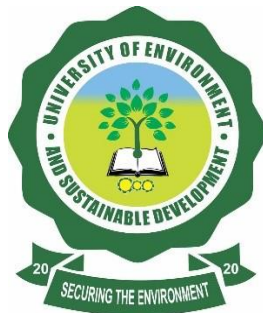




# UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

UNDERGRADUATE STUDENTS'  
**HANDBOOK** ON  
RULES AND REGULATIONS

# UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT (UESD)



# STUDENTS' HANDBOOK

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## **UNIVERSITY OFFICERS**

### **PRINCIPAL OFFICERS**

Chancellor	-	Vacant
University Council Chairman-		Professor Jonathan Narh Ayertey
Vice-Chancellor	-	Professor Eric Nyarko-Sampson

### **KEY OFFICERS**

Vice-Chancellor	-	Professor Eric Nyarko-Sampson
Acting Pro Vice-Chancellor	-	Prof. Edward Wiafe Debrah
Registrar	-	Mrs. Mary Abena Agyepong
Finance Director	-	Mr. Baffour Awuah Kwabi

### **AG. DEANS**

School of Natural and Environmental Sciences	-	Prof. Kofi Mensah Nyarko
School of Sustainable Development	-	Prof. Anthony Amoah
Dean of Students Affairs	-	Dr. Mrs. Daniella Delali Sedegah

### **DIRECTORS OF ADMINISTRATIVE DIRECTORATES / UNITS**

Finance	-	Mr. Baffour Awuah Kwabi
Physical Development and Estate Management	-	Dr. Isaac Abbam
Internal Audit	-	Dr. Emmanuel Opoku-Ware
Information Communication and Technology	-	Dr. Emmanuel Kitcher
Academic Planning and Quality Assurance	-	Dr. Richard Amfo-Out



## STAFF CATEGORY

The University has three (3) Categories of Staff:

**Senior Member (SM)** means a member of the Academic, Professional or Administrative staff, who, by appointment, becomes a member of Convocation.

**Senior Staff (SS)** means persons in the employment of the University of a rank not lower than that of an Administrative Assistant or its equivalent

**Junior Staff (JS)** means persons in the employment of the University of a rank below that of an Administrative Assistant or its equivalent

## **1. ESTABLISHMENT OF THE UNIVERSITY**

The University of Environment and Sustainable Development is established by an Act as a body corporate with perpetual succession known as the University of Environment and Sustainable Development (UESD). It is situated at Trom-Somanya in the Yilo Krobo Municipality in the Eastern Region of Ghana.

The University of Environment and Sustainable Development (UESD) was established in 2015 by an Act of Parliament, UESD Act 2015 (Act 898), on 27<sup>th</sup> December 2016, by then President, John Dramani Mahama who cut the sod for the commencement of the University. The construction began in 2018 by Messrs Contracta Costruroni, an Italian Construction company within a stipulated time of 24 months. The first phase of the University was inaugurated on 5<sup>th</sup> August 2020 by His Excellency, Nana Addo Dankwah Akuffo-Addo, the President of the Republic of Ghana, paving the way for the admission of the first batch of undergraduate students. The President also cut the sod for the commencement of the second phase of the project.

The first phase includes 13 lecture halls with a total seating capacity of 1,545, a video conference room, computer laboratory, offices for principal officers, offices for lecturers, a multi-purpose hall block for School of Natural and Environmental Sciences with seating

capacity of 252 and cafeteria with a seating capacity of 100.

Others are a laboratory building for the School of Agriculture and Agro Entrepreneurship Development, Administration Block, a 74-bed hostel, an infirmary and residences of Vice Chancellor, Pro-Vice Chancellor and Registrar.

The Aims of the University are to provide higher education, disseminate knowledge related to development in environment and agro-business education, undertake research and foster relationships with persons outside the institution in accordance with the following principles:

1. Higher education should be equally accessible to all persons suitably qualified and capable of benefitting from that education;
2. In determining the subjects to be taught, UESD shall be environment and agro-business related, consideration shall be given to courses of special relevance to harness the needs and aspirations of the country;
3. Use critical tools including Information and Communication Technology for teaching, research and administration;
4. Institute curricular and the use of pedagogy that are practical and relevant to the national needs and aspirations in the environment and agro-business sectors;
5. Use teaching methods which promote critical and independent thinking for the benefit of humanity;

6. Disseminate the result of research through the publication of books, papers and other suitable means;
7. Undertake research in courses which are within the mandate of the University but with special emphasis on:
  - a) Environment and agriculture value chain issues in Ghana and elsewhere in Africa; and
  - b) Subjects that are related to the social, cultural, economic, scientific or technological aspect of environment and agro-business;
8. Provide services through extension and consultancy in environment and agro-business related activities to foster relationships with other persons; and
9. Develop Distant Learning models for environment and agro-business related courses in higher education.

The University for the purpose of achieving its aims shall have:

- A. School of Natural Resources and Environmental Sciences;
- B. School of Sustainable Development;
- C. School of Agriculture and Agro Entrepreneurial Development; and
- D. School of Built Environment and
- E. School of Graduate Studies

## **2. GENERAL INFORMATION ABOUT THE UNIVERSITY**

### **Vision**

To be a Centre of excellence in knowledge gathering and dissemination in environment and sustainable development for public good.

### **Mission**

The mission of the University is to train and produce graduates who are equipped with relevant knowledge and skills to be well-positioned as agents and partners in the identification and resolution of prevailing Environmental and Sustainable Developments challenges.

### **Core Values**

The University of Environment and Sustainable Development (UESD) education aims to produce persons who have Hope in themselves, exudes Hope and who are poised to give Hope to the world, to their knowledge and work ethics.

H – Honesty

O – Opportunity

P – Perseverance

E – Enterprising

UESD believes in training Honest graduates who will be open and challenged to identify and take Opportunities afforded them as they Persevere in their chosen disciplines and through dedicated Enterprising abilities,

become the change agents of their society in particular and the world as a whole.

**Motto**

Securing the Environment

**Address**

Web Address: [www.uesd.edu.gh](http://www.uesd.edu.gh)

Postal Address: Private Mail Bag, Somanya, Eastern Region, Ghana.

Digital Address: EY – 0329 – 2478

Email:

[info@uesd.edu.gh](mailto:info@uesd.edu.gh)/[registrar@uesd.edu.gh](mailto:registrar@uesd.edu.gh)

**PRECINCTS**

The University lies about 86.5 kilometres North-East of Accra, the capital of Ghana, and about an hour and a half drive from Accra. The main University campus is located along the Trom-Somanya Road. The University is about:

- A. 9 minutes' drive to the Somanya township;
- B. 1 hour drive to Akosombo (40 kilometres); and
- C. 1 hour 18 minutes' drive to Koforidua (49 kilometres)

**3. SCHOOLS, INSTITUTES, RESEARCH AND OTHER UNITS**

The constituent units will comprise: Schools and Departments, Research, Institutes, Centres and other establishments, including services that affect student life.

Academic life of the University of Environment and Sustainable Development is centred around Schools and Research Facilities.

Schools

## **A. SCHOOL OF NATURAL AND ENVIRONMENTAL SCIENCES (SNES)**

### **Department of Biological, Physical and Mathematical**

- i. BSc. Biological and Mathematical Sciences
- ii. BSc. Chemistry and Biological Sciences
- iii. BSc. Physics and Biological Sciences

### **Department of Environmental and Public Health**

- i. BSc. Environmental and Public Health
- ii. BSc. Environmental and Sustainability Science

### **Department of Geography and Earth Science**

- i. BSc. Geography and Earth Science

### **Department of General Studies**

- i. BSc. Gender and Development

## **B. SCHOOL OF SUSTAINABLE DEVELOPMENT (SSD)**

### **Department of Sustainable Energy and Resources**

- ii. BSc. Energy and Resource Economics
- iii. BSc. Environmental Economics and Policy
- iv. BSc. Energy Sustainability
- v. BSc. Water, Sanitation and Hygiene

## **Department of Water Resource and Sustainable Development**

- i. BSc. Sustainable Development
- ii. BSc. Water Resources Development
- iii. BSc. Aquaculture Resources Management

## **C. School of Agriculture and Agro Entrepreneurial Development**

## **D. School of Built Environment**

## **E. Research and Innovation Unit**

## **F. Academic Planning & Quality Assurance**

## **4. HONOUR CODE**

The UESD should strive to develop a healthy culture for teaching and learning, resulting in professionals with a deep sense of commitment to their work. Whilst the University increases opportunity for tertiary education, it is crucial that, in addition to acquiring academic excellence, an environment for graduating students with integrity is created. It is recommended that the university puts in place a system that develops in the student and staff a high degree of trust, especially on academic and social matters in the life of the community. The Honour Code is proposed to provide this environment. Whilst regulations provide guidance for good order and quality assurance, it is without doubt that, a system that will inculcate academic integrity in the students and staff will be beneficial to the institution and the nation. No matter the programme pursued, it is important that all graduates show leadership with integrity, which should emanate from the University.



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

- i. that they 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 bases of grading;*
- ii. 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.*
- iii. The faculty, on its part, manifests its confidence in the honour of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honour Code.*
- iv. While the faculty has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal condition for honourable academic work (as well as a desire to provide quality service)*

Examples of conduct that have been regarded as being in violation of the Honour Code include:

- ❖ *Copying from another's examination paper or allowing another to copy from one's own paper;*
- ❖ *Un – permitted collaboration*
- ❖ *Plagiarism*
- ❖ *Revising and re-submitting a quiz or exams for re-grading without the instructor's knowledge and consent;*

- ❖ *Giving or receiving un-permitted aid on a take – home examination*
- ❖ *Representing as one’s own work the work of another (including internet resources);*
- ❖ *Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.*

In the recent years, most student disciplinary cases have involved Honour Code violations; of these, the most frequent arise when a student submits another’s work as his or her own or gives or receives un-permitted aid. The standard penalty for a first offence includes a one-quarter suspension from the University and 40 hours of community service. In addition, most faculty members issue a “ No Pass” or “No Credit” for the course in which the violation occurred. The standard penalty for multiples violations (e.g., cheating more than once in the same course) is a three – quarter suspension and 40 or more hours of community service.

## **5. REGULATIONS FOR JUNIOR MEMBERS**

- 5.1 The term “Junior Member” shall apply to a person, who is enrolled in the UESD for an approved course of study.
- 5.2 These regulations shall apply to all Junior Members and shall be updated from time to time by the Academic Board, in accordance with the Statutes of the University and promulgated by the Vice-Chancellor. Other University units, for example, Halls/Hostels, Departments, the Library, may issue their own rules governing the conduct of Junior

Members within their precincts, provided that such regulations are not inconsistent with the general regulations made by the Academic Board. Such regulations may be tabled before the Academic Board.

