



**KOFORIDUA TECHNICAL
UNIVERSITY**



STUDENTS' HANDBOOK

FOREWORD

This booklet contains rules and regulations intended for the Junior Members of the University i.e. students. Its purpose is to ensure that they are not only well informed of their rights and obligations as members of the University community but also that they live and study in peace and harmony while here. It is also designed to help them to understand the organisation and functions of the various offices and personnel of the University.

Included in the booklet are the Regulations for students of the University.

All students are advised to keep abreast of current requirements and regulations enshrined in this Handbook.

Dated: 8th February, 2017

Signed: Prof. (Mrs.) Smile Dzisi
Vice Chancellor

ARTICLE 1: BRIEF HISTORY OF THE UNIVERSITY

The site now known as Koforidua Technical University (KTU) campus, which the Government acquired in 1974, used to be the location for Koforidua Technical Institute.

When in 1997 the decision to start a Polytechnic in Koforidua in the Eastern Region was made, the location was the obvious choice. Koforidua Technical Institute or KOTECH, as it was popularly known, thus gave way to Koforidua Polytechnic now Koforidua Technical University. The first matriculation of students was on 17th March, 1997, for Marketing and Purchasing & Supply programmes.

Since then, new programmes B'Tech, HND and DBS have been introduced. In addition to these other professional programmes have been introduced since February 7, 2001.

ARTICLE 2: MISSION STATEMENT OF THE UNIVERSITY

The mission of the University is to provide career-focused education and training at the tertiary level with emphasis on hands-on experience and entrepreneurship development to produce middle-level management personnel. This would be achieved through:

- a) The promotion of partnership with industry and other institutions.
- b) Creation of congenial and favourable teaching and learning environment.
- c) Provision of opportunities for practical research.
- d) Provision of expert services to meet societal needs.
- e) Diversification of sources of funding to support institutional activities and
- f) Provision of support and other services by the alumni of the institution.

ARTICLE 3: AIMS OF THE UNIVERSITY

The aims of the University are:

- a) To provide tertiary education in the fields of Manufacturing, Commerce, Science, Technology, Applied Social Sciences and Applied Arts.
- b) To provide opportunities for development, research and publication of research findings.

ARTICLE 4: ADMINISTRATION OF THE UNIVERSITY**4.1 Management for the Main/Academic Administration**

The Management for the administration of the University are grouped into:

- a. Management of the Main Administration
- b. Management of the Academic Administration

a) Main Administration

The following are the Management of the Main Administration: The Vice Chancellor, Pro Vice Chancellor, Registrar and Director of Finance.

Other key officers in the Main Administration are the Director of Audit, Director of Works and any others to be designated from time to time, all of whom are given specific functions:

i. The Vice Chancellor

The Vice Chancellor, appointed by Council, is the academic and administrative head of the University. He/She is responsible to the University Council for the overall administration of the University and has oversight responsibility for the various Sections/Divisions of the University including disciplinary matters of the institution.

ii. The Pro Vice Chancellor:

Appointed by Council, (usually after an electoral process by Convocation) assists the Vice Chancellor in the duties as enshrined in the Statutes and acts in his absence. He/She works

closely with the Deans of Faculties/Divisions, Heads of academic department and the Librarian on matters relating to programmes of study.

iii. The Registrar:

Hierarchically, the most senior administrative officer, provides general administrative support services to the Vice Chancellor and all key officers in the University. He/She is responsible for the secretarial services to the University Council, the Academic Board and all their sub-committees.

iv. The Director of Finance:

Being a professionally qualified person, he/she is responsible to the Vice Chancellor for the financial administration of the University. He/She co-ordinates the activities of the Cash Office and Stores.

v. Director of Works:

He/She is responsible for works and physical development of the University and shall report to the Vice Chancellor.

vi. Director of Audit:

He/She is responsible for internal audit services and reports directly to the Vice Chancellor.

b) Academic Administration

The Management of the academic administration are the Librarian, Deans of Faculties, Dean of Students' Affairs, Heads of Department, and any others to be designated from time to time, all of whom are given specific functions:

- i. The Librarian:** Is responsible for the acquisition, storage and custody of all materials in the library (which is an academic department) meant for study and research in order to enhance teaching and learning in the University. He/She is also responsible for the dissemination of information to all library users. He/She is always a member of the Academic Board.

