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## **PART A**

### **1.0 GUIDELINES AND PROCEDURES**

- A. The Dean of Students, Deans of Schools, Directors and the Librarian shall exercise disciplinary control over all students registered in the University on breaches of Rules and Regulations arising in halls of residence, Schools, Departments, Directorates, the Library and similar bodies.
- B. The General Rules and Regulations for students of the University shall become effective from the date of approval by the University Senate. Any pending cases and penalties under the previous rules shall be in accordance with those Rules under which they were commenced or implemented.
- C. Offences emanating from any contravention of the general Rules and Regulations, outlined in Part B, shall be reported to the Dean of Students by the Deans of Schools, Directors, the Librarian or any other complainant.
- D. The Dean of Students shall, if satisfied with the evidence provided by the complainant, charge the student by specifying the breached rule and arranging for the Student Disciplinary Committee to hear and determine the case.
- E. The impositions of penalties arising from breach of the General Rules and Regulations shall lie with the Student Disciplinary Committee. The Student Disciplinary Committee shall reserve the discretion to impose lesser or stiffer penalties other than those prescribed in Part II of this document, depending on the gravity of the offence. Generally, the recommendations of the Students Disciplinary Committee shall be binding unless it is reversed by appeal.
- F. Any student found guilty under these Rules and Regulations shall have the right to appeal to the Vice-Chancellor within 14 days from the date of effecting the penalty.
- G. The Dean of Schools, Directors and Librarian shall ensure the enforcement and compliance of penalties by preventing suspended and expelled students from attending classes or lectures, writing tests and examinations, and using the library or engaging in any academic activity of the University. Any student who is suspended or expelled shall be obliged to leave the campus and shall be excluded from all University activities.
- H. Any student who is suspended or expelled under the general Rules and Regulations shall forfeit any claim for refund or reduction of money paid as tuition, accommodation and any other fees to the University. In case of suspended students, they shall have to pay all outstanding fees at the time of suspension prior to re-admission.

- I. The university will not provide accommodation for students wishing to come with their babies. The students will be advised to make own accommodation arrangements off-campus.

## Part B

### 2.0 GENERAL RULES AND REGULATIONS

These general Rules and Regulations apply to all students registered in Kwame Nkrumah University. All students are expected to conduct themselves in a mature and responsible manner. The following shall be considered as action, omission or conduct contrary to these Rules and Regulations and shall be regarded as misconduct.

### 3.0 DISCIPLINARY CASES UNDER THE JURISDICTION OF THE OFFICE OF THE DEAN OF STUDENTS

All students' disciplinary cases occurring in units other than schools and library shall be dealt with by the Student Disciplinary Committee. Students should consult other units for rules applicable in those units.

#### 2.1 HOSTEL

No	OFFENCE	PENALTY
1	Wilful or negligent damage to/or loss to furniture, keys, windows, doors, curtains and any other fitting in the study rooms.	The student will replace the damaged item and bear the cost of replacement.
2	Unauthorized removal or loss of University furniture & fittings, beds and mattresses from the study rooms without prior permission from the Dean of Students office.	Written warning for first offence and payment of the replacement value of the item if lost. For repeat offenders, payment of the replacement value of the item and suspension from the Hostel for one academic year.
3	Personal cookers, photocopiers, printers, ovens, television sets and electrical heaters are not allowed in the hostels except for pressing irons, electrical kettles and a 100 litres fridge. Microwave ovens shall be allowed in self-catering hostels only. The university reserves the right to prohibit additional items without notice.	The student shall be fined a minimum of <b>K300.00</b> to cover the cost of electricity and items shall be confiscated.
4	Engaging non-students to perform personal tasks such as washing clothes, or cleaning	The student shall be suspended from Halls of Residence for one academic year and in

	rooms or perform tasks for clubs, associations or selling in containers and sleeping therein.	the case of clubs/associations the premises shall be reallocated and the club/association shall be barred from operating business for one academic year.
5	Calling for, organizing and or conducting meetings, without the prior permission of the Dean of Students office.	The student shall be suspended from the university for one term.
6	Use of television or playing loud of any music system at all times.	<i>Written warning</i> for first offence. Second offence - confiscation of the music system. Third offence - suspension from the hostel for one term.
7	Failure to hand in room keys upon closure of the University.	The student shall pay for the bed space for the number of days he/she will be in the study room at the rate of K50.00 per day.
8	Illegal occupation of a study room/squatting.	The student shall pay for the bed space for the number of days he/she will be in the study room at the rate of <b>K150.00</b> per day.
9	Anti-social behaviour such as drunkenness, disorderly conduct, unnecessary noise, bullying and any behaviour causing a nuisance, inconvenience or annoyance.	Written warning for first offence depending on the gravity of the offence. Second offence shall be suspension from the University or Halls of Residence for one academic year.
10	Taking food from the dining hall to the study rooms without express permission from the Dean of Students office.	Written warning for the first offence. For a repeat offence, student shall be suspended from the Halls of Residence for one term.
11	Allowing, being in possession of alcohol as well as consumption and selling of alcohol.	The student shall be suspended from the hostel for one academic year.
12	Allowing, being in possession of or selling prohibited drugs in the Halls of Residence.	Expulsion from the University and reported to relevant authorities for prosecution.
13	Smoking in the study room and within a range 10 meters of the Halls of Residence.	The student shall be suspended from Halls of Residence for one academic year.
14	Change of accommodation without prior permission of the Dean of Students office.	The student shall be suspended from the halls of residence for one academic year.
15	Keeping a guest either male or female in the room overnight.	The student shall be suspended from hostel for one academic year.
16	Personal beds, mattresses, lockers, fixture and fittings such as mortise locks or socket outlets brought into Halls of Residence without prior permission from the Dean of Students. Appropriate consent forms shall be filled in each time these are brought in.	The student who brings in any personal items without prior authorization, shall forfeit the items and be suspended from the Halls of Residence for one term.