- 5.3 Ignorance of Regulations or of any Public Notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student on enrolment shall be given a copy of this handbook and other regulations.
- 5.4 The Registrar, Head of Hall/Hostel, the Dean of Students Affairs, Deans and Heads of Departments, units and sections shall receive copies of all regulations and these should be brought to the attention of Junior Members. Senior Members, who act as Advisors, must have copies of the approved regulations.
- 5.5 In all matters of the University's activities, Junior Members shall conduct themselves in a calm and orderly manner and shall pursue their studies with all diligence. They shall observe the Statutes and conform to all such regulations and orders as may be made for the good governance of the University.
- 5.6 The Regulations may include, in addition the following:

Formation of Societies and Clubs;

- i. Public Functions within the University;
- ii. Use of Vehicles;
- iii. Collection of Money;
- iv. The Office and the Functions of the Dean of Students Affairs;

- v. Disciplinary procedures;
- vi. Sanctions;
- vii. Appeals;
- viii. Other Regulations

5.7 The operation of these Regulations is without prejudice to the application of the general laws of Ghana, which apply to all persons in the University.

5.8 The officers of the University, who have a special responsibility, under the Vice- Chancellor, for the discipline of Junior Members, are the Dean of Students Affairs, Heads of Halls, Senior Lecturers, Senior Assistant Registrar (Academic) and Lecturers. It shall be an offence to disobey these officers in the discharge of their University duties.

### **Admission and Residence**

- 5.9 Except for those Junior Members who hold an award granted by the Government, or by an institution recognized by the University, all students are to ensure that they have paid the approved academic fees on or before registration
- 5.10 A Junior Member, whose accounts are in arrears and unpaid at the beginning of an academic year or semester, shall not normally be allowed to come into residence or attend lectures until his/her outstanding accounts have been settled. Such a student must make adequate arrangements for payments acceptable to the University's Directorate of Finance. Where such an arrangement is not possible, the Student should be advised to defer the programme.

- 5.11 Dates of Semesters are announced on University Notice Boards and Website. Junior Members, admitted into residence, are required to come into residence following registration and to remain continuously in residence until the last day of semester, unless permission is granted for temporary absence.
- 5.12 In cases of absence involving non-attendance at Lectures, Tutorials or Practicals, Field Work and Attachment Sessions/Programmes or Examinations, a written permission of the Department concerned must be obtained, in addition to that of the University Hall authorities, for students living in University accommodation. For the purposes of this regulation, 'residence' may refer to a Hall of Residence or University-approved Hostel.
- 5.13 Admission of Junior Members to the University shall be subject to their passing a Medical Examination, conducted by the University's medical staff or assignees.
- 5.14 Membership of the Students' Representative Council is compulsory for all Junior Members.

### **Names of Junior Members**

- 5.15 For the purpose of the University, Junior Members shall be known only by the names which they have signed in the Application Form/Register of Matriculation and are known by those names only in the sequence in which they were signed (that is, first name, middle name[s] and surname).
- 5.16 As an institutional policy, the University does not normally accept requests to change or amend names or other records of students.

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

5.17 Junior Members are required to attend lectures, tutorials and practicals, fieldwork and attachment sessions specified for their programme of study, and all such examinations as the University or the Departments may require from time to time, and to perform all written and practical work prescribed for them.

5.18 Junior Members, who absent themselves from lectures, tutorials and practicals, fieldwork classes/attachment sessions, for a cumulative total of twenty-five percent (25%) in any one semester without permission will be deemed not to have satisfied the attendance requirements for the semester. Such Junior Member shall be asked to withdraw from the University.

### **Use of Academic Gown**

5.19 All Junior Members are required to wear the academic gown appropriate to their status on the following ceremonial occasions:

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

### **5.20 STUDENT WITH DISABILITY**

The University of Environment and Sustainable Development is committed to a policy of equal opportunity in education and to ensure that students who are physically challenged, have a complete and equitable access to all facets of University life.

University has taken steps to ensure that no student with any form of physical disability is disadvantaged in the pursuit of academic laurels.

The University has provided numerous easily accessible and user-friendly accommodations, services, and resources for students with physical disabilities and temporary injuries or illness as required by Disability ACT 2006 (Act 715)

The University ensures that students with disabilities have equal access to quality educational experiences both in the lecture halls and practical settings.

#### **5.21 STUDENT RESPONSIBILITIES IN REGARDS TO DISABILITIES**

- i. It is the student's responsibility to provide written documentation of the diagnosis of the disability.
- ii. Students are strongly encouraged to disclose the disability to each lecturer and make their accommodation needs known to the Registrar during the first week of reporting.
- iii. Students are reminded that University of Environment and Sustainable Development is under no obligation to provide accommodation for students with disabilities who do not make this need for special accommodation known to the University.

#### **6.0. REGULATIONS FOR BACHELOR'S DEGREE**

The University of Environment and Sustainable Development is a co-educational secular institution of higher learning, offering a wide range of academic programmes to which it admits applicants who are suitably

qualified and capable of benefiting from those programmes. The University's academic programmes cover Bachelor's degree. The University admits applicants from all races and nationalities irrespective of their religious, cultural, social or ethnic persuasions. There is no age limit for admission to any of the approved programmes of study in the University of Environment and Sustainable Development. All enquiries about admissions should be addressed to:

The Academic Affairs, University of Environment and Sustainable Development, Registrar's Offices Private Mail Bag, Somanya, Eastern Region, Ghana.

Email: [info@uesd.edu.gh/registrar@uesd.edu.gh](mailto:info@uesd.edu.gh/registrar@uesd.edu.gh)



## **6.1. ADMISSION REQUIREMENTS FOR PROGRAMMES**

### **6.1.1. B.SC. ENVIRONMENTAL AND SUSTAINABILITY SCIENCE**

The general admissions requirements are as follows

i. SSSCE

Credit passes in three (3) core subjects -English, Core Mathematics and Integrated Science or Social Studies and any three elective subjects with aggregate score of 24 or better.

ii. WASSCE Applicants

Credit passes in core subjects English Mathematics and Integrated Science or Social Studies and any three elective subjects with an aggregate score of 36 or better.

iii. A LEVEL Certificate Applicants

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Besides, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects (or its equivalent) including English Language, Mathematics. A pass in General Paper must also be obtained.

iv. HND/Diploma Applicants

HND holders with relevant background may be admitted in Third Year of the programme after passing an interview, while HND First Class and Second Class (Upper and Lower Division) may be considered for admission without an interview. Two year Diploma holders may be admitted into second year while three years Diploma with distinction may be admitted into third year of the programme without interview.

v. Mature Applicants

Mature Applicants must have attained the age of 25 years or above and relevant working experience, and must also pass a written examination and interview conducted by the School.

### **Foreign Students**

Foreign students may be admitted on the basis of qualification from their home country for which the (Ghana Tertiary Education Commission) shall determine equivalence. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries.

## **6.2. Admissions Board**

- 6.2.1. The Admissions Board will decide on which candidates are offered admission to respective programmes, after considering all candidates who satisfy the conditions for admission. In the case of students entering the University on the basis of the possession of a Diploma, the subject in which the Diploma is held shall be approved as one of the subjects to be studied
- 6.2.2. Candidates, who do not satisfy the conditions for admission as in paragraph 6.1 are not eligible for admission and may not be considered by the Admissions Board.
- 6.2.3. The University reserves the right to ask a candidate, who accepts an offer of admission while not satisfying the admission requirements as in paragraph 6.1, to withdraw from the University, notwithstanding progress in the course.

## **6.3. 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. A student may not graduate if he or she is found not to have followed the programme to which he or she has been admitted.

#### **6.4. Academic Session**

The Academic Session shall normally comprise two semesters, as follows:

- ❖ First Semester: normally from August to December; and
- ❖ Second Semester: normally from January to May;

For some industrial/practical attachment programmes, the period June-July may be used for field Practicals.

#### **6.5. Structure of Semester**

The University of Environment and Sustainable Development will operate a semester system but will give due recognition to programmes that require extended periods for “professional” or Attachment training. The various Schools and Departments shall make specific recommendations on the duration of programmes. In general, a semester shall be of 18 weeks duration and shall be structured as follows: 14 weeks of Teaching; 1 week of Revision, and 3 weeks of Examinations.

#### **6.6. Academic Advisor**

Students shall be assigned Academic Advisor(s) in every Department, who shall provide counselling on course offerings and advise on progress of studies. A student – mentoring system may be set up by Departments for students in Levels 300 and 400 to mentor those in Levels 100 and 200.

#### **6.7. Registration and Orientation**

For a student to obtain credit in any course, he or she must be admitted into the Department and must be properly

registered for the course during the official registration period at the beginning of each semester. The student shall plan his or her courses in consultation with his or her Academic Advisor(s). Choice of free elective must be consistent with the pre-requisites and teaching and examination timetables. Orientation is compulsory for all freshmen.

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

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

#### **6.7.3. Matriculation**

A matriculation ceremony is held in the first semester for the purpose of formally admitting Junior Members into the University. Attendance at the ceremony is compulsory and no new student is allowed to remain in the University or take any Examination unless he or she has been duly matriculated.

Each student will be required to sign the matriculation oath after the matriculation ceremony (see Appendix 1).

#### **6.7.4. Identity Cards**

Every student should possess a University of Environment and Sustainable Development (UESD) Student's Identification Card and must endeavour to carry it on them always. Any student who misplaces his or her ID

card must report it immediately to the Senior Assistant Registrar (Academic Affairs).

#### **6.7.5. Duties of a Student**

The duties of students are as follows:

- i. Promote the prestige and good name of University of Environment and Sustainable Development (UESD) and respect the symbols of the institution.
- ii. Uphold and defend the Mission, Vision, Core Values, Statutes, and other University Regulations.
- iii. Foster unity and live in harmony with others.
- iv. Respect the rights, freedoms, and legitimate interest of other persons in the University community, and generally to refrain from doing acts detrimental to the welfare of others.
- v. Work conscientiously in their chosen programmes of study.
- vi. Protect and preserve University properties, and report and prevent misuse and waste of University properties and resources.
- vii. Contribute to the well-being of the University community.
- viii. Defend Ghana and render National Service after graduation where necessary.
- ix. Co-operate with lawful agencies in the maintenance of law and order, and
- x. Protect and safeguard the environment.

