



KNUST

STUDENTS' GUIDE AND CODE OF CONDUCT





**Kwame Nkrumah University of
Science and Technology**

STUDENTS' GUIDE AND CODE OF CONDUCT

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Preamble

One cardinal goal of the University is to assist her students and staff to become more competent, purposeful and ethical through a teaching and learning environment, which respects the dignity of all.

In addition to the main campus in Kumasi, KNUST has an Institute of Distance Learning with centres in all regional capitals as well as in the national capital, Accra.

The information contained in this Student Guide and Code of Conduct handbook applies to all students enrolled at the University and was deemed accurate at the time of printing. Any updates will be done at Universities website <http://www.knust.edu.gh> until the next print.

This document is also meant to generate positive behaviour from students and inhibit negative ones. The University will do its part by ensuring that the right atmosphere is provided to promote academic and personal growth.

The efforts of the University in providing a sound learning environment would be seriously undermined if students are found to be engaged in general acts of misconduct and or proscribed conducts **that tend to bring the University's name down in disrepute**. Should that occur the University is duty-bound to apply to the culprit(s) **appropriate sanctions; the severest form of which is dismissal or being**

handed over to be tried in the law courts of Ghana if such conduct is found in breach of the laws of Ghana or both. The reputation and integrity of KNUST among institutions of higher learning and as a national asset is of utmost important to alumni, management faculty and staff. Therefore, students should not seek refuge under national law to escape internal enquiry, when they have not fully exhausted all internal avenues of redress provided the issues under consideration are not life threatening.

KNUST is dedicated to assist students to acquire academic excellence and personal development. We encourage and promote the uniqueness of each person. However, we also recognize the interdependence of all members of the KNUST Community.

For the University to accomplish her goals, it is most important that we maintain an environment in which all members of the community have the opportunity to develop spiritually, intellectually, socially, emotionally, and physically. To meet these obligations, the University seeks to provide an environment conducive to academic endeavours, social growth, and individual self-discipline for each student. To ensure that this environment is maintained, this guide and conduct system has been established. This system is viewed by the University as the part of the educational experience, which occurs when a student's conduct interferes with the University's

responsibility for insuring that all members of the University can attain their personal and professional goals.

The primary goal of this guide and conduct system is to determine responsibility, and if applicable, facilitate change. Growth occurs when the individual who makes a mistake realizes this mistake, sees the impact the mistake has, and accepts responsibility for his/her actions. Members of the University must be concerned with protecting their own dignity and respecting that of all individuals within our community.

Purpose of this Student and Code and Guide

- » To ensure the safety and well-being of members of the University community and preservation of University property;
- » To ensure the student's own physical and emotional safety and well-being;
- » To ensure that a student understands activities and behaviours that ensure the normal and smooth operations of the University;
- » To ensure that the welfare of those in the immediate environment of the University who are affected by the university's activities are protected; and
- » To ensure that the University's premises are safeguarded from becoming a hub for perpetuating criminal activities.

Statement of Student Rights

Conscious of the institution's rights and responsibilities to each individual, and those of each individual to the institution, KNUST includes the following information to acquaint

each student with his/her rights. The University affirms the right of each student to be free from discrimination or harassment on the basis of religious creed, ethnicity, sex, national origin, age, marital status – physical challenge and others.

1. *Students are free to pursue their educational goals; appropriate opportunities for learning will be provided by the institution.*
2. *Students have the right to establish and elect a student government and appropriate student governance organizations.*
3. *The student body shall have clearly defined means of participating in the formulation and application of institutional policy affecting academic and student affairs.*
4. *No serious student conduct sanctions may be imposed upon any student without notice to him/her of the nature and the cause of the charges. A fair hearing shall include the right to hear the charges and register a response, to confront witnesses against him/her in either a committee of enquiry or disciplinary hearing, as safety permits, to present one's own statement and may choose to have the assistance of a lawyer.*
5. *The University, however, reserves the right to take immediate action against a student up to and including removal from the premises prior to a hearing in emergency situations. Emergency situations may include where the student's continuous presence at the University poses an immediate threat to the health or welfare of other students, faculty members, staff or the student himself/herself.*

6. *Students shall have the right to privacy as guaranteed by the National Constitution and implemented by the University. This must also be sensitive to the Data Protection Act.*
7. *Students and registered student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They shall always be free to support or oppose causes, by orderly and lawfully means, which do not disrupt the regular and essential operation of the institution. **At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organisations speak only for themselves.***
8. *The civil rights of the student will be preserved in so far as the University has any responsibility for the maintenance of those rights. Students shall have the right to petition the University to voice concerns, suggest amendments to University regulations and modification of University policies.*
9. *Students should be secure in their persons, living quarters, papers, and effects.*
10. *Students have the right to access their personal records in accordance*

with the process established by the University and data protection laws of Ghana.

Statement of Student Responsibilities

1. No member of the University is permitted to interfere with the personal growth of others.
2. Each member of the KNUST community shall be mindful of the rights of others in the enjoyment of his rights and freedoms.
3. Each member of the KNUST community must continue learning how to respect the facilities of the University, others and ourselves. KNUST functions on the basis of mutual respect of rights and mutual responsibility to protect such rights.
4. Each member of the KNUST community is uniformly responsible for the continued development of the positive reputation enjoyed by KNUST.
5. Students are members of the University community. As citizens, students are responsible to the greater KNUST community of which they are a part.
6. The University shall neither substitute for nor interferes with regular legal processes.