- ii. Deans:** Are the heads of Faculties/Institutes/Divisions who co-ordinate the activities of academic heads of department. The Dean of Students oversees the academic and general welfare of students and co-ordinates the functions of Resident or Academic Tutors.

- iii. Others:** The University Council, on the recommendation of the Academic Board, may create other offices of authority as may be deemed necessary.

ARTICLE 5: THE ACADEMIC PROGRAMMES OF THE UNIVERSITY

The University currently offers the following programmes:

- a. Bachelor of Technology (B'Tech)
- B.Tech. in Accounting
 - B.Tech. in Procurement and Supply Chain Management
 - B. Tech. in Secretaryship and Management Studies
 - B. Tech. in Marketing
 - B.Tech. in Automotive Engineering
 - B.Tech. in Civil Engineering
 - B.Tech. in Renewable Energy Systems Engineering
 - B.Tech. in Telecommunication Engineering
 - B.Tech. in Mechanical Engineering
 - B.Tech. in Building Technology
 - BSc in Information Technology
 - BSc in Computer Science
- b. Higher National Diploma (HND)
- HND Accountancy
 - HND Marketing
 - HND Purchasing & Supply
 - HND Secretaryship & Management Studies
 - HND Automotive Engineering
 - HND Civil Engineering
 - HND Electrical/Electronic Engineering
 - HND Mechanical Engineering
 - HND Renewable Energy Systems Engineering
 - HND Statistics

b) Academic Matters/Channels of Grievances

Issues of academic nature must first go to the appropriate Heads of Department, then the Dean of the Faculty, the Pro Vice Chancellor and finally, the Academic Board in that order.

7.2 SRC: Student activities are controlled and guided by the Students' Representative Council (SRC) of the University, elected in accordance with a constitution approved by the Academic Board. Membership of the SRC Executive and the mode of their election shall be as specified in the approved constitution. Issues of students' collective concern have to be addressed to the appropriate SRC Sub-Committee(s) for redress and through the Dean of Students to the Pro Vice Chancellor.

7.3 Hostel Facilities: The University operates only one hostel – GETFund Hostel. Other Hostels are run by private owners themselves with the Private Hostels Board playing a watchdog role. Students who stay at the hostel have to adhere to the rules applicable to the specific hostel.

7.4 Clinic: The University clinic is managed by a team of staff headed by a Senior Nurse to treat minor diseases and offer first aid. A locum Medical Consultant visits the University three (3) times a week to review their work.

7.5 Religious, Social & Political Activities:

Students are free to form or join any religious, social or political group of their choice. No group shall be recognised unless its constitution and elected executive members are forwarded to the Registrar, through the SRC President for approval.

7.6 Notices and Information: Students are advised to keep themselves very well informed by regularly consulting the Notice Boards for the latest information on events in the institution.

SECTION B

ARTICLE 8: GENERAL ACADEMIC REGULATIONS

8.1 The Semester Calendar

The University operates a 32-week semestral programme beginning from a date in the first semester which shall be determined by the Academic Board. The first and second semesters shall be 16 weeks each.

There shall be a break of 3-4 weeks between the end of the first semester and the beginning of the second.

8.2 Orientation And Registration

New students are required to undergo an orientation and counselling session before they register for their courses at the beginning of the academic year. The orientation programmes shall involve Departmental representatives who will explain to the students the nature of their programmes.

The purposes of the orientation include the following:-

- a) To welcome fresh students and help them to adjust and settle down for University life.
- b) To guide students to go through the registration procedure.
- c) To expose students to facilities in the University for their use.
- d) To make students aware of the rules and regulations that govern the relationship between them and the Students' Representative Council.
- e) To make students aware of their rights, privileges, obligations and responsibilities with regard to the University's authorities and its governing bodies.