## **6.8. Duration of Study Programmes**

The minimum period for completion of bachelor's programmes shall be 8 semesters, 6 semesters and 4 semesters depending on the entry level (100, 200 and 300) respectively and the maximum shall be 12 semesters, 10 semesters and 8 semesters (i.e. two years after the stipulated period of study). The university may adjust this duration to satisfy new programmes, as approved by the Academic Board.

The minimum period for completion of bachelor's programmes for part-time students shall be 10 semesters, 8 semesters and 6 semesters depending on the entry level (100, 200 and 300) respectively. These minimum and maximum periods are calculated from the first day of registration.

## **6.9. Interruption of Study Programme**

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

6.9.2. A student, who wishes to interrupt his or her study programme, shall still apply, at least four weeks before commencement of the semester to his or her Dean of School/ Faculty through the Director of Academic Affairs, stating the reasons why he or she wants to interrupt his or her study programme. Permission must be duly granted before he or 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 or she leaves the University. The Dean, in giving approval, may consult with the Department, Counselling and Student Advisory Centre, where necessary.

- 6.9.3. On the express permission of the Vice Chancellor, a student may be permitted to interrupt his or her studies by two additional semesters, but not exceeding four (4) semesters, overall.
- 6.9.4. A student, who interrupts his or her study for more than four continuous semesters, shall be deemed to have lost any accumulated credit. Consequently, his or her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the university.
- 6.9.5. Where the grounds for interruption of studies is medical, any Government hospital/ Specialist shall be required to advise, the Registrar, on the propriety and length of period of interruption. The Registrar shall cause the Director of University Health Services to investigate any medical report reaching his/her office from any health delivery facility outside the University Health System, and advice accordingly.
- 6.9.6. Any student, who does not go through the approved procedures before interrupting his or her studies, shall be deemed to have abandoned his or her studentship. Subsequently, the Registrar shall cause the name of such student to be removed from the student roll.



### **6.10. Inability to Complete Study Programme within Maximum Period**

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

### **6.11. 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),
- ❖ Six hours of Fieldwork per week for a semester, or
- ❖ A combination of these for a semester.

For fieldwork or Practical Attachment studies, the relevant Schools will determine credit earned for these activities.

### **6.12. Coding and Numbering of Courses**

The recommended course code for the University General Required Course is 'UGRC'. All degree courses shall have a letter and number codes beginning with four letters, signifying a department or Subject, followed by a three-digit numbers 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;

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

Faculties and 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.

### **6.13. Minimum and Maximum Workload per Semester for Full – Time Study**

A full-time student shall be required to carry a minimum workload of 15 credit per semester and maximum of 18. However, students may be given permission by the Dean to take up to 21 credits.

### **6.14. Part – Time Study**

6.14.1. A student may, on application to the appropriate School Board, be allowed to study for the bachelor's degree on part-time basis provided the

university advertised its and admission has been awarded to that effect.

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

6.14.3. A part-time student shall be required to carry a workload below the minimum prescribe for full – time students and shall also be required to complete the degree programme within the period specified under section 6.8.

### **6.15. Student Programme for Bachelor's degree**

6.15.1. 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 Bachelor's shall comprise;

- ❖ General University Requirements;
- ❖ Faculty Requirements (Where applicable);
- ❖ Core Course, i.e., Major Department Requirements; Prescribed Electives (to be defined by Department);
- ❖ Free Elective, i.e., of student's own choosing.

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

#### **6.15.2. Student Progression**

The student progression to the next higher level should be **1.0** which is the minimum Cumulative Grade Point requirement for graduation.

### 6.15.3. Coding and numbering of courses

The recommended course code for the University General Required Courses is 'UGRC' which should replace the letter codes 'UESD' provided in a draft programme curriculum given to Departments.

### 6.16. Grading System

The University will adapt a fair and transparent grading system for all its courses. Numerical grades, awarded by Examiners, will conform to the following interpretations and grade points:

**Table 6.1. Grade Interpretation and Grade Points**

Grade	Numerical Marks %	Interpretation	Grade Point
A	80-100	Excellent	4.0
B+	75-79	Very Good	3.5
B	70-74	Good	3.0
C+	65-69	Fairly Good	2.5
C	60-64	Average	2.0
D+	55-59	Below Average	1.5
D	50-54	Pass	1.0
E	45-49	Referral	0.5
F	0-44	Fail	0
X	-	Absent	0
Z	-	Disqualified	0
IC	-	Incomplete	0
Y	-	Continuing	0

### 6.17. Grade Point (GP)

Grade Points are awarded to each grade earned by students. 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.

### 6.18. Cumulative Grade Point (CGP)

Cumulative Grade Points is calculated by adding all the GP earned by students.

#### 6.18.1. Cumulative Grade Points (CGP) Average (CGPA):

The Cumulative Grade Point Average is calculated by dividing the total number of Grade Points obtained, up to any specified time, by the 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:

**Table 6.2. Example of Grade Point Calculation**

Semester	Courses	Credits Assigned to Course (A)	Student Grade	Equivalent Grade Point Obtained by Student (B)	Grade Point Earned (A) x (B)
1	Course 1	3	85	4.0	12
	Course 2	2	60	2.0	4
	Course 3	3	72	3.0	9
	Course 4	2	50	1.0	2
2	Course 1	3	92	4.0	12
	Course 2	3	78	3.5	10.5
	Course 3	2	81	4.0	8

### **6.19. Final Grade Point Average (FGPA)**

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

### **6.20. Student in Good Standing:**

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is, at least, 1.0.

### **6.21. Definition of Grades**

- a. Pass Grades: Grades A to C constitute Pass grades.
- b. Failure Grades: Grades D, 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 Course:
  - i. A grade IC (for incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Academic Board as satisfactory. Such a student shall be expected to complete the course the next time the course is available.
  - ii. A grade X shall be awarded to a student who is unable to complete a course for reason adjudged by the Academic Board as unsatisfactory.
- e. Disqualification:
  - i. A grade Z is Disqualification and may be awarded only by the Academic Board. 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 Examination for a stated period, or may be expelled from the University altogether.

## **6.22. Eligibility for Examinations**

- 6.22.1. A student shall attend all such lectures, tutorials, seminars and Practicals and undertake all other assignments approved by the University.
- 6.22.2. Further to (6.22.1), a student shall be expected to attend lectures, tutorials, practicals and other activities prescribed for the courses for which he or she has registered, and to execute all assignment given.
- 6.22.3. In any case, a student, who is absent for a Cumulative Period of 25% from all lectures, tutorials, practicals and other activities prescribe 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.
- 6.22.4. Each Department shall, with the approval of the Academic Board, determine the requirement of any course they offer. A student, who does not fulfil the requirement of any course, shall not be allowed to take the examination for that course.

## **6.23. Registration**

- 6.23.1. Registration for 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 in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.

- 6.23.2. Endorsement as in (6.23.1) shall be withheld, if a candidate is not deemed to have followed, satisfactorily, the approved course of study. In the event of the withholding of an endorsement, the Head of Department shall request the appropriate Faculty Board to confirm the action taken.
- 6.23.3. 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 shall seek the approval of the Head of Department BEFORE entering information online.
- 6.23.4. 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 considered as the 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 failed to take the end-of-semester examinations for that course, shall be deemed to have absented themselves from examination of that



particular course, for which grade X shall be awarded.

#### **6.23.5. Online Registration**

Students are to register through online portal during scheduled registration days. Registration forms and the schedule of class are available through online. Late registration will be allowed through the first week of classes and would require a late registration fee.

#### **6.24. Semester Examinations**

- 6.24.1. 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 grade will be awarded at the end of the second semester.
- 6.24.2. Except for continuously – assessed course, a final (end-of-semester) examination shall normally be required as part of every course. An examination schedule, showing the time and place of examination for each course, shall be published each semester.
- 6.24.3. The marks obtained in the end-of-semester examination shall normally contribute 70% of the grade of the course, while interim assessments contribute the remaining 30%, except for practicals or other courses which are assessed entirely by continuous assessment.

6.24.4. Examiners should set questions that are reflection of 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: 2 to 3 hours

## **6.25. Passing, Probation and Withdrawal**

6.25.1. **Level 100:** A Level 100 candidate shall be deemed to have satisfied the requirement for the progression to Level 200, if he or she has obtained a CGPA of 1.00 or better in all Level 100 examinations.

6.25.2. There shall be no probation at Level 100 and a candidate, who does not qualify to progress to Level 200 on the basis of 6.25.1, shall be asked by the Registrar to withdraw from the University.

6.25.3. **Level 200: Pass:** A student is deemed to have passed, if he or she has a CGPA of 1.0 or better and has passed a minimum of 24 credit of the required course at the end of the Level 200.

6.25.4. **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 or she has:

- i. A CGPA of 1.50 or better and has passed between 18 and 23 credits at Level 200, or
- ii. A CGPA of less than 1.50 and has passed 24 credits or more.

- 6.25.5. A student, who is put on probation, shall forfeit his or her residential status. Such a student shall be made to re-sit his or her failed courses as a non-residential student.
- 6.25.6. **Level 300: Pass.** A student is deemed to have passed, if he or she has a CGPA of 1.50 or better and has passed a minimum of 60 credits of required courses at the end of the Level 300.
- 6.25.7. **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 as in 6.25.6, shall be put on probation if he or she has:
- i. a CGPA of 1.50 or better and has passed between 48 and 59 credits at the end Level 300, or
  - ii. a CGPA of less than 1.50 and has passed 60 credits or more.
- 6.25.8. A student, who is put on probation, shall forfeit his or her residential status. Such a student shall be made to re-sit his or her failed courses as a non – residential student.

## **6.26. Withdrawal**

- 6.26.1. A student, who does not pass, as prescribed for Levels 200 and 300 above and also does not meet the requirements for probation as in Levels 200 and 300, shall be asked by the Registrar to withdraw from the university, or

- 6.26.2. A student who, after a year's probation, does not pass, as prescribed for Levels 200 and 300 above, shall be asked by the Registrar to withdraw from the University.

## **6.27. Deferment of Examination**

- 6.27.1. ***On Ground of Ill Health:*** A student, who has satisfied all the requirements, as prescribe in 7.22, but is unable to take the main (end-of-semester) examination on the grounds of ill health, shall, on the 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 take it at the next offering. Subsequent applications for deferment on grounds of ill-health shall be subject to Medical Certificate, issued by a properly constituted Medical Board.

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

- 6.27.3. ***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 or she wishes to defer the examinations

## **6.28. Declaration of Results**

- 6.28.1. 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.

