Women's Commissioner
11. Transport Committee Chairman

## **Hostel Level:**

S/N Elected

1. President
2. Vice President
3. Secretary
4. Financial Secretary
5. Treasurer

## **Appointed**

1. Public Relations Officers
2. Judicial Board Chairman
3. Electoral Commissioner
4. Entertainment Chairman
5. Welfare, Health & Sanitation Officer
6. Hall Chaplain
7. Hall Imam
8. Sports and Games, Chairman
9. Audit Board Chairman
10. Hall Pressure Group, Chairman
11. Block Coordinators

### **1.2.4 Reasons other than Sports/Health/Leadership**

Continuing students who were not housed in on-campus (university residence hostel) in their first year (i.e., Level 200) or in their first and second years (Level 300) may apply to be considered if they so wish.

Such applicants shall complete the Continuing Student Reservation and Contract for University Housing Form. Application forms can be picked from the Hostel Manager's Office from 1<sup>st</sup> May each year. This must be completed and submitted to the Hostel Manager by 31<sup>st</sup> May (i.e., before students leave campus for the second semester).

Allocation will be done on first come first served basis, after payment has been done, when the University reopens for the first semester.

### **1.3 General Rules for Students Living in University Hostels**

Junior Members offered accommodation are expected to move into residence on the first day of the semester unless special permission has been granted by the Hostel Manager.

Any Junior Member offered accommodation who reports after the first week, without valid reasons stands the risk of losing the accommodation offered.

All Junior Members offered accommodation must, on arrival, sign a *Residence Book* at the Porters' Lodge of their respective Halls.

A student who is offered Hostel accommodation but who decides to stay off campus must inform, in writing, the Hostel Manager of his/her decline of the offer;

No student shall, under any condition or circumstance; either transfer his/her Hostel accommodation to any other student or accept such an illegal offer. Any student who breaches this rule shall either pay a fine or be suspended for a period determinable by UENR authorities and/or lose his/her residential status.

Any student who wishes to transfer from one Hostel to another may do so but with the prior consent of the Hostel Manager.

## **2.0 Orientation for Fresh Students and Student Leaders**

### **2.1 Fresh Students**

There shall be Intensive Pre-academic Orientation Program (IPOP) for fresh students at the beginning of the academic year and all freshmen/women are required to be present. The purpose of the orientation may be summarized as follows:

- a. To welcome the fresh students and help them to adjust and adapt to university life;
- b. To expose them to facilities available in UENR to make university education a rewarding experience;
- c. To advertise the rules and regulations that govern the relationship between the students and SRC;
- d. To let students know their rights, privileges, obligations and responsibilities in relation to university authorities and statutory bodies.

## 2.2 Student Leaders

To improve the quality of student governance, there shall be orientation for newly elected SRC/GRASAG, JCRC, NUGS and Hostels executives at the end of the second semester when they are elected into office. The purpose of the orientation may be summarized as follows:

- a. To expose leaders to general administrative procedures in the university.
- b. To train student leaders in financial administration.

## 3.0 Dresses for Ceremonial Occasions

All Junior Members are required to wear the appropriate dress to their status on the following ceremonial occasions.

- a) Matriculation
- b) Congregation
- c) Other occasions as required

For **Matriculation** and all other UENR official functions, all Junior Members shall wear very decent dresses of their choice (either local or foreign designs) and not academic gowns.

For **Congregation**, depending on status, all Junior Members shall wear gowns of the following colours:

### Congregation Gown Colours

Category	Colour
Undergraduate Gowns	Black
Masters Gowns	Blue
Doctoral Gowns	Wine

All Junior Members are required to wear the recommended School Hood bearing the colour prescribed on the academic dress appropriate to their status.

The recommended UENR School Colours are as follows:

### School Hood Colours

S/N SCHOOL	COLOUR
Natural Resources	Green
Geo-Science	Brown
Arts	Orange
Sciences	White
Agriculture and Technology	Maize colour
Engineering	Yellow

## 4.0 Accounts of JCRCs, Clubs and Associations

The JCRCs, Associations and Clubs shall draw their annual budget that shall be subject to approval by the Hostel Council in the case of the JCRCs and by the patron(s)/Dean of Students Affairs in the case of Clubs and Associations. For the composition of Hostel Council, see UENR Statutes.

There shall be three Signatories to their Accounts, namely: either the Dean of Students/Hostel Manager/Hostel Fellow/Patron; the President; and either the Financial Secretary or Treasurer.