8.3 Matriculation

A matriculation ceremony shall be held every year during the first semester for the purpose of formally admitting all new students into the University. Students who fail to be matriculated shall lose their status as registered students.

8.4 ID Cards

Each student shall be provided with a Koforidua Technical University identity card and shall be required to carry it on him/her at all times.

8.5 Students' Fees

Any student enrolled at the University shall be required to pay his/her fees in full within the first week of the first semester. Students are advised to endeavour to register and pay their fees as early as possible to avoid being withdrawn from the University.

8.6 Responsibility For Notices

Students are advised to be interested in all notices that are posted on the Notice Boards. They are expected to be aware of the contents of all general notices including those in official campus bulletins.

ARTICLE 9: CONTINUOUS ASSESSMENT – COMPONENTS:

9.1 Mid-Semester Examinations:

Mid-Semester Examinations account for a percentage of the overall marks for the course, as determined by the Academic Board. These examinations are organized in the middle of the Semester, that is, between the 8th and 9th weeks, at the convenience of individual lecturers, using the regular lecture/practical periods on the official teaching timetable.

9.2 Assignments/Quizzes/Tests:

Class Assignments, Quizzes and Tests carry a given percentage of the overall marks as may be determined by the Academic Board. They comprise the miscellaneous assignments, quizzes and class tests which the lecturers/instructors may give to the class during the semester. As a rule, a total of at least two and, at most, four of such assignments/quizzes/tests should be expected in any one semester.

It should, however, be noted that these components are subject to amendments by the Academic Board.

ARTICLE 10: END OF SEMESTER EXAMINATION.

The last two weeks of the semester shall be devoted for the end-of-semester examinations. These examinations carry the percentage of the overall marks as shall be determined from time to time.

ARTICLE 11: DISQUALIFICATION FROM TAKING END-OF-SEMESTER EXAMINATIONS

A student shall be debarred from taking the End-of-Semester Examinations in a course under any of the following conditions:

- 11.1 If he/she absents himself/herself for more than 25% of the period assigned to the course in the semester.
- 11.2 If he/she has not completed either or both of the components of the continuous assessment system without the permission of the course lecturer.
- 11.3 If he/she fails to register, or has not properly been accepted to register for that course.
- 11.4 If he/she has committed any offence or offences contained in the Statutes of the University for which he/she has not been officially pardoned.
- 11.5 If he/she fails to return a library book by the deadline given.

A student so debarred shall be deemed to have failed the course and shall be repeated.

ARTICLE 12: GRADING SYSTEM AND PROGRESSION OF HND/B'TECH

STUDENTS

Information concerning the grading system and the progression of B'Tech/HND students are spelt out in the EXAMINATION GUIDE of the University.

SECTION C

ARTICLE 13: GUIDELINES FOR NON-HND STUDENTS

The following guidelines are for the progression of students reading Non-HND programmes.

A. Internal Assessment

Students pursuing professional programmes shall regard themselves first and foremost as students of Koforidua Technical University and shall in that respect abide by all the regulations of the University.

Students, whether internally or externally certificated, shall submit themselves to internal assessments in preparation for their final examinations.

The University reserves the right to determine which students are ready and prepared to be presented for external examinations.

B. Conditions For Registration

Registration of students for external examinations shall be dependent upon regular attendance at lectures and successful participation in internally organised examinations.

DBS students who fail in four (4) or more subjects at the end of the first year, shall be withdrawn from the programme.

DBS students who fail three (3) courses at the end of the first year examination shall repeat the class to justify themselves for registration the following year.

DBS students who fail in two (2) courses at the end of the first year shall rewrite the papers failed in those courses to justify progressing to the second year.

DBS students who fail in one (1) course at the end of first year examination shall progress to the second year but shall be warned

to improve on their performance. They shall also be required to resit for the failed papers.