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

### **6.29. Eligibility of 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 follow conditions:

#### **6.29.1. 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 Examinations

#### **6.29.2. School Requirements:**

Satisfactory discharge of such requirements as may be prescribed for the degree. Candidates, who are graduating Major and Minor, as well as candidates graduating Combined Major from two Schools/Faculties, must satisfy the requirements prescribed by both Schools/Faculties.

### **6.30. Requirements for Bachelor Graduation**

6.30.1. A student shall be deemed to have satisfied the requirement for graduation, if:

- ❖ He or she satisfies all General University and School requirements;
- ❖ He or 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 the award of degrees in their disciplines. These will be approved by the Academic Board.

### **6.31. Classification of Degree**

- 6.31.1. 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.
- 6.31.2. The GPA's at Levels 100,200,300 and 400 shall be weighted in the proportions 1:2:2:2. Schools/Departments, offering professional courses, may propose a ratio or system that satisfies the generally-agreed professional requirements.
- 6.31.3. The FGPA for FIRST CLASS shall be 3.60 – 4.00
- 6.31.4. In the determination of the FGPA, a weighted average of all repeat 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 that particular course.

6.31.5. 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 2.50-2.99
Third Class	– FGPA of 2.00 – 2.49
Pass	– FGPA of 1.00-1.99
Fail	– FGPA of below 1.00

### **6.32. 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 satisfied that the candidate has satisfied all the conditions for the award of a degree.

### **6.33. Presentation of Award**

Following confirmation of an award of a degree as in section 6.29-6.32, the candidate shall be entitled to be awarded a certificate of the appropriate Bachelor's Degree under the seal of the University at a Congregation assembled for that purpose or, failing that, to be sent the certificate by registered post. The certificate shall indicate the Principal Subjects offered and the class of degree awarded.

### **6.34. Cancellation of Award**

6.34.1. Notwithstanding previous confirmation of an award of a degree as in Section 6.32, and presentation of certificate as in section 6.32, 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 a 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 published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

### **6.35. Dating of Bachelor's Degree**

The Bachelor's Degree of the UESD shall be dated with reference to the last day of the semester during which the final examination is taken.

### **6.36. Transcript of Academic Record**

6.36.1. 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 or her academic record. This transcript shall be marked "Student Copy" and shall record all courses attempted and all result obtained.



- 6.36.2. In writing the Bachelor's Degree certificate or a Student's transcript, it shall be clearly indicated which subjects constitute the candidate's Major, Minor or Combined Major disciplines, where appropriate.

### **6.37. 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 or she shall become eligible for graduation. This student must satisfy all prerequisites for the courses.

### **6.38. Repeat Examination**

- 6.38.1. A student may decide to re-register for a failed course on a future occasion. If he or she repeats the course and passes its examination, he or she shall be awarded the full grade earned on that 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.
- 6.38.2. However, in determining the FGPA, a weighted average of all repeat courses shall be used; for instance, a 3-credit course with a "D" at first attempt and "A" at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.

## **7.0. EXAMINATIONS**

### **Instruction to Candidates**

Candidates' responsibilities and conducts during examinations (This applies to both Candidates sitting exams on-campus or online)

- 7.1. It is the responsibility of Candidates 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 guidelines cannot be used as an excuse against sanctions.
- 7.2. 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
- 7.3. It shall be the duty of the Candidates to consult the daily timetable to ascertain the dates and times of the examination(s) for which he/she is registered and make himself or herself available at the appointed place, and at least thirty minutes before the commencement of the examination.
- 7.4. Candidate must have followed the approved course over the required period, and must have registered for the examination.
- 7.5. Entry to the examination shall be by registration, which shall be duly endorsed by the Head(s) of Department(s) or Deans or their representatives and submitted to the Director of Academic Affairs, not later than six weeks after the commencement of the semester.
- 7.6. A list of Candidates, eligible for examination for courses, will be published by the respective Departments or

Schools through the Registrar, at least, four weeks before the commencement of examinations.

- 7.7. A Candidate shall be refused admission to a University Examination, if he or she reports to the Examination Hall more than half an hour after the commencement of the Examination.
- 7.8. A Candidate shall not be admitted to a University Examination, if:
  - 7.8.1. He or she has not been registered for it as in 7.7;
  - 7.8.2. The course has merely been audited;
  - 7.8.3. He or she owes fees to the university or hall of residence;
  - 7.8.4. He or she is absent for a cumulative period of 25% from all lectures.
  - 7.8.5. He or she is under suspension or has been dismissed from the university;
- 7.9. It shall be the Candidate's responsibility to provide for himself or herself a pen, pencil, calculator, the usual geometrical instruments and an eraser, as needed. Unless specified by the Examiner, programmable calculators or any other electronic device are strictly prohibited.
- 7.10. A Candidate shall not bring to the Examination Centre or to the washroom of the Examination Centre or in the immediate vicinity of the Examination Centre, any unauthorized material such as book, paper or written information or cellular/mobile phones etc. Any such material shall not be deposited at the entrance to the Examination Hall or the washroom or in the immediate vicinity of the Examination Centre.

- 7.11. For the avoidance of doubt, the immediate vicinity is the distance of 200 metres radius to the Examination Centre.
- 7.12. No Candidate shall enter the Examination Hall until he/she is invited or called and/or requested to enter the Examination Hall.
- 7.13. Any Candidate, who is seen with lecture notes or book or cellular/mobile phones or any unauthorized material 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 Z.
- 7.14. A Candidate shall uphold the highest standard of civility and courtesy at the Examination Centre. A Candidate, who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts (such as physical and verbal abuse, etc) himself or herself in any manner to an Examination Official at the Examination Centre, commits an offence. Such a Candidate shall be banned from the Examination and awarded a grade Z.
- 7.15. A Candidate, who is caught or suspected of hiding an unauthorized material on his or her person, may be asked by the Invigilator to submit to a physical or body search. Refusal to submit to a body search or concealment of the material is tantamount to misconduct. It is also an offence to destroy evidence of unauthorized material.
- 7.16. A Candidate shall for the purpose of identification by the Chief Invigilator, Invigilator or any Examination Official, carry on him/her a valid student identity card, which shall be placed on the table, to enable the Chief Invigilator, Invigilator or any Examination Official 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.
- 7.17. A Candidate, who tries to conceal his or her identity by willfully writing the wrong index number on the answer booklet and question paper, as against the one signed on the Attendance Sheet, commits an offence of impersonation.
  - 7.18. All Examinations shall be written in permanent ink, preferably blue or black except for diagrams, charts, illustrations and tables where applicable can be drawn in pencil. Failure to observe this rule will result in your script not being marked.
  - 7.19. Candidates shall not begin to write until permission is given by the Chief Invigilator, Invigilator or any Examination Official at the appointed time. There shall be no writing whatsoever prior to such permission except for filling in the data required on the cover of the answer book by the Candidate.
  - 7.20. Candidates shall write their identification numbers and not their names, distinctly at the top of the cover page and every page of the answer booklet or supplementary answer sheet (s).
  - 7.21. Under a justifying circumstance that affects the Candidate's physical and mental well-being during an examination, the Candidate may be granted permission to sit a supplementary examination. Where the Candidate chooses to continue the Examination, he/she must take full responsibility for the result.
  - 7.22. All rough work must be done in the answer booklet provided or a paper provided for that purpose. With the exception of the Candidate's registered number, no work

or writings should be done on the question paper unless authorized by the examiner.

- 7.23. Any writing, drawings or other work found with a Candidate during an examination other than in his/her answer booklet or supplementary answer sheet provided by the Examinations and E-Learning Unit shall be regarded as an examination malpractice.
- 7.24. A Candidate shall not interfere with the stapling in the answer booklet, tear, soil or otherwise deface or mutilate the answer booklet or any item provided for his/her use in the Examination Hall. Any complaints about the answer booklet should be brought to the attention of the Invigilator.
- 7.25. Candidates may leave the Examination Hall temporarily and only with the express permission of the Chief Invigilator, Invigilator or any Examination Official. In such cases, the latter will be required to satisfy himself or herself that the Candidate does not carry on his or her person any unauthorized material. A Candidate, who is allowed to leave the Examination Hall temporarily, will be accompanied by an Attendant, designated by the Invigilator.
- 7.26. No communication among Candidates is permitted in the Examination Hall. In this respect, a Candidate shall:
  - i. Not pass or attempt to pass any information or instrument from one to another during an examination;
  - ii. Not copy or attempt to copy from another candidate or engage in any similar activity;
  - iii. Not disturb or distract the attention of any other candidate during an examination;
  - iv. Attract the attention of the Invigilator by raising their hands

- 7.27. Eating, smoking or drinking of alcoholic and non-alcoholic beverages is not allowed in the Examination Hall except water.
- 7.28. A Candidate, who finishes an examination ahead of time, may leave the Examination Hall with the permission of the Chief Invigilator, Invigilator or any Examination Official, but not earlier than thirty minutes from the commencement of the Examination, after surrendering his or her answer booklet. **The Candidate shall not be allowed re-entry into the Examination Hall after he or she leaves.**
- 7.29. A Candidate who finishes an examination 30 minutes to the end of the examination shall not be allowed to leave the Examination Hall. He or she shall remain seated till the end of the paper.
- 7.30. At the end of each examination, Candidates should ensure that they do not take away any answer booklets, whether used or unused, from the Examination Hall.
- 7.31. 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. misreading the time-table;
  - b. forgetting the date or time of examination;
  - c. inability to locate the examination hall;
  - d. inability to wake up from sleep in time for the examination;
  - e. inability to find transport

- 7.32. However, health related issues should be certified by a Medical Officer and handed over to the office of the Dean of Students for necessary action to be taken.
- 7.33. A Candidate shall not plagiarize by presenting another person's work as though it were his or her work or use published work without proper citation or referencing.
- 7.34. A breach of any of the foregoing regulations made for the conduct of a 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. award of grade X
- 7.35. 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. dismissal or expulsion from the University.
- 7.36. Provisional results of University Examination 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 Head of Department to enquire about his or her results.
- 7.37. A Candidate who has identified genuine mistakes on the part of the Examiner in awarding absent (X) or incomplete (IC) or failure (F) or grades suspected to be incorrect may fill a complaint form to the Department in order to draw the Examiner's attention for redress.