Expenditure Guidelines for JCRCs, Clubs And Associations. The approved budget by the Hall Council in the case of the JCRCs and by the Patron(s)/Dean of Students Affairs in the case of Clubs and Associations shall be the basis for all expenditure and the Hostel Manager/Hostel Fellow of the Hostel shall approve all expenditure.

When the need for expenditure arises the following steps shall be followed:

- i. The Committee that wants to incur the expenditure must ensure that the expenditure has been provided for in the approved Budget.
- ii. The Committee President/Secretary should submit a memorandum seeking approval for the expenditure from the Hostel President. The president would need to consult the approved budget to ensure that the provision for expenditure has been provided for.
- iii. When the expenditure (Memo) is approved by the Hostel President, the committee's President/Secretary obtains at least three pro-forma invoices for the item(s) to be purchased/or quotations if it is works, attach them to the approved memo and submit both for the consideration and approval by the Dean of Students. The Dean in consultation with the Procurement Officer shall choose the supplier from among the three pro-forma invoices that are genuine and appropriate.
- iv. After the two signatures have been appended, the Financial Secretary shall raise a payment voucher which shall be checked and approved by the Vice President (this is indicated by his/her signature).
- v. The Treasurer writes a cheque to be signed by the Hostel JCRC signatories to the account (Dean of Students/Hostel Manager/Fellow, President and Financial Secretary or Treasurer).
- vi. The Committee's President/Secretary collects cheque from the Treasurer.
- vii. When item is received, the Audit Committee Chairperson checks receipt to ensure its genuineness and that it is written in the name of the Hostel JCRC.
- viii. The Financial Secretary receives all records for safe keeping.

## **5.0 Channels of Communication**

All students shall follow the following procedure to have their academic and non-academic requests met and their complaints resolved. No student or group of students shall deal directly with the Vice-Chancellor except through the procedure and channels, starting from the top of each sub-section, as shown below:

### **5.1 Academic Matters**

- i. Class Secretaries/Representatives
- ii. Academic Counsellors
- iii. Head of Department
- iv. Dean of the School if it is an inter-departmental matter
- v. Pro – Vice-Chancellor/Registrar if it is an inter-School matter.

### **5.2 All Academic Matters Affecting Students Collectively.**

- i. Departmental Student-Staff Consultative Committee.
- ii. Departmental Board.
- iii. School Board (if it is an inter-Departmental matter).
- iv. Institutional (Student-Staff Consultative Committee).

### **5.3 Non-Academic Matters**

- i. SRC/GRASAG
- ii. Dean/Vice Dean of Student Affairs
- iii. Registrar
- iv. Pro – Vice-Chancellor or Dean
- v. Vice-Chancellor

### **5.4 Hostel Matters**

#### **5.4.1 Students as a Collective Body**

- i. JCRC
- ii. Hostel Administrative Assistant
- iii. Hostel Manager
- iv. Dean/Vice Dean of Student Affairs.
- v. Registrar
- vi. Pro – Vice-Chancellor or Dean
- vii. Vice-Chancellor

### **5.4.2 Individual Students**

For all requests, notifications and complaints from individual students, the channels are the:

- i. Hostel Administrative Assistant
- ii. Hostel Manager
- iii. Dean or Vice Dean of Students' Affairs as the case may be, (if the matter is still unresolved).
- iv. Registrar
- v. Pro Vice-Chancellor
- vi. Vice-Chancellor

### **5.4.3 Non-Residential Students**

For all requests, notifications and complaints from individual Non-Residential students, the channels are the:

- i. SRC,
- ii. Dean/Vice Dean of Student Affairs,
- iii. Registrar'
- iv. Pro Vice-Chancellor
- v. Vice-Chancellor

## **5.5 Junior Common Room Council (JCRC)**

All JCRC requests and notifications affecting students of a Hostel as a group shall go to either the Hostel Counsellor/Hostel Manager.

Cases requiring redress of grievances should go to the Hostel Council.

Any unresolved problem in a Hostel should be referred to the Students Residential Management Committee by the Hostel Council and copied to the SRC.

## **5.6 Student Representative Council (SRC/GRASAG)**

All requests, notifications and redress of grievances affecting the student body as a whole should pass through the Dean/Vice Dean of Student Affairs to the appropriate officer.

Where special committee exists, grievances should be channelled through this Committee in the first instance.

## **5.7 Appeals**

As a last resort, appeals on inter-School matters may be made to the Vice-Chancellor and, if necessary, to the University Council whose decision shall be final.