Students on ICA, CIB and GAT programmes shall justify their registration on condition that they are successful in trial examinations held prior to the registration period for their external examinations. Failure in a course shall be deemed to be a signal that the student concerned is not ready in that particular course for the external examination.

SECTION D

ARTICLE 14: ENFORCEMENT OF REGULATIONS

Members of the academic staff, the Academic Board, Residence Committee, the Senior Administrative Staff, Hostel Officers and all other persons, so authorised for that purpose, shall maintain order and proper conduct and take appropriate disciplinary actions against any student for breach of regulations.

The Librarian or his deputy shall be responsible for maintaining order in the Library and may require any person who is guilty of disorder or improper conduct or of any breach of regulations, to withdraw from the Library for a stated period.

ARTICLE 15: MISCONDUCT OF STUDENTS

It shall be misconduct for a junior member (student) of the University who commits any of the following offences:

- i. Absence from lectures and other assignments without permission or any justifiable cause.
- ii. Verbal abuse of a member of staff
- iii. Any other offence declared as 'minor' by the Academic Board.
- iv. Insubordination
- v. Assault or Battery and Fighting
- vi. Any anti-social, criminal or fraudulent activities committed while on campus or in residence or anywhere,

against the University or which tend to bring the University into disrepute.

- vii. Examination malpractices such as cheating, carrying foreign materials etc to examination halls without tangible excuse. Any student who is withdrawn from the University for engaging in examination malfeasance shall not return to the University again any time thereafter in the future.
- viii. Failure to register within the stipulated time without tangible excuse.
- ix. Failure to write an examination conducted for students by the University.
- x. Writing about the University or any of its officers to any outside authority without consent or knowledge of the Vice Chancellor of the University.
- xi. Any other offence that may be declared as major offence by the Academic Board or as has been spelt-out under other sections in this Handbook.

ARTICLE 16: PENALTIES

A student who is deemed to be in breach of discipline may be sanctioned under one or more of the following penalties:

- i. A warning
- ii. A reprimand
- iii. A fine
- iv. Signing of a bond to be of good behaviour
- v. Suspension from the use of the University's services or facilities for a stated period.
- vi. Rustication for a stated period.
- vii. Withdrawal from the University for Examination Malpractice or malpractices.
- viii. Expulsion from the University.
- ix. Restitution - Requirement to make good to the satisfaction of the University any damage or injury caused to the property of the University or an Institution attended as a part of University's Programme.

- x. Any form of penalty as prescribed in the University's Examinations Guidelines.

Penalties i, to iv may be meted out to students whose offences are considered as minor offences, while v to x shall be sanctions for major offences.

ARTICLE 17: PROCEDURE FOR THE IMPOSITION OF MAJOR

PENALTIES ON JUNIOR MEMBERS

- (a) The Vice Chancellor shall constitute a Committee of Enquiry to investigate a case likely to attract the imposition of a major penalty against a student.
- (b) The findings and recommendations of the Committee shall be forwarded to the Vice Chancellor for necessary action
- (c) The Vice Chancellor, on receipt of the findings and recommendations of the Committee of Enquiry, appoint a Disciplinary Committee to try any student indicted by the Committee of Enquiry.
- (d) The student so indicted shall be notified in writing of the grounds on which disciplinary action is being taken against him and he shall have the right to defend himself including right to Counsel and calling of witnesses before the Disciplinary Committee.
- (e) The findings and the recommendations of the Disciplinary Committee shall be forwarded to the Vice Chancellor for necessary action.

ARTICLE 18: APPEAL

- a) Any student aggrieved by any disciplinary action against him may appeal to the Vice Chancellor within twenty-one days upon receipt of the notice of the punishment

- b) The Vice Chancellor, upon receipt of the appeal, may review the punishment by taking into consideration the circumstances of the case.

ARTICLE 19: CHANGE OF NAMES OF STUDENTS

All students shall be known only by the names which they have signed in the Register of Matriculation and shall be known by those names only in the sequence in which they were signed.