2

A Brief History of the University

The University has undergone several name changes for historical reasons. It started off as Kumasi College of Technology, then as Kwame Nkrumah University of Science and Technology, followed by University of Science and Technology before finally reverting to Kwame Nkrumah University of Science and Technology.

Kumasi College of Technology was established by a Government Ordinance of the Gold Coast on 6th October 1951. It however, opened officially on 22nd January 1952 with 200 Teacher Training students transferred from Achimota College to form the nucleus of the new College. In October 1952, the School of Engineering and the Department of Commerce were established and the first students were admitted. From 1952 to 1955, the School of Engineering prepared students for professional qualifications only. In 1955, the School embarked on courses leading to the University of London, Bachelor of Engineering External Degree Examinations. A Pharmacy Department was established in January 1953, with the transfer of the former School of Pharmacy from Korle-Bu Hospital, Accra, to the College. The Department ran a two-year comprehensive course in Pharmacy leading to the award of the Pharmacy Board Certificate. A Department of Agriculture was opened, also in 1953, to provide a number of

ad hoc courses of varying duration, from a few terms to three years, for the Ministry of Agriculture. A Department of General Studies was also instituted to prepare students for the Higher School Certificate Examinations in both Science and Arts subjects and to give instruction in such subjects as were requested by the Arts subjects and to give instruction in such subjects as were requested by the other departments.

Once established, the College began to grow and in 1957, the School of Architecture, Town Planning and Building was inaugurated and its first students were admitted in January 1958, for professional courses in Architecture, Town Planning and Building. As the College expanded, it was decided to make the Kumasi College of Technology a purely Science and Technology Institution.

In pursuit of this policy, the Teacher Training College, with the exception of the Art School, was transferred in January 1958 to the Winneba Training College now the University of Education, Winneba and in 1959, the Commerce Department was transferred to Achimota to form the nucleus of the present School of Administration of the University of Ghana, Legon.



Accession to University Status

In December 1960, the Government of Ghana appointed a University Commission to advise it on the future development of University Education in Ghana, in connection with the proposal to transform the University College of Ghana and the Kumasi College of Technology into an independent university.

Following the report of the Commission, which came out early 1961, the Government decided to establish two independent Universities in Kumasi and at Legon near Accra. The Kumasi College of Technology was thus transformed into a full-fledged University, Kwame Nkrumah University of Science and Technology, by an Act of Parliament on 22nd August 1961. The University's name was changed to University of Science and Technology after the Revolution of 24th February, 1966. However, by another Act of Parliament (Act 559) of 1998, the University has been renamed Kwame Nkrumah University of Science and Technology, Kumasi. The University started awarding her own degrees in June 1964. All degree examinations are reviewed by external examiners and moderators to ensure that high academic standards are maintained.

General Information

The University is situated approximately on a sixteen square-kilometre campus of undulating land and pleasant surroundings, about seven kilometres away from the central business

district of the city of Kumasi. The campus presents a panorama of beautiful and modern buildings interspersed with verdant lawns and tropical flora, which provide a cool and refreshing atmosphere congenial to academic studies. It has within the short period of its existence become an important centre for the training of scientists and technologists not only for Ghana, but also for other African countries as well as from other parts of the world.

There are six traditional Halls of Residence and a number of hostels on the University campus. The Halls of Residence are Queen Elizabeth II, Unity, Independence, Republic, University and Africa. Three of the Halls of residence are mixed, two for males only and one for females only. These traditional Halls have offices each with its kitchen, dining hall and separate junior and senior common rooms for students and senior members of the Hall. The residents share communal bathrooms and toilets.

The on-campus hostels are mixture of post graduate and undergraduate accommodation. The largest of these is managed by the Ghana Universities Staff Superannuation Scheme (GUSSS). The Otumfuo Osei-Tutu II Hostel has been put up by the cumulative contribution of undergraduate students over the years.

Medical students of Komfo Anokye Teaching Hospital live in University-owned VALCO hostels. There are also a number of privately-owned hostels both on campus and off campus in the surrounding townships

The New KNUST

KNUST has, since January 2005, transformed from its previous centralized system of administration into significantly decentralized one called the Collegiate system. Under this system, the various faculties have been condensed into six colleges.

Since its inception, the University has been administered on the Faculty-based system. This naturally led to a situation where new Faculties and Institutes were created to meet the ever-growing academic pursuits of students. The resultant collection of Faculties largely hampered efficient administrative and academic operations, as duplication of efforts and long administrative processes were rampant. The need to deal with these complexities and harmonize the operation of the existing structures became apparent and unavoidable.

This was more so, with the ever-increasing numbers in student population. True to the vision to make KNUST the model for technological education in Africa and the then Vice-Chancellor's commitment to academic excellence, the Collegiate System came into being with the promulgation of new statutes on November 29, 2004 to underpin these changes.

On 5th April, 2005, the Pioneering Provosts were inducted and invested into office at the Great Hall of the KNUST. They were Prof. Stephen Osei, College of Agriculture and Natural Resources (CANR); Prof. S. O. Asiamah, College of Architecture and Planning (CAP); Prof. Dr. Daniel Buor, College of Art and Social Sciences (CASS); Prof. F.W.Y. Momade, College of Engineering (CoE); Prof. Kwame Sarpong, College of Health Sciences (CHS); and Prof. Aboagye Menyeh, College of Science (CoS).