## 6.0 Arrangements at the End of Semester

All Junior Members accommodated in Halls of Residence are expected to stay in residence till the end of the semester. Any member, who by necessity, has to leave before the end of semester must seek permission in writing from the Hostel Manager.

UENR officially closes on the last day of the semester. Residential students shall leave the Halls within 24 hours of that day, unless an exemption has been granted by the Hostel Manager. Failure to comply will attract the commercial rate in force at the time for each day the student holds the key.

Every residential student must sign a Residence Book before departure. Failure to do so will attract sanctions from the Hostel Manager.

All residential students are to leave their vacation contact addresses at the Porters' Lodge of their Halls of Residence before going down at the end of each semester.

No residential student is permitted, under any circumstance, to go down with the key to his or her room or leave his/her belongings in his/her room during holidays.

All keys must be deposited at the Porters' Lodge with the Porter on duty. Any violation of this rule will result in sanctions from the Hostel Manager.

In the case of a student not handing over the key, he/she will be surcharged with the cost of replacement with a new lock, while the Hall authorities will not be responsible for any loss or damage to belongings left behind.

Vacation accommodation may be granted to a student only on application to the Hostel Manager.

A student who has been granted permission to stay in residence during vacation shall abide by the laid-down regulations of UENR.

## 7.0 Arrangements for Final Departure

Upon final departure from the University, either on completion of a programme of study or for any other reason, a student must obtain a *Clearance Certificate* duly endorsed by the University Librarian, Hostel Manager, Heads of Department and finally, the Finance Officer. The clearance certificate form shall be available in the Office of the Hostel Manager.

## 8.0 Regulations on Keys, Visitors and Exeat

- Residential Junior Members shall deposit their room keys at the Porters Lodge whenever they are leaving their Hostels of Residence. A student who loses the key to a room will be required to pay for its replacement.
- No residential student shall keep a duplicate key to his/her room. Breach of this rule shall lead to loss of the residential status.

- Residential students shall not be allowed to live in the Hostels of Residence with their families or friends. Any breach will lead to loss of the accommodation.
- Residential students travelling outside campus shall sign a Departure Book at the Porters' Lodge. Upon their return, such students are required to check in by making appropriate indications in the Arrival. The University shall be absolved of any responsibility and/or assistance arising out of any breach of this regulation. In addition, such students shall be given written warning by the Hostel Manager.
- In their own interest, any student travelling should have his/her UENR Identity Card on him/her. She/he may find it useful in times of trouble or in cases of emergency.
- All external visitors to a Hall shall sign a Visitors Book at the Porters Lodge on arrival and sign off when leaving.
- Visitors who fail to comply may be refused entry.
- No visitor(s) will be allowed to stay in the Hall of Residence after midnight.
- Students who harbour unauthorized visitor(s) shall first be given written warning by the Hostel Manager.
- Persistent offender(s) shall lose their residential status.

## **9.0 Activities of the SRC, Halls and Clubs**

- All Statutory, Recognized and Approved student bodies; Clubs, Societies and Associations shall submit their programmes of activities including those for the hostel week celebrations, and budgets to the Dean/Vice Dean of Student Affairs by the end of the second semester.
- Hostel Week Celebrations shall take a maximum of three days within the 'week.
- The Dean/Vice Dean of Student Affairs shall use the individual programmes to prepare a composite student calendar of activities.
- Lecturers are not to be interrupted until after 3.00 p.m.
- Student bodies that do not comply shall be banned from organizing any activity in the ensuing academic year.

## **10.0 Hostel Meetings, Games and Competitions**

Students, residential and non-residential, are required to attend Hostel Meetings and participate fully in games and competitions. Students who participate actively in Hostel activities shall be considered for additional privileges as deemed appropriate.

## 11.0 Noise-Making

- Students shall maintain, at all times, a kind of environment that supports the basic academic enterprise.
- To maintain a suitable academic environment, it is desirable that the campuses of the University are kept as quiet as possible, at all times.
- Students shall not make undue noise on the campuses of UENR especially from 10.00 p.m. to 6.00 a.m. This rule may be relaxed for purposes like the Hostel Week Celebration.
- Radios, stereophonic instruments and musical instruments may be used in a manner that will create no nuisance to others and subject to such regulations as may be made by the Hostel Councils.
- If regulation is not observed, the privilege may be restricted or in serious cases, withdrawn by the Hostel Manager.
- Club, society, religious and political meetings shall not be held in students rooms.
- Breach of any of these regulations shall attract a fine, to be determined from time to time by the Hall Council in the first instance and loss of residential status for subsequent breach.