16	Duplicating room keys without authority.	The student shall be suspended from the university for one academic year.
17	Bringing Pets into study rooms or any area in the Halls of Residence.	The student shall be suspended from Halls of Residence for one term.
18	Mounting, fixing or installing a satellite dish or any dish or any similar communication facility.	Student shall be suspended from Halls of Residence for one academic year.

## 2.2 GENERAL

No	OFFENCE	PENALTY
19	Fighting, riotous behaviour and vandalism resulting in damage to property within the University Campus.	The student shall be suspended from the University for one academic year.
20	Being identified as a ring-leader in a demonstration or riot.	The student shall be expelled from the University.
21	Threatening violence, assaulting, harassing, insulting or use of abusive language by any student against staff and other students within the University.	The student shall be suspended from the University for one academic year.
22	Possession of explosives, firearms, ammunition or any other dangerous weapons.	The student shall be expelled from the University and further action may be taken by the police.
23	Calling for a class boycott or demonstration without justification.	The student shall be expelled from the University.
24	Refusal/failure to identify oneself or cooperates when asked to do so by a University employee or giving false information of oneself to such an officer.	Suspension from the University for one academic year or as the disciplinary committee may decide depending on the gravity of offence.
25	Altering a document in any way that amounts to forging the same.	The student shall be expelled from the University.
26	Running an unregistered clubs/societies/associations magazine, journal/newsletter in the University.	The student shall be suspended from the University for one academic year.
27	Failure to abide by the ruling, decisions and penalty made or imposed by the Disciplinary Committee.	The student shall be expelled from the University.
28	A student union/council of representatives leader(s) who call for class boycotts, organize procession or demonstrations	The students shall be suspended from the University for one term/semester.

	without seeking approval from the students through a secret ballot or referendum.	
29	Causing to publish, publishing materials, articles, notices, memoranda etc. with intent to incite students to oppose, rise or work against a university policy, university staff or even a university department or school.	The student shall be suspended from the University for one academic year.
30	Interfering with a witness or wilful obstruction of the work or proceedings of the Dean of Students' Disciplinary Committee.	The student shall be suspended from the University for one academic year.
31	Trading information to the press or any unauthorized person which brings the University name into disrepute.	The student shall be expelled from the University.
32	Unauthorized collection of money other than club subscriptions or entrance fees for movies and other functions.	The student shall be expelled from the University.
33	Unauthorized use of or interference with any mechanical or electrical installations in the University.	The student shall be expelled from the University.
34	Stealing, misappropriation of funds, fraud within the University community.	The Student shall be expelled from the University and further action may be taken by the complainant or police.
35	Any form of sexual harassment.	The student shall be suspended from the University for one academic year or expelled depending on the gravity of the harassment.
36	Any forced/coerced sexual act or rape.	The student shall be expelled from the University and reported to the Police.
37	Receiving a visitor or being a visitor of the opposite sex in ones rooms between 23.00 and 06.00 hours.	Suspension from the hostel for one academic year.
38	Soliciting by any student or club/association/society for funds or engaging in any fundraising activity within or outside the campus using the name of Kwame Nkrumah University without prior written permission from the Registrar or Dean of Students.	The student shall be suspended from the University for two academic years; and in case of a club/association/society, it shall be deregistered and barred from participation for one academic years.
39	Inscription, painting or writing of graffiti in any place or property of the University.	The student shall be fined, suspended, expelled depending on the gravity of the offence.
40	Creation and participation in gangs on campus.	The student will be expelled from the University.

41	Participation in production and possession of obscene materials or being involved/practicing of homo sexual (male to male),(female to female) relationships.	The student will be expelled from the University and reported to law enforcement agencies.
42	Running a canteen or conducting any commercial (business) activities in the University	A fine of K300 shall be imposed for first offence and suspension from the university for second offence for one academic year
43	Unauthorized possession of a key to University property.	The student shall be suspended from the University for one academic year.

### 2.3 SPORTS AND RECREATION

No	OFFENCE	PENALTY
44	Loss of any sports kit and equipment.	The student shall be required to replace the sports kit or equipment.
45	Holding unauthorized party discotheque, concert, dance or sport.	The student responsible shall be suspended from the university for one academic year.
46	Consumption of alcohol and drugs during sports trips and festivals.	The student shall be barred from sporting activities for one academic year.
47	Involvement in disorderly conduct at a sports or recreational event	The student shall be barred from the University for one academic year.