- 7.38. A Candidate, who is not satisfied with the results of a University Examination affecting him or her may request for a review by the submission of an application to the Registrar and copied to the Head of Department concerned. The review fee shall be determined at not less than three times the normal Examination Fee or as may be determined by the Registrar and approved by Academic Board.
- 7.39. An application for a review of examination results shall be submitted to the Registrar, not later than 21 days after the release of the said results, as approved by the Academic Board and should state the grounds for review. No action shall be taken on application which is submitted outside the time stipulated.
- 7.40. Application for review shall be entered by the affected Candidate himself or herself. Any request done on behalf of the person shall not be entertained.
- 7.41. Review shall not proceed unless the review fee is fully paid.
- 7.42. No application whatsoever for review of a course or grade awarded shall be entertained later than two (2) years of completion of the programme.
- 7.43. The Academic Board may authorize the Registrar to amend the results as released, where it is established that the complainant's request is genuine.
- 7.44. If it emerges that a complaint for review is frivolous or ill-motivated or the veracity cannot be ascertained or substantiated, the Academic Board may prescribe further sanctions which may include barring a complainant from taking University Examination for a stated period or an indefinite period.

## **Examination Malpractices or Offence**

- 7.45. Examination offences shall be understood to include the following:
- a. An attempt on the part of a candidate to gain an unfair advantage, and
  - b. Any breach of the Examination Regulations and Instructions to candidates, including:
    - i. Refusal on the part of a Candidate to occupy an assigned place in an Examination Hall;
    - ii. Any form of communication with another Candidate;
    - iii. Possession of a book, paper, any type of electronic device or written information of any kind, except as may be required by rules of a particular examination;
    - iv. Unnecessary noise making such as shouting, singing, drumming and whistling;
    - v. Smoking, intoxication and substance abuse;
    - vi. Leaving an Examination Hall without permission of the Invigilator;
    - vii. Refusal to follow instructions.
- 7.46. The Chief Invigilator or an Examiner shall report to the Registrar by the end of the Examination period 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 Hall, the Dean shall cause an enquiry to be made into any reports that reach his or her office and submit his or her findings to the Registrar.
- 7.47. The Inter-School Committee on Examination Malpractice shall submit the report to the ProVice Chancellor who shall forward to the Academic Board for sanctions. A

grade Z shall be given 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 him or herself in an examination. Such a Candidate may be debarred from taking a University Examination for a stated period or indefinite or expelled from the University.

- 7.48. The Academic Board shall review all reports received in connection with an examination malpractice or offence. On the basis of its review, the Academic Board may impose a sanction involving loss of marks in a particular paper. A grade Z shall be given 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 misconduct himself/herself in an examination. Such a candidate may be debarred from taking Examination for a stated period or indefinitely or expelled from the University.
- 7.49. In all instances of examination malpractices or offences, a formal report from The Inter-School Committee on Examination Malpractice shall be made to the Academic Board. The Academic Board shall review all such reported cases and may vary the sanctions.

## **8.0. STUDENT FACILITIES AND SERVICES**

### **8.1.1. Hall of Residence/Hostels**

The University believes in community living as an essential part of student life. It is therefore primarily residential, providing accommodation in Hall of Residence for undergraduate students. There is a 74-bed hall of residence for students.

## University Hall/Private Hostels

University Hall is a 74-bed hostel, which was the first to be built on the permanent site of the University of Environment and Sustainable Development (UESD) at Trom-Somanya; it is disability friendly and therefore, the Premier Hall of the University. It is a state of art facility with an infirmary, washing machines, modern kitchen, and storerooms. However, the washing machine can be accessed at a moderate fee. Senior Members of the University may be assigned as Fellows of the Hall by the Vice Chancellor and they usually keep their Fellowship for as long as they remain with the University. Persons of academic distinction outside the University may be elected as Honorary Fellows at a General Meeting of Fellows. The rest of the membership of the Hall is made up of persons in *statupupillari*. The governing body of the Hall is the Hall Council, members of which are Fellows of the Hall. The principal Hall Officers are: The Master, the Vice-Master, the President of the Senior Common Room, the Senior Tutor, and the Hall Bursar. The Hall is a mixed Hall of Residence.

### Visitors

Students are to note that it is the responsibility of Porters to control the flow of human traffic in and out of the Halls/Hostels.

- i. Students are permitted to receive external guests in their halls only at the following times:
  - a. Mondays to Fridays  
10:00a.m - 10:00p.m
  - b. Saturdays, Sundays and Public Holidays  
10:00a.m - 11:30p.m

- ii. All external visitors to the hall shall register with the Porter on duty and sign off when leaving.
- iii. Hawkers and errand-boys shall not be allowed beyond the Porters' Lodge.
- iv. Students shall not be allowed to live in the hall with their families, guests or visitors.
- iv. Students who harbour unregistered persons will be given a written warning, in the first instance only. Repeat offenders will be ejected from the hall.
- v. Visitors should not be entertained in the rooms.

#### 8.1.2. Other Hostels:

There are also several private hostels located in Trom-Somanya and its suburb. A list of these can be obtained from the Office of the Dean of Students.

## 9.0. STUDENTS' SERVICES AND ASSOCIATIONS

### 9.1. Formation of Societies and Clubs

**Clubs and Societies:** Student Societies and clubs in the university shall be formed at the request of at least ten interested students. In addition, there must be a Senior Member who will be the Senior Treasurer.

- i. The request should be submitted for approval by the Residence Board through the Students' Representative Council and the constitution/bye-laws of the proposed Society or Club.
- ii. The proposed Society or Club shall be formally promulgated in the University Journal after the Residence Board has given its approval.

- iii. Within three months from the date of the promulgation of the Society or Club, the Secretary shall deposit the names of persons holding principal offices of the Society or Club with the Registrar and the Dean of Students. Thereafter the names of the Principal Officers shall be notified to the Registrar and the Dean of Students once every year.
- iv. The Students Representative Council (SRC) and the Junior Common Room of the Hall of Residence often generate a lot of activity on campus. Students are encouraged to partake in their annual events.

#### **9.1.1. Students' Representative Council (SRC):**

The Students' Representative Council represents student interests at the university. It coordinates the activities of the academic, cultural, religious, political and recreational clubs and societies, provides a link with outside organizations and concerns itself with all aspects of student welfare within the university. Its officers are elected annually by a ballot of all students during the second semester to serve the following academic year. The President of Students' Representative Council shall elect their representatives to respective committees. The SRC elected executive committee shall elect an Executive to represent the Students at the University Council as may be required.

All students registered at the university are automatically members of the SRC, which levies direct income from its members to finance its programmes and activities. The SRC is a constituent organization of the National Union of

Ghana Students, which provides a focal point of all aspects of student activities nationally and internationally.

9.1.2. One area of SRC activity is the SRC Women's Commission, which organizes programmes to educate female students on their rights and responsibilities as young women. The Commission runs a number of its own community action projects, and also liaises between student volunteers and voluntary and non-governmental organizations in and around the country. A Chaplaincy Board co-ordinate the activities of religious groups. Social life on the campus is organized mainly by the Students' Representative Council and the Junior Common Room Committees which provide various kinds of social programmes.

## **9.2. Sports**

The University is working to put in place workable sports programmes on campus, to ensure that all students have a good balance between academic work and other activities integral to the university experience.

## **9.3. Health Services**

The University has an infirmary. It consists of an Out-Patient Unit and an Emergency Unit. The infirmary offers medical attention to students and staff. All new students to the University are given a thorough medical examination at the beginning of their first year. Students requiring medical treatment are seen daily at the students' infirmary located within the Hall of residence. It operates from Monday to Friday from 8:00a.m to 5:00p.m. The infirmary is designed

to cater for exclusive needs of students and staff and therefore students and staff are advised to visit the infirmary at all times except during non-working hours of the infirmary. Further medical attention can be obtained from the Yilo Krobo District Hospital.

#### **9.4. Careers and Counseling Centre**

The Careers and Counselling Centre offers comprehensive, professional counselling as well as a career and placement service to all members of the University. The Centre strives to maintain an independent and congenial environment in which people can freely seek information and professional help on various concerns. Counselling is confidential and is provided only at the request of, or with the concurrence of, the person involved. Students may report for individual counselling on a variety of concerns ranging from short-term academic, social, personal, and family concerns to longer-term emotional and psychological problems. Group counselling is provided on specific concerns frequently expressed by students.

#### **9.5. The Office and Functions of the Dean of Students Affairs**

9.5.1. The Office of the Dean of Students Affairs provides counselling and information services for students, administers the non-academic student disciplinary system and student grievance procedure, and assists in non-academic programme development. The Dean works in close collaboration with the Heads of Halls, the SRC, the Sports Office, the Careers and



Counselling Centre and the University Relations Office

9.5.2. For the efficient running of the office, the Dean shall be assisted by an Advisory Board comprising:

- i. All Senior Tutors and Hostel Stewards
- ii. A representative of undergraduate students of the University elected by the students' Representative Council
- iii. The University Relations Director, his/her representative

#### **9.6. Office of International Programmes**

The Office of International Programmes has the mandate to promote and co-ordinate all the University's external relations including scholars of various exchange programmes. The office also acts as the central office to deal with links between the university and other universities.

#### **9.7. Library Facility**

The University library facility supports the teaching, learning and research in the University. The University library management system is automated. Resources of the Library System may be accessed online at <http://library.uesd.edu.gh>. Also available are online academic databases covering all the subject disciplines.

#### **9.8. Library/Educational Materials**

Students may not hinder the educational opportunity of other students by behaviour such as removing, hiding, or

defacing educational materials. Students who are found to have illegally removed, hidden or defaced library materials will be subject to serious sanctions, including the possibility of suspension, or in serious cases, dismissal from the University. Students are also required to adhere to all other library rules and regulations to make it a place of serious study and research. Students should note that they will be charged for damaged or lost textbooks.

### **9.9. Information and Communication Technology (ICT)**

The University has deployed ICT resources for academic functions to improve the quality of learning. The University has both Local Area Network (LAN) and Wireless Local Area Network (WLAN) which can be accessed at various points within the University. The ICT infrastructure of the University:

- i. Assist students in online course registration.
- ii. Provides technical support and laboratory assistance to learning at all levels.

Being cognizant of the benefits and perils of ICT, the University, has put in place the necessary security measures to ensure the responsible and safe use of ICT resources.

### **9.10. Extra-Curricular Activities on Campus**

There is always a lot to do and see before and after lectures and students enjoy very active social lives. There will be various activities to be organized frequently.

### **9.11. Events**

Hall Weekends are big events on campus. Students' imagination and innovation are put to the test in week-end celebrations. There will be an annual inter Halls Cross Country race coordinated by the Sports Office.

#### **9.12. Clean up**

In the event when students organize programmes where there is much use of paper and other forms of garbage, event planners are required to leave the event space as they found it and ensure that it looks clean.