The Colleges are semi-autonomous, which means that they are given the power to largely

run on their own without much dependence on the central administration for financial support. The Provosts report directly to the Vice-Chancellor. There is also a school of Graduate Studies headed by a Dean who coordinates and facilitates graduate programs of the colleges and reports directly to the Vice-Chancellor.

A College Registrar, Finance Officer and Librarian directly assist the Provosts in administration. Under each Provost are the various Faculties, Centres Institutes and Departments, headed by Deans Directors and Heads.

As both administrative and academic leaders Colleges, the Provosts are to provide the needed leadership for the Colleges to guarantee efficient running of their establishments



Administration of the University

The Principal Officers of the University as set out in the Statutes are the Chancellor, the Chairman of the University Council and the Vice-Chancellor.

Officers of the University

| | |
|---|--|
| Chancellor | The Asantehene Otumfuo Osei Tutu II |
| Chairman of the University Council | Prof. Emeritus Kwame Sarpong |
| Vice-Chancellor | Prof. Kwasi Obiri-Danso |

**The Vice-Chancellor is the Academic and Administrative head and Chief Disciplinary officer of the University.*

Other officers of the University

| | |
|----------------------------|--------------------------|
| Pro Vice-Chancellor | Rev. Prof. Charles Ansah |
|----------------------------|--------------------------|

The Pro Vice-Chancellor exercises powers as specified in the University Act and such other as may be delegated to him by the Vice-Chancellor.

| | |
|------------------|-------------------|
| Registrar | Mr. A. K. Boateng |
|------------------|-------------------|

**The Registrar is the Chief Administrative Officer of the University.*

Governing Body of the University

The governing body of the KNUST is the University Council.

The Academic Board is the supreme academic body responsible under the University Council for:

- a. formulating and carrying out the academic policy of the University;
- b. devising and regulating the courses of instruction and study, and supervising research;
- c. regulating the conduct of examinations and the award of degrees, diplomas and certificates;
- d. advising the University Council on the admission of students and the award of scholarships; and
- e. reporting on such matters as may be referred to it by the University Council. The Academic Board may make representations to the University Council on any matter connected with the University, and has such additional functions as may be conferred on it by statutes enacted by University Council.

There are Committees of the Academic Board, which normally make recommendations to it for its approval before they are implemented.

These include the Executive Committee and the Residence Committee. The Welfare Services Board is responsible to the University Council through the Vice-Chancellor. The functions of the Board are:

- a. To make such reports and recommendations on matters affecting the estate and the welfare services within the University and within the scope of policy approved by the Council to take such actions as the Board may deem necessary.
- b. To make reports and recommendations to Council either on its own initiative or at the request of the Council on any matter prescribed by the Council. There are Committees of the Welfare Services Board the implementation of whose decisions are subject to the approval of the Board.

Students' Participation in Administration of the University

The Students Representative Council (SRC) is the official mouth piece for students. Operating autonomously under SRC is the Graduate Students Association of Ghana (GRASAG). Students are represented on the University Council by the Presidents of SRC and GRASAG. Students participate actively in other areas of the administration of the University through their representatives serving on Academic Board, the Welfare Services Board, College, Faculty and Departmental Boards, Residence Committee, Library Committee and on the Hall Councils. Executive Officers of the SRC are, The President, Vice President, Secretary and Treasurer.

Colleges

1. College of Agriculture and Natural Resources
2. College of Art and the Built Environment
3. College of Humanities and Social Sciences
4. College of Science
5. College of Engineering
6. College of Health Sciences



College of Agriculture and Natural Resource

The College of Agriculture and Natural Resources came into being in January 2005, following the promulgation of the revised University statutes in December 2004. It emerged from the former Faculty of Agriculture, the Institute of Renewable Natural Resources and the School of Forestry, Sunyani. The College is mandated to train and equip graduates with the requisite academic and entrepreneurial skills in the areas of agricultural production and natural resource management for sustainable national development, in addition to carrying out research and extension services in these areas.

Faculties/Departments

The College is an amalgamation of three Faculties and twelve Departments with four Research Units. These are:

Faculty of Agriculture

- i. Department of Animal Science
- ii. Department of Crop and Soil Sciences
- iii. Department of Horticulture
- iv. Department of Agric. Economics, Agribusiness and Extension

Faculty of Forest Resource Technology

- » Department of Social Forestry
- » Department of Wood Processing and Marketing
- » Department of Ecotourism and Forest Recreation
- » Department of Land Reclamation and Rehabilitation

Faculty of Renewable Natural Resources

- » Department of Agroforestry
- » Department of Wildlife and Range Management
- » Department of Fisheries and Watershed Management
- » Department of Silviculture and Forest Management
- » Department of Wood Science and Technology

Research Centres

The College has four Research Centres namely:

- » Bureau for Integrated Rural Development (BIRD)
- » Centre for Biodiversity Utilisation and Development (CBUD)
- » KNUST Dairy/Beef Cattle Research Stations, Boadi
- » Agricultural Research Station, Anwomaso.