## 12.0 Drunkenness

- Drunken and disorderly behaviour on any UENR campus constitutes a serious breach of discipline.
- Habitual drunkenness on campuses or in town, especially if accompanied by disorderly or scandalous behaviour shall be considered as bringing UENR into disrepute.
- No student shall be under the influence of alcohol during lectures, games, competitions and other activities approved by the University.
- Any student breaching any of these regulations will first be given a written warning by the Hostel Counsellor or Head of Department, as appropriate.
- If the student persists in drunken and disorderly behaviour, the Hostel Counsellor or Head of Department shall recommend his/her suspension in the first instance and dismissal in the case of repetition of the offence.

## 13.0 Smoking

- Smoking is forbidden in all public places on campus. Offenders will be warned in writing by the Dean or Vice Dean of Student Affairs.

- Smoking is not allowed in students' rooms. Breach of this rule will lead to loss of residential status.

## 14.0 Damage to, or Modifications to UENR Property

- Students shall not make attachments of any kind to any University property, e.g. furniture and fittings.
- Students shall not interfere with the electrical installations in their rooms or any part of UENR.
  - First offenders will be warned in writing, by the Hostel Manager.
  - Subsequent breach will lead to loss of residential status.
- Students are liable for any loss of or damage to, furniture, fittings or equipment of any kind caused by them.
- Breach of any of the rules will attract a penalty (to be determined by the University authorities), in addition to payment of cost of repairs or replacement.

## 15.0 Transfer of UENR Property

- No Student shall displace or transfer UENR property of any kind, e.g. furniture and fittings, without prior written permission from the appropriate authorities e.g. Head of Department, Estate Officer, Lecturer or Hostel Manager.
- Sanctions, including cost of replacement, loss of residential status, suspensions and dismissal, shall be applied for breach of any of the regulations.

## 16.0 Use of Appliances

The following appliances may be used in the Halls/Hostels:

- a. Table top electric stoves with regulators. Where these are used, safety measures should be taken to prevent the outbreak of fire
- b. Maximum of 2 Fridges in a room
- c. Computers (PCs and Laptops)
- d. Maximum of one microwave

The use of the following appliances is, however, prohibited:

- a. Washing machines
- b. Gas cookers
- c. Electric stoves of all types, except table top stoves with regulators

- d. Hair dryers
- e. Electric sewing machines

The use of combustible substances, such as petrol or gas, by students in the Hostel and other unauthorized premises of the University is prohibited.

Students found using any of the prohibited appliances or combustible substances will lose their residential status, after being warned in the first instance.

## 17.0 Keeping the Environment Clean

It is expected that all students will keep the environment clean and tidy at all times and refrain from degrading the surroundings.

Littering of the environment with plastics and waste materials is prohibited.

Any student who throws water from the balcony to the ground, degrades the environment or throws litter around will lose his/her residential status.

Other sanctions like written warning or suspension shall be imposed by the University authorities on both residential and non-residential students who breach rules

## 18.0 Publication

The following shall govern all student publications:

- The Dean/Vice Dean of Student Affairs shall be informed of any intention to produce a student publication and approval shall be duly given by the Registrar before publication.
- Copies of each publication shall be deposited with the Vice-Chancellor, Pro Vice-Chancellor, Registrar, the Librarian, Deans, Dean/Vice Dean of Student Affairs, Hostel Managers (for Hall Publications only), Assistant Registrar (Publications), SRC/GRASAG and the Ghana Library Board.
- Each issue of a publication shall indicate the names of the editor (s), members of the Editorial Board and the publishers.
- Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- The Editorial Board shall ensure that no publication has elements of obscenity, derogatory and libellous statements, personal attacks, falsehoods or any statement that may cause disaffection or disharmony.
- Students or organisations who wish to paste posters or hang banners on the university campus must seek permission from the Hostel Manager if it is for the hostel, Dean/Vice Dean of Students if it is outside the hostel.

- The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

## **19.0 Communication with Government Ministers and Officials, High Commissions/ Embassies, the Press, Individuals and Organizations Outside UENR**

- Students are not allowed to have direct communication with the Press, any Government Minister(s) and Officials, Embassies, High Commissions, individuals and organizations on any matter affecting UENR life, policy and administration.
- All formal communication on UENR matters should be forwarded, through the Dean/Vice Dean of Student Affairs to the Registrar.
- All formal communication with Government Minister(s) and Officials, Embassies/High Commissions, the Press, Organizations and individuals outside UENR should be forwarded through the Head of Department, Dean of School or Dean/Vice Dean of Student Affairs, to the Registrar who will issue covering letters for them.