#### **9.13. Epidemic or Pandemic**

In case of any epidemic or pandemic all protocols must strictly be observed.

#### **9.14. Student Excursions**

The following regulations govern the organisation of excursions by students.

- a. Decision of the Club or Association to undertake the trip should be taken at a general meeting of the Club/Association.
- b. Permission for a Club or Association to go on excursion or education tour should be sought from the Dean of Students through the Heads of Department or patron and should contain the list of those making the trip. All students making the trip should seek permission from their various Heads of Department. **A written permission should reach the Dean of Students of Students Affairs, at least, 72**

**hours (3 days) in advance.**

**9.15. Other Facilities**

9.15.1. Cafeteria: There is a cafeteria on the University campus.

**10.0. ANY OTHER INFORMATION  
UNIQUE TO THE UNIVERSITY  
AND USEFUL FOR STUDENTS**

**10.1. Public Functions within the University**

10.1.1. Students who wish to organize any public function within or outside the Hall of Residence shall obtain prior permission from the Head of Hall/Dean of Students Affairs as appropriate. The Head of Hall/Dean of Students Affairs shall in turn inform the Registrar and the Vice-Chancellor.

10.1.2. An application for permission to organize a function should provide the following information:

- i. Date and time of the function;
- ii. Place where the function is to take place;
- iii. Names and description of Lecturers, Speakers, or Performers at the function

10.1.3. This information together with evidence of fulfilment by the organizers of any requirements imposed by law in relation to the holding of

such a function should normally reach the Head of Hall/Dean of Students Affairs at least three days before the function takes place. The Head of Hall/Dean of Students Affairs may impose such other requirements and conditions as may appear to him to be necessary or desirable.

- 10.1.4. For the purpose of this section, a public function is one to which persons other than Senior and Junior Members of the University are invited or entitled to attend.

## **10.2. COMMUNICATION WITH GOVERNMENT AGENCIES AND OTHER INSTITUTIONS**

Students are not allowed to communicate directly with any Ministry on any matters affecting University life or policy. All formal communications should be sent through the Registrar.

### **10.2.1. Processions and Demonstrations**

- 10.2.2. Any student or students wishing to organize a procession/demonstration in the University shall notify the Dean of Students in writing with a copy to the Registrar at least three days before the procession/demonstration is due to take place.
- 10.2.3. The notification shall state the purpose of the procession/demonstration and the name(s) of the organizer(s).
- 10.2.4. Students may not demonstrate or go on procession in or outside campus without the

- prior written approval of the Dean of Students Affairs.
- 10.2.5. The Dean of Students Affairs may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
  - 10.2.6. The procession/demonstration will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage of traffic.
  - 10.2.7. No procession/demonstration shall be held between the hours of 6.00 pm and 6.00 am.
  - 10.2.8. During the procession/demonstration, nothing shall be done or said that may occasion violence or cause a breach of the peace.
  - 10.2.9. For processions/demonstrations outside the University, the organiser(s) should, in addition to the foregoing, notify the Police and follow other requirements under the Public Order Act, 1994 (Act 491).
  - 10.2.10. The fact that a procession/demonstration is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.
  - 10.2.11. If any acts of violence and/or breach of University, Hall or other regulations occur during a procession/demonstration or other mass action, the perpetrators as well as the organiser(s) shall be held jointly and severally

responsible.

### **10.3. Weapons; Fireworks**

No student may possess or use a firearm on University of Environment and Sustainable Development (UESD) property or its environs. Weapons, including but not limited to chainsaws, machetes, knives, rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same are not allowed on campus under any circumstance. No student may possess or use fireworks on University of Environment and Sustainable Development (UESD) property or its environs. Violation of this policy would subject a student(s) to a hearing before the UESD disciplinary committee.

### **10.4. Use of Vehicles**

- 10.4.1. Any Junior Member who wishes to use or keep a vehicle on the campus of the University must obtain permission from the Dean of Students Affairs through the Head of Department.
- 10.4.2. The University accepts no responsibility for such vehicles, or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

- 10.4.3. The University does not provide garages for students' vehicles. Any arrangement for garaging such vehicles in the University should be made privately by the owners.

#### **10.5. Collection of Money**

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

#### **10.6. Commercial Activities**

Sale of food items, drugs and alcoholic beverages in the Hall by students is strictly prohibited. Students are warned against the use of combustible substances such as petrol or gas in the halls.

#### **10.7. Disciplinary Procedures**

- 10.7.1. If a student violates Hall regulations, disciplinary measures shall be taken by the authorities of the hall to which he/she belongs.
- 10.7.2. There shall be a disciplinary board or committee for Junior Members
- 10.7.3. A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Disciplinary Officer or the Registrar and shall make appropriate decisions on the charges including sanctions. The Vice-Chancellor shall implement the decisions of the



- disciplinary board or committee in accordance with these Statutes.
- 10.7.4. The Registrar or other authorised university official shall cause to be investigated an allegation of misconduct referred to it by the Disciplinary Officer.
- 10.7.5. Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate disciplinary board or committee by the Disciplinary Officer.
- 10.7.6. For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Disciplinary Officer.
- 10.7.7. Where a disciplinary action concerns a person who is a member of the disciplinary committee, the Vice-Chancellor shall replace that person with a suitably qualified alternative.
- 10.7.8. The Registrar shall appoint a disciplinary board to deal with any matter of discipline affecting junior members which shall comprise:
- i. Two senior members, one of whom shall be designated as chairman by the Registrar;

- ii. One student nominated by the Students' Representative Council; and
  - iii. One senior member to be appointed by the Registrar taking into account the subject matter of the proceedings.
- 10.7.9. A disciplinary proceeding in respect of a junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.
- 10.7.10. The Registrar shall provide secretarial services to the disciplinary board.
- 10.7.11. The University shall appoint a Disciplinary Officer not below the rank of an Assistant Registrar who shall be responsible for prosecuting junior members accused of breaching the provisions of any enactment.
- 10.7.12. No charge shall be laid except with the approval of the Vice-Chancellor.
- 10.7.13. A charge shall be in writing, addressed to the accused, signed by or under the authority of the Disciplinary Officer and filed with the Secretary to the disciplinary board or committee. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the

Registrar. The Registrar shall promptly notify the Chairman and the Secretary.

10.7.14. Upon receipt by the Chairman and the Secretary of a charge which appears to be in proper form, the Chairman shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing to the accused. The Chairman shall ensure that the proceedings are conducted with due dispatch.

10.7.15. The Vice-Chancellor shall implement the decisions of the Disciplinary Board or Committee.

#### **10.8. Disputes between Students within the Hall**

Where disputes arise between students within the Hall, the Lecturers of the students involved shall attempt to resolve the dispute. Should their attempts fail, the matter shall be referred to the Senior Lecturer of the Hall involved.

Should the dispute persist, the matter shall be referred to the Dean of Students Affairs.

#### **10.9. Sanctions**

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

- i. An oral or written reprimand;
- ii. An order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation, such a sanction shall be imposed only for minor

- offences and where the student has committed no previous offence;
- iii. Assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
  - iv. A reduction of the final grade in the course in respect of which the offence was committed;
  - v. Denial of privileges to use any facility of the university, including library and computer facilities;
  - vi. A monetary fine;
  - vii. Suspension from a course or courses, a programme, an academic unit or division, or the university for such a period of time up to five years as may be determined by the disciplinary board;
  - viii. Expulsion from the university. Expulsion shall mean that the student shall be permanently denied registration in any university programme;
  - ix. Disqualification from contesting elections or removal from any office in the university; or
  - x. For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, credits or any other qualification how-so-ever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that:

- i. A candidate had gained admission into the University with false qualifications; or
  - ii. A candidate had impersonated someone else, or
  - iii. A candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
  - iv. A candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.
- 10.9.2. The decision to cancel, withhold or withdraw an award shall be made by University Council on the recommendation of the Academic Board.
- 10.9.3. The Vice-Chancellor shall have power to order that any sanction imposed by the Board be recorded on the student's academic record and transcript. The decision of the Vice-Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

#### **10.10. Appeals**

- 10.10.1. Any Junior Member who is aggrieved by any disciplinary action may appeal to the University of Environment and Sustainable Development.
- 10.10.2. The Appeals Board shall hear and determine appeal matters on
  - i. Acts or omissions in contravention of the Act or the Statutes enacted by the Council;

- ii. Grievances by students against the University on matters related to welfare and discipline; or
  - iii. Any other matter or dispute referred to the Board by the Council.
- 10.10.3. The University of Environment and Sustainable Development Appeals Board consists of:
- i. A President who is a retired Justice of the Superior Court of Judicature or a lawyer qualified to be so appointed;
  - ii. Two lawyers of at least ten years standing at the Bar who are persons of high moral integrity one of whom is a woman; and
  - iii. Two persons who are not legal practitioners or employees of the University who are persons of high moral integrity one of whom is a woman.
  - iv. The President of the Board or the President's alternate and two other members constitute a panel for the hearing and determination of a case or matter before the Tribunal.
  - v. The President's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the President of the Appeals Board and the President's alternate shall have the same qualification as the President.
- 10.10.4. The Council shall establish the rules and procedures which govern:
- i. The operations of the Board;

- ii. The appointment and remuneration of its members;
- iii. The functions of the President's alternate;
- iv. The establishment of the Secretariat of the Board;
- v. The co-opting of members to the Appeals Board; and
- vi. Any other relevant matter.

## **10.11. ETHICS**

### **10.12. Harassment**

The University seeks to sustain an environment in which harassment has no place. Those who harass others will be subject to serious sanctions, which may include adjudication by the UESD disciplinary committee.

Definition, principles, and criteria: Harassment can take many forms, and it needs to be emphasized that harassment can be and often is nonphysical, including words, pictures, gestures, and other forms of expression. To count as harassment, such expression must be reasonably regarded as: taunting, vilifying, or degrading whether directed at individuals or groups and where reasonable people may suppose that such expression harms its target(s) by substantially interfering with their educational opportunities, peaceful enjoyment of residence and community, or terms of employment.

Further, to count as harassment subject to possible formal grievance procedures, such expression must be made either with the intent to interfere with the protected

interests mentioned in above, or with reckless disregard to the nature of the conduct. Such intent or recklessness must be inferred from all the circumstances. Finally, such expression must be repeated and persistent. To be “repeated and persistent,” the offending conduct must have been brought to the attention of the defendant (though not necessarily by the complainant), be of the same kind, and repeated.