Undergraduate Programmes

The Departments of the College through its Faculties run the following undergraduate programmes:

- » BSc Degree in Agriculture, with options in Animal Science, Horticulture, Crop and Soil Sciences, Agricultural Economics, and Extension and Mechanization
- » BSc Post-Harvest Technology
- » BSc Landscape Design and Management
- » BSc Agricultural Biotechnology
- » BSc Agribusiness

- » BSc Dairy and Meat Science and Technology
- » BSc Degree in Natural Resource Management: options include Wildlife and Range Management, Wood Science and Technology, Agroforestry, Silviculture and Forest Management, Freshwater Fisheries and Watershed Management.
- » BSc Degree in Aquaculture and Water Resource Management.

All the programmes are of four-year duration. In addition, a four-year BSc. Forest Resource Technology began in the 2005/2006 Academic Year.



Postgraduate Programmes

The College also runs the following Postgraduate programmes:

- » Two-year taught/supervised research MSc Degree programmes in Agroforestry, Wood Technology and Management.
- » MPhil and PhD programmes are run in all Departments of Agriculture.

Career Opportunities

Career and job opportunities exist for our graduates in both the public and private sectors such as the Ministries, District Assemblies, Financial Institutions, Timber Firms, industry, NGOs and International Organisations. Our programmes equip our graduates adequately with knowledge and skills for self-employment.





College of Art and Built Environment

The College of Art and Built Environment (CABE) is one of the six Colleges of the University; but uniquely among them the most reorganised and like all the other Colleges, it first came into existence in January 2005 as College of Architecture and Planning (CAP). It was a merger of the former Faculty of Environmental and Development Studies (FEDS) and the Institute of Land Management and Development (ILMAD). It is now called the College of Art and the Built Environment. The College comprises of three faculties and 10 academic Departments and 2 Research Units.

Departments

Academic Programmes in the colleges are run in the following Departments:

- » Department of Architecture
- » Department of Building Technology
- » Department of Planning
- » Department of Land Economy
- » Centre for Land Studies
- » Centre for Settlement Studies
- » Department of Painting and Sculpture
- » Department of Communication Design
- » Department of General Art Studies
- » Department of Industrial Art

» Department of Integrated Rural Art and Industry

» Department of Publishing Studies.

Undergraduate Programmes

The Departments of the College run four-year undergraduate programmes leading to the award of Bachelor of Science (BSc.) degrees in Architecture, Building Technology, Land Economy, Construction Technology and Management, Quantity Surveying and Construction Economics, Development Planning, Settlement Planning and Real Estate.



- » PhD African Art
- » PhD Art Education
- » MFA Painting and Sculpture
- » MFA Painting
- » MFA Sculpture
- » MFA Ceramics
- » MFA Textile Design
- » MFA Jewellery and Metal Smithing
- » MA Communication Design
- » PhD Painting
- » PhD Sculpture.

There also Bachelor of Art degrees in

- » BFA Painting
- » BFA Sculpture
- » BA Communication Design
- » BA Integrated Rural Art and Industry
- » BA Industrial Art (Options: Ceramics, Metals and Textiles)
- » BA Publishing Studies.

Postgraduate Programmes

Diploma in Architecture, Master of Science (MSc.) Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) Programmes are run in the Departments of the College. The Postgraduate Diploma in Architecture, the MSc. and MPhil programmes have duration of two years each, and a minimum of three years for the PhD programmes.

The Faculty Art runs the following postgraduate programmes:

- » MA/MPhil Art Education
- » MA/MPhil African Art
- » MA Publishing Studies

Career Opportunities

Department of Architecture

The Public Service (A.E.S.L.) employs products from this Department. Others are the District Assemblies, as Development and Project Officers; Private Firms; and Financial Institutions. Other job opportunities are in Real Estate and Academic Institutions. Graduates can also go into private practice.

Department of Building Technology

Employment opportunities exist in the following areas: Construction Organisations, Consulting Companies in the Construction Industry as Quantity Surveyors, Construction Managers, Cost Estimators among others. Graduates can also secure jobs in the Banks and Ghana Real Estate Developers Association.

Department of Land Economy

Job opportunities are in the following areas: Land Sector Agencies like the Lands Commission, Land Valuation Board, and Office of the Administrator of Stool Lands. Employment is also available in the Estate Management outfits of both public and private organizations. The emerging Estate Development Companies also have room for Land Economists.

After specified number of years in the field, the land economist can go in private consultancy after satisfying requirements prescribed by the General Practice Division of the Ghana Institution of Surveyors.

Department of Planning

Graduates are usually absorbed by the main integrative planning agencies. In addition, they are also qualified to provide development-planning input to the sectorial planning agencies such as Health, Education, Agriculture and Transportation.

In the Faculty of Art, employment opportunities abound in KNUST museums, teaching in schools and colleges as designers in high street shops and malls and also in many cases have become self-employed.





College of Humanities and Social Sciences

The College of Humanities and Social Sciences is an amalgamation of three Faculties and sixteen (16) Departments and a Research Centre. The amalgamation was in line with the University's objective to achieve good governance and academic excellence through restructuring of academic and administrative units into Colleges. The College, like all five others came into being on the 4th of January 2005, following the promulgation of the new statutes.

Faculties & Departments

Faculty of Law

- » Department of Public Law.
- » Department of Private Law.
- » Department of Commercial Law.