## **20.0 Demonstrations, Rallies, Processions (DRAP) Either on or Off Campus**

- Students wishing to organize, start or end a DRAP on any of the campuses of UENR shall seek permission, in writing, from the Registrar through the Dean/Vice Dean of Student Affairs, with copies to the Vice-Chancellor, Pro Vice-Chancellor, Dean and Dean/Vice Dean of Student Affairs and the SRC/GRASAG President (if he/she is not the organizer).
- The written application should reach the Registrar, at least, 72 hours before the DRAP is due to commence.
- The application shall state the purpose of the DRAP, the name (s) of the organizer (s), the organizing body and the duration of the DRAP.
- A DRAP shall be held at a place or places approved by the Registrar and all route marches shall avoid obstructing the flow of traffic and the movement of pedestrians.
- During a DRAP, nothing shall be done or said that may provoke violence.
- The organizers of a DRAP shall be held jointly and severally responsible for any act of violence or breach of University rules and regulations that occurs during the DRAP.

- Participants in a DRAP shall be held collectively and individually responsible for any act of lawlessness or destruction that occurs during the DRAP.
- The Registrar may prescribe conditions, restrictions or limitations that he considers appropriate in any given situation.
- Students wishing to organize a DRAP outside the campuses of UENR shall notify the Registrar in writing, through the SRC President and the Dean/Vice Dean of Student Affairs with copies to the Vice-Chancellor, Pro – Vice-Chancellor, Dean, Dean/Vice Dean of Student Affairs and SRC President for their information.
- Students wishing to stage a DRAP outside the campuses of UENR shall inform the police, in writing, through the SRC President and the Dean/Vice Dean of Student Affairs, with copies to the Vice-Chancellor, Pro Vice-Chancellor, Registrar, Dean/Vice Dean of Student Affairs and SRC/GRASAG President, for their information.
- Participants and organizers of a DRAP outside the campuses of UENR shall be deemed to have familiarized themselves with the laws of the country on DRAP.
- No DRAP shall be allowed between the hours of 6.00 p.m. and 6.00 a.m. Exceptions may be granted depending upon the circumstance.
- The granting of permission to embark on a DRAP shall not prejudice the position of the University vis-a-vis the objectives of the DRAP.
- The authorities of UENR shall grant group exeat to participants in DRAPs staged outside the campuses only after satisfying themselves that adequate notice has been given to the Police.
- Before a DRAP begins, any student who disagrees with the move and wishes to be disassociated from it may do so by writing to the Hostel Manager or Academic Counsellor disassociating himself/herself from the particular DRAP.
- Every member is expected to use the officially-approved channels of communicator, and to follow the laid-down procedures to resolve grievances.
- In the case of the presentation of formal petitions or resolutions or organization of protests, the residence of the Vice-Chancellor and other principal officers of UENR are out of bounds.
- All formal negotiations should take place in the offices of such officials or at designated venues.
- In all matters of negotiation, the Central Administration will meet only the accredited representatives of recognized student organizations in UENR and agreements reached are deemed to be binding on all members.
- Contravention of any of the regulations on DRAP shall attract a fine, suspensions or dismissal.

- In addition, any damage caused to University and/or non-University property shall be repaired or replaced by the offending student (s).

## **21.0 Clubs and Societies**

Student clubs and societies shall be of two kinds. They shall be:

### **21.1 Approved Societies**

These are clubs, societies, organizations or associations whose objectives help UENR in the attainment of its broad objectives (e.g. Departmental Clubs, Cadet Corps, etc.).

### **21.2 Recognized Societies**

These are clubs, societies, organizations or associations that help in the promotion of the individual's own desire and aspiration (e.g Religious Organizations, Old Students Associations, Regional Associations like YORSA, BASU, ICT Club).

### **21.3 Unrecognized Societies**

All other clubs, societies, organizations or associations that do not conform to 21.1 and 21.2 above will not be licensed to operate. These include those based on tribal, native towns and ethnic groupings; groups that practice occultism, homosexuality, lesbianism and other socially unacceptable behaviours in Ghana.

All applications or requests, on behalf of a new club or society, for recognition or approval, shall be submitted to the Registrar, through the SRC/GRASAG President and the Dean/Vice Dean of Student Affairs.

The application shall state the names of founding members, officers and patrons. It shall also include the constitution of the club or society and its proposed activities:

- i. With the exception of subject Associations, a Society Union or an Association can be given the mandate to operate, only if it is open to all students.
- ii. The mandate to operate shall be withdrawn if the Association or Society is found to be operating contrary to its approved objectives or not in accordance with 21. 1 and 21.2.