The University wishes to have the opportunity to educate those who may not realize that certain expression constitutes harassment; by requiring that the expression be repeated and persistent, the University helps establish intent or recklessness. However: before any expression can be considered for possible formal grievance procedures, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of harassing expression.

This strict criterion for possible formal grievance procedures must be imposed to ensure that the University does nothing that would tend to diminish free expression or compromise principles of academic freedom in the vigorous and often contentious examination and criticism of ideas, works of art, and political activity by UESD faculty and/or students.

#### **10.13. Sexual Harassment**

For the avoidance of doubt, the following shall constitute sexual harassment:



- a) Any unwelcome sexual advances, request for sexual favours and other verbal or physical conduct of a sexual nature, whether on a one-time basis or a series of incidents that might cause offense, humiliation, awkwardness, or embarrassment, or that might reasonably be conceived as placing a condition of a sexual nature on employment, opportunity for promotion, grades, etc.
- b) Verbal, physical, written, or pictorial communication relating to sex which has the purpose or effect of unreasonable interference with an individual's performance or which creates a hostile, offensive, or intimidating atmosphere for the recipient.
- c) Unwelcome and irrelevant comments, references, inappropriate to the academic, employment, or residential setting – for example, the classroom, hall or office and which may reasonably be perceived as sexual overtures or denigration.
- d) A request for sexual favours when submission to, or rejection of such a request might reasonably be viewed as a basis for evaluative decisions affecting an individual's future.

- e) Abuses of power relations such that individuals receive unfair treatment based on gender or sexuality.
- f) Threat of sexual relations

#### **10.14. Other Sexual Offences**

- a) Rape: Forceful sexual penetration
- b) Sexual imposition- non-consensual touching.
- c) Sexual assault: a non-consensual sexual act including, but not limited to unwelcome kissing of lips, mouth, breast or any other body part, touching of breast, chest, buttocks, thighs, vagina, penis, or their body parts other than under a medically necessary procedure and
- d) Defilement (whether on or off campus) is having sexual with a person below sixteen years
- e) Unnatural carnal knowledge such as sodomy and bestialism

#### **10.15. Stalking**

Stalking is a form of harassment, which occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following: placing the

person in reasonable fear of bodily injury; or reasonably causing substantial emotional distress to the person. Students shall not stalk others. Those who do will be subject to serious sanctions, which may include adjudication by the UESD Disciplinary Committee.

#### **10.16. List of offences and Related Sanctions**

Penalties (General): The following regulations and penalties are published for the benefit of students.

<b>S/N O</b>	<b>OFFENCE</b>	<b>SANCTIONS</b>
1	Sexual Harassment	1 <sup>st</sup> Offence – Warning (Written) 2 <sup>nd</sup> Offence – Rustication 3 <sup>rd</sup> Offence – Dismissal
2	Rape	Dismissal
3	Sexual Imposition	1 <sup>st</sup> Offence – Warning (Written) 2 <sup>nd</sup> Offence – Rustication 3 <sup>rd</sup> Offence – Dismissal
4	Sexual Assault	Dismissal
5	Defilement	Dismissal
6	Unnatural Carnal Knowledge	Dismissal
7	Physical Assault	Suspension plus appropriate compensation or dismissal from the University.
8	Verbal Assault	Caution with written apology/Ejection from Hall/Rustication
9	Noise Making	1 <sup>st</sup> Offence – Warning (Written) 2 <sup>nd</sup> Offence – Ejection from Hall

		3 <sup>rd</sup> Offence – Rustication
10	Inconveniencing Room Mate(s) (Hosting visitors of the opposite sex, sexual intercourse in shared rooms).	Caution/Replacement/Suspension/Dismissal
11	Destruction of University Property	Replacement, Suspension or Dismissal
12	Smoking in University Buildings/ Public Places	Expulsion from building/public places/Caution/Suspension/Dismissal
13	Drunkenness/Use of Narcotics	Rustication/Dismissal
14	Carrying key (s) away during holidays/duplicating keys without authorization	Fined based on commercial rate of rent as well as the cost of replacing the lock where necessary/Ejection
15	Stealing/Fraud	Replacement of the stolen money with interest/item and Rustication/Dismissal/Handing Over to Police
16	Academic dishonesty (plagiarism, falsification of data and other related acts)	Rustication/Dismissal/Withdrawal of degree.

17	Removal of pages from library/ Removal of books from library	Fine/Suspension.
18	Littering/Throwing out water at unauthorised places	Caution and cleaning the place/Fine and cleaning the place/Ejection.
19	Refusing to leave Room upon Hall Master's order	Ejection from the Hall/Rustication.
20	Extortion/Forgery	Refund with interest, written Apology/Dismissal/ Rustication
21	Embezzlement of Funds	Refund with interest, loss of official position and disqualification from holding any other position/ Suspension/Dismissal
22	DRAP-Breaking of DRAP Regulations/Disruption of official ceremony/Activity	Suspension or Rustication/Dismissal
23	Sub-Letting of room in Halls by students	Rustication for two semesters
24	Illegal occupancy in the halls of residence	Rustication/Dismissal

25	Removal of furniture from Lecture theatre/sitting on furniture that belongs to the Lecture theatres outside the theatres	Warnings at first instance. Fine of GH¢500.00 (to be reviewed by Dean of Students)
26	Pasting of posters and handbills at places other than on billboards	Warning at first instance/Fine of GH¢1000.00 (to be reviewed by the Dean of Students from time to time) disqualification.
27	Any other act (s) that violates the Criminal Offences Act of Ghana	To be determined by a Disciplinary Committee

### **10.17. Procedure**

Any victim of sexual offence shall make a written complaint to any of the following persons:

- i. Heads of Department
- ii. Academic Counsellors
- iii. Designated Counsellors in the Counselling Services Centres
- iv. A Hall Tutor
- v. Either the Assistant Registrar, Office of Students Affairs or Dean of Students Affairs
- vi. Any member of the Sexual Harassment Committee
- vii. School Registrars, Deans or Faculty Officers

- viii. Designated contact person(s) of the proposed Gender Desk/The Sexual Harassment Committee Office.
- The recipient above shall forward the complaint to the sexual harassment committee within three days. When the recipient fails to forward the complaint, the victim shall have the right to write to the Registrar or directly to the sexual harassment committee.
  - The sexual harassment committee shall notify the alleged offender of the complaint their intention to investigate and adjudicate the matter within seven working days.
  - The sexual harassment committee shall as soon after notification, but not later than fourteen (14) working days from receiving a relevant request, initiate separate investigatory meetings with the complainant and the alleged offender, together with their agents (if any), to determine the matter unless both the complainant and the alleged offender agree to a joint meeting being convened.
  - The sexual harassment committee shall, within seven (7) days of the close of hearing, determine if the alleged offender is culpable and make the necessary recommendations to the Vice Chancellor.
  - The outcome of the hearing shall be communicated to the alleged offender by the Registrar.

- The alleged offender shall have the right to appeal to the Vice-Chancellor the decision of the sexual harassment committee within fourteen (14) working days of recipient of decision.

#### **10.18. Dress Code and Decorum**

University of Environment and Sustainable Development (UESD) places great emphasis on living our values and on being the light on the hill that, all other institutions will eventually follow. We live these values in everything that we do, in the way we maintain our environment, the way we treat other members of our community, and the diligence and professionalism with which we approach our respective tasks. As such we expect all members of our community to hold true to University of Environment and Sustainable Development (UESD) mission, to show courtesy to others, to assist in maintaining a clean and sanitary environment on campus, and to dress appropriately.

By appropriate dress, we mean that students should dress as befits future leaders of Africa. In the same way that one does not wear a swimsuit to one's workplace, students should not dress for classes as though they were going to a night club, for example. Sexually provocative clothing and unkempt clothing is generally frowned upon here at University of Environment and Sustainable Development (UESD).



#### **10.19. False Information, Misrepresentation, and Identification**

A student should not knowingly provide false information or make misrepresentation to any University office. Students are obligated to provide University personnel with truthful and accurate identification upon request. Students who are found to have provided false information may be subject to dismissal. Students are also required to provide current contact information to the Academic Office.

#### **10.20. Forgery, Fraud, Alteration and Unauthorized Possession**

Forgery, alteration, or unauthorized possession or use of University documents without authorization, or instruments of identification, forged communications (paper or electronic mail) are prohibited.

#### **10.21. Theft**

Theft is a crime under the criminal code of Ghana and is abhorrent to the University of Environment and Sustainable Development (UESD) community as it erodes the trust among community members. Students who are found to have stolen property (or attempted to) from members of the University community are subject to a disciplinary committee hearing which could lead to dismissal.

#### **10.22. OTHER REGULATIONS**

#### **10.23. Bereavement**

We understand how the death of a loved one, anticipated or not, can cause disorientation and anxiety that could affect a student's ability to concentrate on academic work. Therefore, in the event of the death of certain members of family, and upon request, UESD would be willing to allow students to take a short or extended break from school. A student could take off 3 consecutive days immediately following the death of a parent, grandparent, sister, brother, spouse, and child. In addition, the student may take the day of the funeral off if it falls on a weekday as well as the day before and/or after the funeral if the need arises.

If there is the need to take more than 3 days off for the funeral rites, the student should request in writing (to the Office of the Dean of Students) the number of days needed and reasons for the extended time off.

Please note that the University can advise that the student take off the rest of the semester. Alternatively, if the loss has an adverse effect on emotional and psychological well-being leading to low academic performance UESD can recommend a withdrawal from the semester. If a student decides to stay on after UESD recommends a withdrawal, the following options are available:

- i. If the death occurs between semesters or in the first two weeks of a semester, defer the upcoming semester.
- ii. Drop a course by a Late Drop if it is not too far into the semester.

- iii. Request Incompletes in some classes if it is near the end of the semester.
- iv. Be mindful of the fact that faculty will not excuse the required workload, only the timing of completing the work, and that failing grades could lead to academic dismissal.

## **11.0. ELECTION**

There shall be general elections for the student leaders in the second semester of each academic year. The elections shall be held in the last week of July (subject to change).

### **11.1. Positions**

The position to be contested shall include:

- a) SRC
  - President/Vice President
  - Secretary
  - Treasure
  - Public Relations officer
  - Women's Commissioner
- b) JCRC
  - President
  - Secretary
  - Treasurer

### **11.2. Eligibility**

A student shall not be eligible to any executive office unless:

- 11.1.1. He/she has been in the University for at least one academic year
- 11.1.2. He/she is eligible to contest elections under his or her halls constitution
- 11.1.3. He/she has good academic standing; that is a CGPA of at least 2.5 at the time of standing for the election (excluding the president)
- 11.1.4. The SRC president should have a good academic standing that is a CGPA of at least 3.0 at the time of standing for the election
- 11.1.5. He/she is a person of compos mentis (sound mind)
- 11.1.6. He/she has paid his/her school fees in full.