Faculty of Social Sciences

- » Department of English
- » Department of Economics
- » Department of Modern Languages
- » Department of History and Political Studies
- » Department of Religious Studies
- » Department of Sociology and Social Work

- » Department of Geography and Rural Development

The KNUST School of Business

The KNUST School of Business has five academic departments:

- » Department of Human Resources & Organisational Management
- » Department of Accounting and Finance
- » Department of Marketing and Corporate Strategy
- » Department of Information Systems and Decision Sciences

Research Centre

- » Centre for Cultural and African Studies

Undergraduate Programmes

The College and its Departments run the following undergraduate Programmes:

- » BA Religious Studies
- » BA Geography and Rural Development
- » BA Economics
- » BA Sociology
- » BA Social Work
- » BA English
- » BA History
- » BA Akan
- » BA French
- » BA Political Studies
- » BA Culture and Tourism
- » Bachelor of Law (LLB)
- » Bachelor of Science (Business Administration)
 - Accounting
 - Banking and Finance
 - Human Resource Management
- Marketing
- Logistics and Supply Chain Management
- Business in Information Technology
- » PhD English
- » MA/MPhil Geography and Rural Development
- » PhD Geography and Rural Development
- » MA/MPhil/PhD Economics (French)
- » PhD (French)
- » MA Sociology
- » MA/MPhil Religious Studies
- » PhD History
- » MBA (Masters in Business Administration)
- » EMBA (Executive Masters in Business Administration)
- Centralised Laboratory Services

Career Opportunities

Graduates from the College of Humanities and Social Sciences have a wide range of job opportunities ranging from Education to Research, Public and NGOs, International Organisations, Armed Forces, District Assemblies and others.

Graduates from the Faculty of Law also have job opportunities in the following areas:

- » State Counsel in the Ministry of Justice.
- » Judicial Appointment as Magistrates and future Judges.
- » Legal Officers in the Banks, Lands Department, Deeds Registry, District Assemblies and NGOs.
- » Research Assistants to Judges, Parliamentarians and others.
- » Bright future in academics in Universities and Polytechnics across the country
- » Self-employment at the Bar and in business.



College of Engineering

The College of Engineering emerged from the former School of Engineering. It comprises eleven academic Departments, and two Research Centres.

Departments

Academic Programmes in the College are run under the following Departments:

- » Department of Chemical Engineering
- » Department of Materials Engineering
- » Department of Petroleum Engineering
- » Department of Civil Engineering
- » Department of Geomatic Engineering
- » Department of Electrical and Electronic Engineering
- » Department of Computer Engineering
- » Department of Geological Engineering
- » Department of Mechanical Engineering
- » Department of Agriculture Engineering

Research Centres

- » Technology Consultancy Centre (TCC)
- » Energy Centre
- » WASCAL

Undergraduate Programmes

Undergraduate Programmes offered in the College are:

- Aerospace Engineering
- Agricultural Engineering
- Biomedical Engineering
- » Chemical Engineering
- » Civil Engineering
- » Computer Engineering
- » Electrical/Electronic Engineering
- » Geological Engineering
- » Materials Engineering
- » Mechanical Engineering
- » Petroleum Engineering
- » Petro-chemical Engineering
- » Geomatic (Geodetic) Engineering
- » Telecommunication Engineering
- » Metallurgical Engineering

All the Programmes are of a four-year duration, leading to the award of a Bachelor of Science (B.Sc.) Degree.

Postgraduate Programmes


The College offers Postgraduate programmes in all the above courses, leading to the award to MSc, MPhil. and Ph.D. degrees.

Career Opportunities

Graduates from the College of Engineering have a wide range of job opportunities includ-

ing the following: General Engineering, Agriculture, Manufacturing industries, Teaching and Research, Consultancy, Sales and Management, Banking and Investment, Food Processing Industry, Private Enterprise and Rural Development Projects.





College of Health Sciences

The College of Health Sciences was established in line with the restructuring of the University into the collegiate system. It emerged from the former Faculty of Pharmacy and the School of Medical Sciences. The College has five academic Faculties, with a total of twenty Departments and a Research Centre.

Faculties/Departments

Faculty of Pharmacy and Pharmaceutical Sciences

- » Department of Pharmaceutical Chemistry
- » Department of Pharmacognosy
- » Department of Clinical and Social Pharmacy
- » Department of Herbal Medicine
- » Department of Pharmacology
- » Department of Pharmaceutics

School of Medical Sciences

- » Basic Medical Sciences
- » Department of Anatomy
- » Department of Physiology
- » Department of Molecular Medicine
- » Department of Pathology
- » Department of Clinical Microbiology
- » Department of Behavioural Sciences

Clinical Medicine

- » Department of Surgery
- » Department of Medicine
- » Department of Eye, Ear, Nose and Throat
- » Department of Obstetrics and Gynaecology
- » Department of Child Health
- » Department of Anaesthesiology and Intensive Care
- » Department of Community Health
- » Department of Radiology

Faculty of Allied Health Sciences

- » Department of Nursing
- » Department of Sports and Exercise Sciences
- » Department of Medical Laboratory Technology
- » Department of Sonography

Dental School

- » Department of Basic and Diagnostic Oral Sciences
- » Department of Adult Oral Health
- » Department of Oral and Maxillofacial Sciences
- » Department of Child Oral Health and Orthodontics
- » Department of Community Dentistry

School of Veterinary Medicine

- » Department of Veterinary Pathology
- » Department of Veterinary Medicine
- » Department of Veterinary Surgery
- » Department of Veterinary Obstetrics and Gynaecology
- » Department of Veterinary Parasitology/Bacteriology
- » Department of Veterinary Public Health

Research Centre

- » Kumasi Centre for Collaborative Research and Tropical Medicine (KCCCR)

Undergraduate Programmes

The School of Medical Sciences runs a three-year programme leading to the award of:

- » Bachelor of Science (B.Sc.) in Human Biology.