Every approved or recognized society must have a Senior Member (s) of the University as its Patron (s).

The Treasurer of each approved society must present to the Registrar, through the Dean/Vice Dean of Student Affairs, a detailed annual financial statement.

The annual financial statement must be duly signed by the Financial Secretary, the President and a Patron of the society.



Every year the name of the Executive members of each society shall be forwarded to the Dean/Vice Dean of Student Affairs and the SRC/GRASAG President.

Cases that require settlement of grievances shall first be referred to the Patrons of the Club or Society.

Unsolved grievances shall be referred to the Dean/Vice Dean of Students' Affairs.

## **22.0 Invitation of Guest Speakers and Artistes**

Before any group or club makes arrangements to invite guest speakers or artistes from outside the University to address a meeting or provide entertainment, a formal written request must be made to the Registrar, through the Patron(s), Hostel Manager or SRC/GRASAG President (as appropriate), and the Dean/Vice Dean of Student Affairs who shall forward same to the Registrar.

No such invitation shall be made until permission has been granted by the Registrar.

## **23.0 Arms and Ammunition**

No student is allowed to possess any form of arms or ammunition whether licensed or unlicensed, on campus.

## **24.0 Drugs**

Possession of and indulgence in hard drugs on any part of the University premises are prohibited.

## **25.0 Use of Private Vehicles**

Any Junior Member who wishes to use or keep a vehicle on the campus of the University shall inform the Hostel Manager.

The use of such vehicles is a privilege enjoyed at the sole risk of the persons concerned. The privilege will be withdrawn if it is abused.

The University does not provide garages for students' vehicles, however car parking for vehicles shall be provided on campus which may be used by students on permission. Car parks will be clearly labelled to state the users.

## **26.0 Identity Cards**

- Identity Cards (ID) will be issued to all Junior Members admitted to programmes in the University.

- Each student of UENR should endeavour to carry on him/her the Identity Card of the University.
- In case of deferment of programme, suspension, dismissal or withdrawal, the student concerned shall surrender his/her identity card to the Registrar.
- Students who return to continue with their programmes shall apply for a new identity card, to reflect the new expiry date, on payment of the appropriate fee.

## 27.0 Rules, Discipline and Sanctions

The officers of UENR who have direct responsibility for the discipline of Junior Members in the Hotels are the Hostel Managers and Hostel Fellows. The Dean of Student Affairs shall be notified of any action taken.

Disciplinary measures shall be taken by the authorities of the Hostel against any student violating Hostel regulations.

Deans of Schools and Heads of Department are responsible for discipline in their respective Schools and Departments.

It shall be an offence to disobey these officers in the discharge of their official duties.

A Junior Member who flouts the Statutes and Regulations of UENR shall be disciplined, only with the consent of the Vice-Chancellor or Dean.

The operation of University Regulations is without prejudice to the Application of the general laws of the land which apply also to all persons in the University.

If a student violates any Regulations of UENR outside his/her Hostel of Residence, it shall be reported to the Dean/Vice Dean of Students' Affairs who will apply the appropriate sanction and notify the Hostel Manager concerned to sanctions applied.

For serious offences (or offences involving a group of students) the Dean/Vice Dean of Student Affairs shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the Vice-Chancellor.

It shall be an offence for a Junior Member or group of Junior Members to 'pond' any person in the University, no matter the form the *'ponding may make*.

If disputes arise between students from different Halls, the Hostel Managers of the Halls concerned shall resolve the dispute.

Should attempts of the Hostel Managers fail, the matter shall be referred to the Dean/Vice Dean of Student Affairs.

## **28.0 Sanctions Attracted to Offences**

The following offences shall attract the sanctions listed under them:

### **28.1 Theft**

- i. Loss of residential status.
- ii. Refund of the stolen item (s).
- iii. Suspension or dismissal from UENR, depending on the gravity of the offence.

### **28.2 Embezzlement of Student Fund**

(E.g. Embezzlement of SRC/GRASAG, JCRC, Clubs/Societies, Religious Groups Funds)

- i. Refund of the embezzled funds.
- ii. Suspension or dismissal from UENR, depending on the gravity of the offence.
- iii. Withholding of results.

### **28.3 Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug use and Peddling**

- i. Suspension or dismissal from UENR, depending on the gravity of the offence. Any offence the Criminal Code considers felony shall attract outright dismissal, and as misdemeanour, suspension for one academic year. The University may refer the matter to the Police for further investigation.
- ii. Withholding of results for a period determinable by UENR Academic Board.