ARTICLE 20: ADMISSION AND REGISTRATION OF STUDENTS

20.1 Admission

- a) Only students who fully satisfy the entry requirements for their programmes of study shall be admitted to the University. Any student found not fully qualified shall be withdrawn immediately.
- b) A student found to have gained admission into the University through fraud or misrepresentation may be liable to prosecution.

20.2 Registration

a. New Students (Fresh Men/Women)

- i. On arrival on campus, new students shall register at their respective departments after payment of the approved fees.
- ii. Students shall pay the following charges/fees to the Finance Office and collect receipts:
- Admission Fees
 - Registration Fees
 - Academic Facility User Fees (AFUF)
 - Deposit against Breakages
 - Students' Representative Council Dues
 - Students Union/Association Dues
 - Any other approved fees as the Academic Board may determine.

b. Continuing students

Continuing students shall register at their respective departments

after the necessary formalities at the Administration have been completed.

20.3 Penalty For Late Registration

After two weeks of registration, a fine, determined from time to time for each day of default, shall be imposed on both first and continuing students who fail to register.

No registration shall be allowed after three weeks of re-opening. For the avoidance of doubt, no registration shall take place after three weeks except the student shows an acceptable reason why this should be done in his or her case.

20.4 Penalty For Non-Registration

Students who fail to register at the close of the specified date shall lose their student status and shall be withdrawn.

20.5 Owing of Fees

All students who owe the University shall settle their debts at the Finance Department before they are registered.

20.6 Non-Refund of Fees

Fees paid are not refundable. School fees will not be refunded to students who will be withdrawn for poor academic performance.

ARTICLE 21: ACADEMIC PROGRAMMES

- (a) Students shall attend such lectures, tutorials and practical classes as specified for their programmes of study, take all such examinations as the Faculties/Departments may from time to time require and undertake all written and practical work prescribed for them.
- (b) Any student who absents himself or herself from lectures, tutorials or practical classes for a total of 14 days or more in any semester without proper leave of absence, shall be deemed not to have satisfied the attendance requirements for the semester. Such defaulting students shall not be allowed to take part in the End-of-

Semester Examination.

All students shall present themselves for the appropriate examinations in accordance with the regulations of the University. A student who is prevented by ill-health from taking a prescribed examination shall produce a medical certificate from a recognised Medical Officer certifying his inability to sit for the examination.

- (c) To be qualified to write an examination, a student shall register for the appropriate courses at the due time. Failure to register shall disqualify a student from writing the examination. No student shall be allowed to take an examination in a course for which he/she has not registered. Where a student registers for a course and fails to write an examination, the student shall be deemed to have failed the course unless good reasons, acceptable to the Faculty's Examination Board, can be advanced for failure to write the examination.
- (d) A student is required to attend all lectures, seminars, workshops, sessions and practicals for courses for which he/she has registered in order to qualify to write the examination.
- (e) Changes in registered courses shall only be permitted during the period of registration or under any other condition agreeable to the affected Head of Faculty or Department.
- (f) There shall not be any re-sit examination. However, any student who trails in a particular course shall register to take the main examination at the time the course would be written the following year.
- (g) **Use of the University Library by Students**
 - i. Students are required to make themselves familiar with the rules and regulations of the Library and its services.
 - ii. All students shall be required to return their Library books by the deadline given by the Librarian preceding the Second

Semester examinations.

- iii. Students who do not return their books by the stated period without permission from the Librarian shall not be allowed to take their final year examinations.
- iv. The names of all such students shall be sent to the Deans or Heads of Faculties concerned, who shall, through their Faculty Examination Officers, ensure that the students are barred from taking their examinations.