### **11.3. Qualifications**

A student shall not qualify for election to any executive office if:

- 11.1.7. He/she has a criminal record
- 11.1.8. He/she is repeating candidate at the time of standing for the election
- 11.1.9. He/she has violated any University regulations or been found guilty of any misconduct or any act which constitutes a criminal offense under the constitution of Ghana.
- 11.1.10. He/she has been adjudged or otherwise declared to have misappropriated funds or conducted himself/herself in such a

manner as to cause depreciation, loss or otherwise in respect of any cash or a property entrusted to him/her, or

- 11.1.11. He/she has been found by any committee of enquiry to be incompetent to hold any office or is a person in respect of whom a committee or commission of inquiry has found that while holding any office, he/she has acquired assets unlawfully or defrauded or misused or abused his/her office or wilfully acted in a manner prejudicial to the interest of students.

#### **11.4. Electoral Commission**

#### **11.5. Composition**

There shall be an electoral commission (EC) appointed by the Registrar. There shall be a representation of two Senior Members, one of whom shall chair the commission and one Junior Member representing each hall of residence on the commission. The Registrar's representative at the office of the Dean of Students Affairs shall be a member/secretary.

#### **11.6. The functions of the Electoral Commission**

The Functions of the Electoral Commission among others shall be to:

- Fix date for the elections
- Provide and circulate information on vetting and election rules to the student body to guide the election procedures and processes in the university

- Conduct and supervise elections and related activities
- Declare results in consultation with the Office of the Dean of Students
- Any other function that may be assigned by the Dean of Students Affairs from time to time.

### **11.7. Vetting Committee**

11.1.12. A Vetting Committee shall be constituted with two Senior Members, one of whom shall chair the Committee and one Junior Member from each hall. The Registrar's representative at the office of Dean of Students Affairs shall be a Member/Secretary

### **11.8. Functions**

The vetting committee shall:

- Vet all legible and qualified candidates who have filed their nomination forms to contest elections.
- Have the power to disqualify a candidate based on any justifiable grounds
- Receive memos and review them within 48 hours from the time of submission.
- Have the right to compel petitioners to appear before it.
- Exercise any other functions that may be assigned by the Dean of Students from time to time.

### **11.9. Declaration of Vetting Results**

The results of vetting shall be declared by the chairperson of the vetting committee within 48 hours after vetting. Without prejudice to the eligibility and qualification, criteria above, a person must obtain 50% of the vetting score to pass as a candidate.

### **11.10. Returning Officers**

#### **11.11. Appointments**

The Electoral Commissioner shall assign Returning Officers for the elections

#### **11.12. Function**

The main function of the Returning Officer shall be to supervise the elections. On the Election Day, the Returning Officer shall ensure that each aspirant keeps one polling station at a time.

#### **11.13. Voting**

11.1.13. Voting shall be supervised by the Returning Officer in the presence of all polling agents

11.1.14. Voting shall start at 7:00am at each polling station and close at 5:00 pm.

#### **11.14. Declaring of Results**

- 11.1.15. The EC chairperson shall declare the final results within 24 hours after the close of polls.
- 11.1.16. Returning Officer shall declare the provisional results at the various polling stations at the close of elections.

### **11.15.Electoral Offenses**

The following shall constitute electoral offenses:

- i. Campaigning by candidate or through his/her agent on the day prior to the voting day and on the voting day.
- ii. Sighting of any campaign materials within 100m radius of the polling stations on the voting day.
- iii. Display of banners, posters, handbills, teasers and other related materials anywhere in the University and its immediate environs before the lifting of banned on elections is prohibited.

### **11.16.OTHER RULES AND REGULATIONS**

- 11.1.17. A person can be considered an aspirant only after he/she has been vetted and has been so put up by the Electoral Commission
- 11.1.18. An aspiring president shall nominate his/her running mate (vice) before filing his/her nomination and the two shall be vetted together.
- 11.1.19. In the case of JCRC, there shall be a ratio of one (1) SRC Representative to a thousand (1000) students.



- 11.1.20. An aspirant who wishes to withdraw before the elections may do so by formal writing; a withdrawal, however, shall be granted on terms that the Electoral Commission deems fit.
- 11.1.21. Clubs and Associations elections shall conform to this election guide.
- 11.1.22. Voting shall be between the hours of 7:00 am and 5:00 pm. In the unlikely events of a late start of voting, the time lapsed may be extended/credited beyond 5:00 pm but in consultation with the polling agents
- 11.1.23. Voting during elections may be open to all registered regular students of the University of Environment and Sustainable Development.

## **12.0. DISPUTE RESOLUTION**

In the case of dispute arising before, during and after elections, the following shall apply:

### **12.1. Pre-elections:**

- i. SRC: The Vetting committee chairperson shall resolve disputes arising from the vetting within 48 hours from the close of the vetting process. Any unresolved issues shall be referred to the Dean of Students Affairs. In the event of the Dean of Students Affairs not being able to resolve the dispute within 24 hours the issues

- shall be referred to the office of the Registrar. The decision of the Registrar shall be final.
- ii. JCRC: The Vetting committee chairperson shall resolve disputes arising from the vetting within 48 hours from the close of the vetting process. Any unresolved issues shall be referred to the Hall master/steward. In the event of the Hall master/steward not being able to resolve the dispute within 24 hours the issues shall be referred the hall council. If the issues are not resolved the Dean of Students Affairs shall be petitioned. The decision of the Dean of Students Affairs shall be final.

## **12.2. Post-election:**

- (i) SRC: the Electoral Commissioner shall resolve disputes arising from the vetting within 48 hours from the close of the election process. Any unresolved issues shall be referred to the Office of the Dean of Students Affairs. In the event of the Dean of Students Affairs not being able to resolve the dispute within 24 hours the issues shall be referred the Office of the Registrar. The decision of the Registrar shall be final.
- (ii) JCRC: The Electoral Commissioner shall resolve disputes arising from the election within 48 hours from the close of the election process. Any unresolved issues shall be referred to the Hall Master/Steward. In the event of the Hall master/steward not being able to resolve the

dispute within 24 hours the issues shall be referred the hall council. If the issues are not resolved the Dean of Students Affairs shall be petitioned. The decision of the Dean of Students Affairs shall be final.

### **13.0. DISPUTE RESOLUTION ROCEDURE**

- 13.1. Any aggrieved persons shall submit a written petition stating his/her grounds to the Dean of Students Affairs. The Dean of Students Affairs shall acknowledge receipt within 5 working days to the aggrieved person.
- 13.2. The Dean of Students Affairs shall refer the matter to the responsible officer within 10 working days
- 13.3. All other related electoral grievances not stated herein shall follow the above procedure.
- 13.4. The Dean of Students Affairs shall, within seventy-two (72) hours after the declaration of the results of elections, entertain petitions if there be any. Any submission made after the seventy-two (72) hours deadline shall be considered invalid.
- 13.5. Any petitioner who violates the internally laid down structures and seeks redress from outside the University shall be rusticated for two (2) semesters.

### **14.0. RELIEFS**

An electoral dispute resolution can lead to any of the following:

- 14.1. Invalidation/cancellation of all or part of results

- 14.2. An order for a rerun of election
- 14.3. Disqualification
- 14.4. Cautioning of petitioner
- 14.5. Award of cost

## **15.0. APPOINTMENT OF POLLING AGENT**

Each candidate fully certified as an aspirant by the electoral commission shall appoint one (1) polling agent per polling station, whose name shall reach the electoral commission at least one (1) clear week before the voting day.

## **16.0. INDEPENDENCE OF THE COMMISSION**

Except as provided in the statutes, students' Handbook, and other University regulations, in the performance of its functions, the Electoral Commission shall not be subject to the direction or control of any person or authority.

### **16.1. Expenses of the Commission**

The administrative expenses of the commission in the respect of students' elections shall be charged on students' account.

## **17.0. TENURE OF OFFICE OF THE EXECUTIVE OFFICERS**

The students elected under this provision shall hold office for a term of one (1) academic year.

## **18.0. HANDING OVER**

The executive officers shall hand over to newly elected executive officers within 14 days after declaration of the final election results. Appointment letters shall be issued to new officers (both elected and appointed) before assuming office formally.

## **19.0. TRANSITIONAL PROVISIONS**

19.1. For the purpose of continuity, it shall be mandatory for the incumbent executive officers to initiate transitional meeting before the handing over ceremony. Three members each from the outgoing and incoming executive officers shall facilitate the process/meeting

19.2. The purpose of these meetings shall be to discuss the following:

- Finances, Projects, and Assets
- The administrative procedures
- Formation of sub-committees
- Appointments to committees and sub-committee (in the case of SRC and appointment to University statutory bodies)
- General matters of relevance and interactions.

## **20.0. REGISTRATION AND PARKING OF VEHICLES ON CAMPUS**

20.1. All students who own vehicles are required to register their vehicles with the Estate Development office and purchase specially designed stickers for

use within campus at a cost of Ten Ghana Cedis (GHS 10.00) each. These stickers will be valid for one (1) academic year. For registration, students will be required to produce their road-worthiness certificates and insurance papers. Students will not be allowed to use their cars without stickers on campus.

- 20.2. The university will operate a shuttle bus service on campus. This bus service will be managed by the Physical Development and Estate Management section of the University. All complaints about the services should be forwarded to the Director of Physical Development and Estate Management.
- 20.3. Some areas on campus have been designated as parking lots for vehicles owned by students. Students will be allowed to park only in these places. If a student parks in an unauthorised parking lot, his/her car will be towed and a fine imposed on him/her.

## **21.0. AMENDMENT OF HANDBOOK**

The University reserves the right to change rules, regulations, and policies, as well as programme and course requirements in its Handbooks without prior notice.

## 22.0. APPENDIX 1

Each student will be required to sign a Matriculation Oath after the Matriculation ceremony.

### Matriculation Oath & Declaration of Obedience

I,.....  
..... do solemnly  
promise to be a loyal member of the University of  
Environment and Sustainable Development, to study  
diligently and to conform to all statutes, regulations, and  
rules of the University in so far as they concern me.

So, help me God.

Registration Number:.....

School and Hall:.....

Programme: .....

Signature.....

Date: .....

**NB: Signature will be checked against signature on student's application form.**

**Please keep your copy of the current Student's Handbook.  
You will find it a useful resource throughout the  
programme.**