This is followed by another three-year Clinical programme, leading to the award of MB, CHB degree.

The Dental School runs a six-year programme in Dentistry. The programme starts with a three-year pre-clinical course which is handled by the School of Medical Sciences on behalf of the Dental School. This is followed by a three-year clinical training leading to the award of Bachelor of Dental Surgery (BDS).

The Faculty of Allied Health Sciences runs programmes leading to the award of:

- » B.Sc. Nursing,
- » B.Sc. Disability and Rehabilitation Studies,
- » B.Sc. Medical Laboratory Technology,
- » BSc Midwifery,
- » BSc Nursing (Emergency),
- » BSc Physician Assistantship (Anaesthesia), and
- » B.Sc. Sports and Exercise Science.



The Faculty of Pharmacy and Pharmaceutical Sciences runs a six-year programme leading to the award of Pharm D. and four year programme leading to the award of B.Sc. Herbal Medicine degree.

The School of Veterinary Medicine runs a six-year programme leading to the award of Doctor of Veterinary Medicine (DVM) degree.

Postgraduate Programmes

The Faculties and Department of the College run various post graduate programmes leading to the award of Diploma, MSc. M.Phil. and PhD degrees in their specific areas.

Career Opportunities

Graduates from the College have varied job opportunities in the Health Sector, Pharmaceutical Industries and Research Institutes





College of Science

The College of Science emerged from the former Faculty of Science, which was established in 1961. The College status was attained as a result of the restructuring of KNUST into six Colleges, following the promulgation of the new Statutes in December 2004. The College has ten academic Departments.

Departments

The College of Science has ten Departments and under two faculties. These are:

Faculty of Biosciences

- » Department of Biochemistry and Biotechnology
- » Department of Food Science and Technology
- » Department of Environmental science
- » Department of Theoretical and Applied Biology
- » Department of Optometry and Visual Science

Faculty of Physical Sciences

- » Department of Chemistry
- » Department of Computer Science
- » Department of Mathematics
- » Department of Actuarial Science
- » Department of Physics

Undergraduate Programmes

Undergraduate Programmes offered in the College are:

- » Computer Science
- » Mathematics
- » Statistics
- » Actuarial Science
- » Physics
- » Biochemistry
- » Food Science and Technology
- » Environmental Science
- » Biological Sciences
- » Doctor of Optometry
- » Chemistry
- » Meteorology and Climate Science

All the programmes are of a four-year duration, leading to the award of a Bachelor of Science (BSc) degree, except the Optometry and Visual Science programme which is of a six-year duration, leading to the award of Doctor of Optometry (OD) Professional Degree.



Postgraduate Programmes

Master of Science (MSc.), Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) programmes are run in all the Departments, with a minimum of two years for the MSc. and MPhil programmes and a minimum of three years for the PhD programmes.

The degree programmes have been designed to produce graduates well grounded in the fundamentals and acquisition of the necessary skills in order to use the acquired scientific knowledge in a wide range of practical applications.

Career Opportunities

Graduates from the College have varied job opportunities ranging from Educational and Research Institutes, Meteorological Services, Financial and Insurance Companies, Breweries, Civil Aviation, Environmental Protection Agencies, Pharmaceutical Industries, the Armed Forces, Medical and Forensic Laboratories.



Institute of Distance Learning

The Institute of Distance Learning has two departments:

- » Centre for e-Learning Technology (CLT)
- » Centre for Distance and Continuing Education (CDCE)

The – institute has centres in all the regional capitals of Ghana.

The institute hosts among others top-up programmes in

- » Administration
- » Computer Engineering,
- » Geomatic Engineering
- » Agricultural Engineering
- » Electrical and Electronic Engineering
- » Telecommunications Engineering
- » Chemical Engineering (online)
- » Mechanical Engineering (both online and face-to-face)
- » Statistics
- » Actuarial Science
- » Computer Science
- » Bachelor of Information Technology(BIT)
- » BBA (all options including Hospitality)
- » Architectural Technology(Diploma)

- » Quantity Surveying and Construction Economics(QSCE)
- » Construction Technology and Management (CTM)
- » Sociology and Social work
- » Geography and Rural Development.

Graduate Programmes

The institute runs the following graduate programmes:

- » Commonwealth Executive MBA(CEMBA)
- » Commonwealth Executive MPA(CEMPA)
- » MSc. Industrial Mathematics
- » MSc. Health Informatics
- » MSc. Environmental Science
- » MSc. Post-Harvest
- » MSc. Education Innovation and Leadership Science
- » MSc. in Food Science
- » Masters in Information Technology(MIT)
- » Masters in Industrial Finance and Investment (MIFI)
- » Masters in Development Management
- » Masters in Business Consulting

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School of Graduate Studies



Before 1974, only a few departments offered Postgraduate programmes in the University. In 1974, the Board of Postgraduate Studies was established to coordinate the activities of those few departments. The Board of Postgraduate Studies was elevated to the status of a School in 2002. The idea was to make the Board face the present and future challenges of Graduate Studies in a more focused manner.