(h) Voluntary Withdrawal – Deferment

- i. A student who voluntarily wishes to withdraw from the University before the completion of his programmes of study shall serve a written notice of his/her intention through his/her Head of Department or Dean of Faculty to the Registrar. A minimum notice of four (4) weeks is required for such service before the intended date of leaving the University. Failure to comply with the above procedure may result in the preclusion of the student from pursuing any programme in the University.
- ii. A student in good standing who withdraws from the University, and wishes to return, shall indicate his/her intention in writing through the Registrar to his Head of Faculty or Department. A minimum notice of one semester is required for such service before the proposed date for returning to the University.

ARTICLE 22: UNIVERSITY PROPERTY

- a) Students shall be liable to pay for any loss or damage of University's property of any kind. This includes S.R.C property.
- b) Students shall not make any alterations to University property including furniture and fixtures. No transfer of any kind shall be made of University property including furniture and fixture from any part of the University including hostels, classrooms and

assembly hall without prior permission from the appropriate authority. This includes S.R.C property.

- c) Students must not interfere with electrical and other installations in their cubicles, hostels or any other part of the University.

ARTICLE 23: THE STUDENTS' REPRESENTATIVE COUNCIL

- a) Subject to the Technical Universities Act, 2016 (Act 922), University's Statutes and these Regulations, the University recognises the Students' Representative Council (SRC) as the legitimate representative organ of the student body. The University does not recognise any other body or organisation outside the University which purports to speak on behalf of the student body of the University.
- b) The Students' Representative Council (SRC) shall make representation to the authorities of the University on matters affecting students.
- c) The SRC shall be governed by a constitution promulgated by the Academic Board on the recommendation of the Residence Committee.
- d) The SRC shall be represented on the University Council in accordance with the Technical Universities Act 2016 (Act 922).

ARTICLE 24: SPORTS UNION

- a) The Sports Union is the body responsible for the regulation of all student sporting activities in which the University participates. The sports section of the Dean of Students' Affairs co-ordinates all the Sports Union's affairs. The Sports Union in addition to the University's Statutes and regulations shall be governed by its own constitution, the promulgation of which shall be with the Residence Committee of the Academic Board.

b) Penalty for Withholding Sports Equipment

Immediately on cessation of the semester's sporting activities, a list of the names of all students in possession of sports equipment shall be published on all school/hostel notice boards and deadline given for the return of the items. Two (2) weeks prior to the start of semester examinations a list of all students still in possession of sports equipment shall be sent to the Faculties through the Registrar to prevent the affected students from taking their examinations till they have returned items in their possession.

ARTICLE 25: PUBLIC FUNCTIONS WITHIN THE UNIVERSITY

- a) Permission to hold public functions within the University shall be obtained from the Registrar.
- b) The applicants must supply information relating to
 - i. Date and time of function
 - ii. Place of function
 - iii. Names and description of Lecturers, Speakers or Artistes at the function, and
 - iv. Fulfil any requirements prescribed by the University Statutes and regulations in relation to the holding of such public function.
- c) The application shall be communicated in writing to the SRC through the Dean of Students to the Registrar at least two (2) weeks before the function takes place. The Registrar in consultation with the Vice Chancellor may impose such other requirements and conditions as may be deemed necessary.
- d) The Assembly Hall and certain other rooms within the University are available under certain conditions for use by clubs and societies. In all cases, permission for use shall be obtained from the Registrar. Appropriate notice must be given.

ARTICLE 26: CLUBS AND SOCIETIES

- a) Students shall have freedom of association.

- b) However, only clubs/societies recognised by the Residence Committee shall be entitled to use the University facilities. Every society/club which collects or receives official funds must account for its financial operations in accordance with the Financial Administration Act 2003 and Internal Audit Agency Act 2003.
- c) Clubs and society secretaries are required at the beginning of each session to submit to the Residence Committee a certified copy of their approved constitution (if amended), the particulars of their Principal Officers and the Committee members of their clubs and societies.

ARTICLE 27: ACADEMIC DRESS

Academic gowns shall be worn by students on occasions to be specified by the Registrar.