### **28.4 “Ponding” of a Student**

- i. Suspension or dismissal from UENR, depending on the gravity of the offence.
- ii. Withholding of results for a period determinable by UENR Academic Board.
- iii. Compensation to victim.

### **28.5 Unauthorized Transfer of UENR Property (e.g. Furniture, Fittings)**

- i. A fine determinable by UENR authorities.
- ii. Habitual offenders shall be suspended.

## **28.6 Mutilation or Unauthorized Removal of Library Books, Refusal to Pay Fines Imposed**

- i. A fine of not less than three (3) times the going prices of the book(s)
- ii. Withholding of results for a period determinable by the UENR Academic Board.
- iii. Suspension or dismissal from the University depending upon the gravity of the offence.

## **28.7 Non-Vacation of Room or Taking Away Keys During Holidays**

- i. Loss of residential status
- ii. Rent payment at the going commercial rate for the number of days and the number of beds in the room.
- iii. Withholding of semester and/or final results for refusal to pay.

## **28.8 Damage to UENR Property**

- i. Repair or replacement of the property damaged and/or rustication and repair
- ii. Suspension or dismissal, should the culprit refuse to repair or replace the property.
- iii. The University reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property.
- iv. The culprit shall also bear the cost involved in the recovery exercise

## **28.9 Conduct of Classes Toward Entrance Examination**

- i. No student shall, under any circumstance, conduct classes for candidates towards the University's Entrance Examination.
- ii. Any student who violates this regulation shall be suspended for one academic year.

## **28.10 Anonymous Letter Writing**

- i. No student should engage in anonymous letter writing. Students with any grievances should properly/document them for dialogue and discussion through the appropriate channel of communication.
- ii. Breach of this regulation shall attract outright dismissal, if the writer is found out.

## 29.0 Appeal

- i. Any Junior Member who is aggrieved by any disciplinary action taken against him/her may appeal to the Dean/Vice Dean of student Affairs/through his/her Academic Counsellor for a review.
- ii. The appeal shall be lodged within seven days of the notification to him/her of the sanctions imposed on him/her.
- iii. The Dean/Vice Dean of Student Affairs, upon the receipt of the appeal may request a re-consideration of the case by the appropriate authority.
- iv. Should the student still remain unsatisfied, he/she can appeal to the Vice-Chancellor, either through the Pro Vice-Chancellor/Dean or the Dean/Vice Dean of Student Affairs.

## 30.0 Change of Name

Upon admission to University of Energy and Natural Resources, you maintain the name you came in with till completion of the programme. However, exception will be given on marital grounds if the change of name is duly placed in the gazette.

**POLICY AND PROCEDURES  
ON  
SEXUAL HARASSMENT**

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**PART THREE**

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## 1.0 Preamble

The University of Energy and Natural Resources is committed to the pursuance of its objectives in an environment which is supportive of all students as well as teaching and non-teaching staff. Since sexual harassment subverts the vision and mission of an institution, it is considered a serious offence and shall not be countenanced by the University of Energy and Natural Resources because it:

- i. Is discriminatory in nature and is forbidden by the laws of Ghana – The 1992 Constitution
- ii. Harms the health and general well being of its victims
- iii. Could create a hostile and stifling environment which may run counter to the realisation of the goals of the institution
- iv. Could affect the interest and work performance of staff/students
- v. Affects student’s progress in a course or programme
- vi. Could affect one’s appointment, promotion and access to any privileges offered by the University to staff

## 2.0 Statement of Principle

- Sexual harassment in every form is prohibited by the University
- It constitutes a punishable offence
- As much as academic freedom and the right of every member of the University Community to the freedom of expression is permissible, these actions ought to be free from the bias and harassment.
- Every member of the University – students, teaching and non-teaching staff – shall have access to its facilities and services without harassment.
- All persons in responsible positions shall ensure that their positions do not become tools for demanding sexual favours or coercing others into unwanted relationships.
- Sexual harassment violates the basic human right of its victims.
- All records regarding complaints or harassment shall be treated with the most confidentiality.
- Reported cases which are proven not to be harassment shall go through the existing grievance handling procedure.
- The University shall be mindful of complaints which may be false. Such malicious action shall constitute grounds for disciplinary action to be taken against the complainant.