The objective of graduate studies at the KNUST has been the training and development of graduates to acquire skills in Science and Technology and other related fields. Besides, such graduates would be encouraged to provide appropriate research initiative and leadership in industry, commerce and other sectors of national economy. The departments and faculties are to develop additional graduate programmes, which are relevant to the promotion of economic, social, scientific and technological advancement of Ghana.

Office of the Dean of Students

The Dean of Students is the Students' Conduct Administrator. The Dean of Students shall constitute a Conduct Board; and to appoint Hearing Officers, on the advice of the legal office and approval from the Vice-Chancellor, to investigate all manner of students' distress and misconduct. The Dean of Students shall be responsible for the welfare and discipline of all students and shall also give meaning to the role of Senior Members by acting in *loco parentis* for students. The office of the Dean of Students is the first point of call for all issues on students' welfare, conduct and discipline. For direct academic issues, students are advised to first report to their Heads of Departments, Deans and Provost; in that sequential order. If such students still feel their grievances have not been resolved, they can report to the office for a fresh approach.

The office of the Dean of Students, since its establishment in 1998, continues to provide the necessary welfare support services to students during their university life at KNUST to enable them achieve both academic and personal success. The staff of the office seeks to assist students in becoming responsible members of the University Community through purposeful programmes. The office is sited in the Commercial Area of campus in the refurbished Harper Building (Adjacent to the Jubilee Mall in the commercial area).



Mission

Our mission is fulfilled through assisting students in understanding policies and procedures of the university, providing opportunities for involvement in decision making, developing and enhancing leadership qualities and, through advocacy for students, resolving conflicts.

Activities

The Dean of Students' office now oversees Student Affairs and the Student Financial Services. The Office also liaises with the leadership of the Student Representative Council (SRC) and Graduate Students Association of Ghana (GRASAG) to ensure the welfare of students. It also links up with external bodies that have to deal with student welfare issues in general.

In addition, it collaborates with the Hall Authorities to ensure student welfare. The

office is also in charge of the management of the Non-Resident Student Facilities, and also links up with the operators of hostels for non – resident students to ensure conducive environment for them.

The office liaises with other university departments such as International Programs Office, University Information and Technology Services Security, Transport and the Hospital.

Our principal focus is on the welfare of all students at KNUST through specific activities organized under the following:

- a. International Student Affairs
- b. Student Housing & Residence Life
- c. Student Conduct & Discipline
- d. Student Support Services
- e. Student Health Services.

International Student Affairs

The office of the Dean of Students provides an environment for the welfare of international students at KNUST in relation to academic, residential and social matters. It assists all international Students to appreciate and accommodate the diverse cultures within the KNUST community. The office through Students' Affairs unit coordinates the regularization of the stay of international students in the country.

Student Housing and Residence Life

This unit coordinates with the Committee of Hall Administrators to ensure that students live under the satisfactory conditions in the Halls of Residence. It also liaises with hostel operators to ensure that non-resident students live in decent and affordable hostels. It helps to make students comfortable and creates a conducive environment for living by making sure that the three (3) Non-Resident Facilities are available to students for their studies.

Student Conduct and Discipline

This area of the work of the Dean of Students is the most challenging one. All types of issues on students conduct and discipline are either reported directly to the office of the Dean of Students or referred from other agencies to the office. The University Central Administration, Director of Health Services, Security Services, and the Provosts/ Deans/Directors of the various Colleges/Faculties/Institutes refer cases ranging from theft, fraud, assaults, harassment (including sexual harassment) and others to the Dean of Students' office. It is advisable for Students who have complaints on any issue for whatever reason to report first to the office of the Dean of Students before seeking redress elsewhere.

Student Health Services

This unit works closely with the Director of Health Services, the KNUST Counselling Centre and other units to ensure both the physical and mental well-being of students. This objective is achieved by:

- » Liaising with the Director of Health Services on students' health matters regarding the academic, social and health interphase.
- » Following up on students' Medical Examination reports as basis for identifying students with special counselling needs. It also liaises intimately with the KNUST Counselling Centre in that regard.
- » Monitoring trends in students' health and sanitation and issues on campus, and advising accordingly.

Students are encouraged to look out for one another regarding visible changes in the health profile of their colleagues. A report must be made immediately to the counselling unit's hotline regarding issues such as but not limited to students who have not been seen for 48

hours, those who have been taken suddenly ill, and those perceived to have psychiatric challenges. The office of the Dean of Students remains unwavering in its commitment to total well-being of students at KNUST.

Students' Financial Services Office (SFSO)

The SFSO is overseen by the Assistant Registrar for Student Affairs who reports to the Dean of Students.

The mandate of the SFSO is to explore and solicit for funds from organisations and individuals to assist needy students, many of whom may as well be brilliant students who without such assistance may not be able to meet their educational expenses at the university.

The SFSO provides the following services:

- i. Directs financial assistance by way of bursaries and scholarships to needy students.
- ii. Facilitates the creation of on-campus work-study programmes for students.

- iii. Encourages the establishment of scholarship by organisations and individuals to support the needy students.

These needy students may apply for financial assistance at the latter part of the second semester of each academic year. Forms are available at SFSO by March. Students will be alerted through bulk SMS messaging and notices as well as on the KNUST website www.knust.edu.gh.