ARTICLE 28: DEMONSTRATIONS AND PROCESSIONS

- a) A student or students wishing to organise procession/demonstration in the University shall notify the Vice Chancellor in writing.
- b) Such notice shall be given to the Vice Chancellor forty-eight (48) hours before the procession/demonstration is due to begin. If the demonstration would be taken outside the University, with the permission of the Vice Chancellor, the organisers shall seek further permission from the police in accordance with the Public Order Act.
- c) The notification shall state the purpose of the procession/demonstration and the name (s) of the organiser(s).
- d) No procession/demonstration shall be held between the hours of 6.00 p.m and 6.00 a.m.
- e) The procession/demonstration shall follow a route approved by

the Vice Chancellor or the Police (as may be the case) in accordance with the Public Order Act, and the demonstrators shall be advised to keep as close to the left side of the road as possible to facilitate free vehicular and pedestrian movement. It shall do nothing to obstruct traffic.

- f) During the procession/demonstration, nothing shall be done that might occasion violence or cause a breach of the peace.
- g) The organiser(s) shall be held responsible for any acts of violence and/or breach of University, Hostel or other regulations that may occur during the procession/demonstration. Notwithstanding sub-paragraph "f" any individual who commits an act of violence or breach of University/Hostel or Residence regulations during any procession/demonstration shall be held responsible for his/her action.
- h) The Vice Chancellor may prescribe any special condition, limitations or restrictions as may be considered appropriate in the circumstances.
- i) If in the Vice Chancellor's opinion, the procession/demonstration shall likely lead to a breach of the peace or cause serious interference with the work of the University, he/she may forbid the procession/demonstration or call in the law enforcement agencies.
- j) The fact that a procession/demonstration is not prohibited does not in any way imply that the University has either approved of it or is in sympathy with its objectives.
- k) The law enforcement agencies shall be alerted by the Vice Chancellor if he/she has a cause to believe that their presence will be required. Particularly if the situation gets out of hand or threatens to get out of hand and/or violence is resorted to.

ARTICLE 29: PENALTY FOR UNAUTHORISED PROCESSIONS/DEMONSTRATIONS

- a) Penalty for unauthorised procession/demonstration ranges from suspension for a minimum of two (2) weeks to expulsion.
- b) Should it appear that the student body generally is involved in an unlawful and violent demonstration/procession, the University may be closed down forthwith by the Vice Chancellor.

ARTICLE 30: PUBLICATIONS

- a) The Vice Chancellor shall be informed of the intent to produce any student publication within the University, and his/her approval shall be obtained for such publications.
- b) A copy of each issue shall be lodged with the Vice Chancellor and the Librarian on the day of publication.
- c) Each issue shall state the name of the Editor, the membership of the Editorial Board and the Publisher(s). The members of the Editorial Board shall be held jointly and severally responsible for the whole contents of each issue of the publication.

ARTICLE 31: USE OF UNIVERSITY TRANSPORT

All requests for the use of the University's transport must be submitted in writing to the Dean of Students through the SRC to the Registrar, at least seven (7) days before the date of the journey.

Each requisition must state the following:-

- a) The destination and purpose of the journey.
- b) The date and time when the transport will be required
- c) The number and, if need be, the names of students who wish to travel
- d) Extract or written permission from appropriate Dean of Faculty/Head of Department.

ARTICLE 32: UNIVERSITY MEDICAL SERVICES

- a) Students may visit the University's Medical Centre for clinical treatment and may be referred to Government Central Hospital only on the advice of the Medical Consultant or Nursing Officer. Attendance shall be only at appointed time except in an emergency.
- b) All new students shall undergo medical examination as approved or as directed in their letters of admission and shall present the results within the period stipulated to the Registrar's Office.

ARTICLE 33: COMMUNICATION WITH OUTSIDE ESTABLISHMENTS AND THE PRESS

- a) Students communicating with the press or outside establishments shall do so in their own private capacity only.
- b) No student shall communicate either directly or indirectly to the Press or to any outside person any official University information without authority from the Vice Chancellor.
- c) All written correspondence about the University or any of its officers meant for any higher or outside authority shall have to be routed through the Vice Chancellor and a copy released to him/her.