### 3.0 Purpose of the Policy

- To raise the level of awareness of the University Community of the illegality of the act.
- To eliminate sexual harassment from the learning environment.
- To provide an atmosphere that shall be free from any form of harassment and to establish a much more gender friendly atmosphere.
- To encourage members of the University Community to change any negative attitude they may have toward the opposite sex.

### 4.0 Jurisdiction

- The policy shall apply to all staff and students, as well as all who transact business with the University.
- All parties involved in any given case shall be treated fairly. Where the issue involves a lecturer and his or her student, necessary arrangements shall be made for a disinterested party to co-supervise or mark the examination script, course work or dissertation of the student.

PLEASE NOTE!!!: This policy is not against relationships based on mutual consent of the parties involved neither does it cover flirtation, “chats”, jokes and jesting that make life “interesting” for the parties involved and who find these acts acceptable,

### 5.0 Definitions

Sexual harassment includes the following:

- i. Unlawful and discriminating acts with sexual connotations.
- ii. Unwelcome physical contact.
- iii. Suggestive comments with sexual connotations.
- iv. Unwelcome derogatory remarks (sexual in nature).
- v. Unwelcome request for sexual encounters and favours.
- vi. Indecent assault or rape.
- vii. Threats – of academic failure or promise of academic success or other rewards in exchange for sexual favours.
- viii. Sexist jokes which cause psychological distress.
- ix. Unwanted sexual attention of a persistent nature, made by a person who knows or ought reasonably to know that such attention is unwanted.
- x. Gender based bullying or intimidation.



- xi. Indecent exposure of private body part (which include breast, stomach, buttocks and reproductive parts).

PLEASE NOTE! The list is not exhaustive. Behaviours which are acceptable to some people may be offensive to others. The point of view of the complainant, and not the intention of the perpetrator, will guide the Advisers or Committee in deciding whether a reported incident amounts to sexual harassment or not.

## 6.0 Procedures

1. Any member of the University community may seek advice or informal assistance from the Desk Officer and Advisers. No formal action shall be taken until a written complaint has been lodged with the Desk Officer or Advisers.
2. There are two options available to a complainant, namely;
  - a. Informal – Advisers will mediate between the parties involved to settle the matter amicably.
  - b. Formal – The matter shall be brought before an Investigation Committee.

### 6.1 Informal

- i. Any member of the University Community who thinks or feels that he/she has experienced any form of sexual harassment should, as a first step, express his/her disapproval of the act if he/she thinks it is possible to do so. The individual should, however, contact the Desk Officer who will monitor the process to ensure that the problem is resolved amicably within seven days of the occurrence or complaint of the incident.
- ii. The complainant may, on the other hand, contact any of the Advisers to serve as a mediator.
- iii. The respondent shall be required to render an unqualified apology to the complainant, with a promise not to repeat the alleged offensive act, intimidate or victimise him/her. The apology could be verbal or written.
- iv. It will be pointed out to the respondent that taking reprisals against the complainant for the step taken is also an offence and will complicate matters for him/her.
- v. But, if the informal complaint is not the first that is being made against a respondent, the Adviser, with the consent of the complainant, shall initiate the necessary action using the formal procedure.

### 6.2 Formal

When attempts at resolving the problem, without recourse to formal procedure, fails the following guidelines shall apply:

- i. Clearance shall be sought from the Vice-Chancellor or Dean before formal proceedings commence.
- ii. Where a complaint is established to be false, the matter shall be referred to the Vice-Chancellor or Dean. Necessary consultations shall take place after which the matter shall be dealt with under the appropriate disciplinary procedures laid down in this Handbook.
- iii. On the other hand, if a complainant feels that unfair treatment has been meted out to him/her, he/she may appeal to the Vice – Chancellor who will deal with the matter.
- iv. In making a formal complaint, the complainant shall submit in writing, details of the alleged harassment, indicating time, date, how it happened and names of witnesses (if any). The complainant may also indicate the type of remedy he/she seeks.

## **7.0 Time Limit**

- i. A written complaint must be filed within one month of the occurrence of the alleged harassment.
- ii. Where the complaint consists of a series of related incidents the time limit shall be within two months of the most recent incident.
- iii. If, after one month of filing the complaint, a complainant fails to initiate proceedings, all records pertaining to the incident shall be destroyed.
- iv. Within three working days of receiving a written complaint, the Desk Officer will inform the respondent of the complaint that has been lodged against him/her.

## **8.0 Sanctions**

- i. If it is established that the unwanted act did take place, appropriate disciplinary action shall be taken against the respondent.
- ii. Sanctions shall range from reprimand and suspension to dismissal. The gravity of the offence shall determine the form the punishment should take.