ARTICLE 34: PONDING

The University shall not tolerate "Ponding" or any form of humiliation of any individual and it shall be a punishable offence for any student or group of students to indulge in it. The University does not accept liability for any injuries from such an act and shall hold the student or group of students liable for any such offence.

The punishment for such an act shall range from suspension or rustication to expulsion depending upon the recommendation submitted by a Committee of Enquiry set up by the Vice Chancellor.

ARTICLE 35: STUDENT/STUDENT RELATIONSHIP

All students shall:

- i. Refrain from any form of harassment or discrimination against each other and shall not sexually harass other students.
- ii. Not exploit their relationships for personal gratification and neither shall they confer undue favours or apply pressure to influence other students to yield to personal desires.
- iii. Ensure that their relationships do not develop in ways that can undermine objectivity.
- iv. Not engage in aiding and abetting a student who has flouted the institution's regulations.
- v. Not engage in any verbal or physical assault against a student.

ARTICLE 36: AMENDMENTS

Any amendments and additions to these Students' Regulations may be made with the approval of Council on the recommendations of the Academic Board.

ARTICLE 37: UNIVERSITY COMMITTEES ON WHICH SRC IS REPRESENTED

- i. Governing Council of the University
- ii. Development Committee
- iii. Entity Tender Committee
- iv. Residence and Health Services
- v. Industrial Relations Committee
- vi. Welfare Committee
- vii. Library, Bookshop and Resource Committee
- viii. Chaplaincy Board
- ix. Any others as may be determined by the Academic Board from time to time.

ARTICLE 38: REGULATIONS OF UNIVERSITY EXAMINATION INSTRUCTIONS TO CANDIDATES

1. Copies of the examination timetables shall be posted on Student's Notice Boards and candidates are advised to consult these Notice Boards for details of their

examinations.

2. The actual Examination Hall/Room in which each paper will be taken shall be indicated on the timetable. In their own interest, candidates are strongly advised to find out where to report for each examination. Practical and oral examinations will normally be conducted in the departments concerned.
3. Should it become necessary for any changes to be made in the timetable, candidates will be informed accordingly.
 - a) Candidates shall report at the Hall/Room not earlier than 30 minutes before the time fixed for the beginning of the examination and shall occupy the places assigned to them as indicated by the index number on the examination table.
 - b) No candidate shall enter the examination room half an hour after the examination paper has been given out. In exceptional cases, the candidate should secure permission from the invigilator who will report the circumstances to the Chief Invigilator/Supervisor.
 - c) No candidate shall be allowed to leave the examination room till half an hour after the examination paper has been given out.
4. Candidates are to have in their possession their Identity and Examination Admission Cards, since these will be checked by the invigilators before candidates are allowed to take the examinations.
5. Candidates shall not take books, papers or written materials of any kind to the examination room unless

they are specifically requested to do so.

6. Candidates are to use their examination numbers throughout the examination. Under no circumstances shall candidates use their names.
7. Candidates may leave the examination room temporarily only with the express permission of the invigilator.
8. Any candidate leaving the examination room and intending to return shall be accompanied, while outside, by an attendant appointed for that purpose. Every necessary precaution shall be taken by the Invigilator including physical search of the candidate before he/she leaves the examination room and on his/her return. The maximum time the candidate can be away shall be indicated by the invigilator.
9. Smoking or drinking of water shall not be allowed in the examination room/hall.
10. No communication between candidates is permitted during the examination. A candidate may attract the attention of the invigilator by raising a hand.
11. Candidates shall not be allowed to take mobile phones or programmable device into the examination hall/room.
12. At the end of each examination, candidates should not take away any used or unused answer book or any materials supplied for the examination except when specifically asked to do so.
13. Candidates infringing on any of the preceding regulations may be dismissed from the examination and their papers cancelled.

References:

- Students Handbook of Koforidua Technical University
- University of Illinois, Chicago Students Record Policy