Student Affairs

This unit of the Dean of Students' office is responsible for student documentations and custodian of students' confidential files, of both current students and past students, in archives. The unit is responsible for issuing letters of introduction to foreign embassies for students and coordinates with the immigration office to sort out the resident permits of our international students. It also deals with student bereavement and coordinates with the deceased student's family, department and college.



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KNUST Counselling Centre (KCC)

The KNUST Counselling Centre (KCC) is a mental health facility dedicated to the promotion of a healthy university environment for students, staff and their dependents. The centre has well trained Professional Counsellors and Clinical Psychologists who provide an emotionally safe, confidential, compassionate and respectful environment that fosters development and greater subjective wellbeing of students. Since its initial foundation in 1993, the KCC has evolved and grown to extend varied psychological and counselling services to communities beyond the university. We are committed to a cutting-edge and high quality approach to each of our services towards becoming a global leader as the university's mental health and wellbeing centre.

Our Vision

The KNUST Counselling Centre (KCC) shares the belief that good mental health is pivotal to personal, academic, and career success. Therefore, its vision is to provide high quality mental health support services to students, staff and their dependents as well as the general public.

Our Mission

A healthy environment facilitates good mental health. Consequently, the KCC is dedicated to providing high quality mental health services that support the broader vision of the university as a learning environment, and to help students develop holistically and benefit from their experience at KNUST. KCC staff is

also professionally responsive to the individual, cultural, and demographic diversity needs of its clients so that all persons who seek their services may develop to their maximum potentials. We realize this mission by providing professional psychological services, and psycho-educational workshops that include

individual counselling and psychotherapy in the following areas:

- » Substance abuse
- » Trauma related issues
- » Stress and time management
- » Affective and mood disorders
- » Grief work
- » Social anxiety and phobia
- » Healthy relational skills
- » Communication and conflict resolution
- » Good study skills.

College Counsellors

The KNUST Counselling Centre operates mainly from its offices located in the Harper Building near the Commercial area. The Centre also assigns counsellors to each of the six Colleges of the University. These College Counsellors have offices within the colleges to make accessibility of their services easier by students. This way, psychological and counselling services to students are brought to them in their colleges.

Listed below are the places where each College Counsellor can be found:

| COLLEGE | COUNSELLOR'S OFFICE |
|-----------------------------------|--|
| Engineering | Bamfo Kwakye Building, Old Finance Office |
| Health Sciences | Bamfo Kwakye Building, Old Finance Office (CoE.) |
| Humanities and Social Sciences | School of Business (Third Floor, Room 4) |
| Agriculture and Natural Resources | Agra Building Last Floor |
| Science | College of Science (Third Floor, Room 35) |
| Arts and Built Environment | Faculty of Arts (First Floor, Room 4) |

Peer Counselling

Peer Counsellors are students of KNUST who are trained by the Counselling Centre to offer Counselling Services to other students at KNUST. They are drawn from all the six Colleges and trained every year to equip them with skills to serve as liaison between the Counselling Centre and the student body. They embark on hall and hostel visitations as part of their activities to offer assistance to students in need.

KNUST Counselling Centre

Contact Information:

Phone Numbers: (+233) 0208 244 000, 0502297406

Email: knustcounsellingcenter@gmail.com
counsellingcentre@knust.edu.gh

Working Hours:

Monday to Friday – 8:00am to 5:00pm.





The University Library

The University Library is as old as the university itself. It started in a pre-fabricated building in 1952 with 4,000 volumes from the Teacher Training Department of Achimota College, when the college was transferred to Kumasi to form the nucleus of the then newly established Kumasi College of Science and Technology. In April 1961, the University Library moved to its present location near the Great Hall. Currently, the Library has a stock of about 214,692 volumes and a journal holding of over 3,850 titles out of which 340 are current with 160 on subscription. It has a seating capacity of 1,420. There are also six College Libraries with a total book stock of about 90,000 volumes. They provide information for the academic programmes of the colleges, with each acquiring mostly resources related to its own field of study. Together with the Main Library, they constitute the University Library System.

Membership

The membership of the University Library is open to all students of the university; academic staff, senior administrative and technical staff and such junior members as may be recommended by Heads of Department. It is also opened to external users, notably members of the University's Alumni Association. By special permission of the Vice – Chancellor, other persons may be admitted to membership for purposes of consulting books.

Arrangement and Access

The Lending Department (which houses the issue Desk and the Catalogues), the Cataloguing, Acquisitions and the Electronic Information Departments are located on the ground floor of the library.

The first floor contains offices, the Photocopying Unit, and a reading area. The busts of former Vice-Chancellors of the university, as well as those of ingenious African-Americans are displayed on the same floor. Computer Laboratory, the Social Sciences and Humanities Collections of the Undergraduate Library and Ghana Collection are on the second floor of the old block. The adjoining room to the old block accommodates the Reference and Research Library. There are four carrels on this floor. On the second floor of the new block are the Architecture, Fine Arts, Languages and Pure Science Collections of the undergraduate Library.

The third floor of the old block has four carrels and its adjoining room houses publications of the United Nations and its agencies (FAO, WHO, UNESCO), Postgraduate theses and Women's Studies Collection. The Serials Section is on the third floor of the new block. It houses the World Bank Collection.

On the fourth floor of the extension are the collections on Geology, Life Sciences, Medicine, Agriculture, Engineering, Technology, Military and Naval Sciences and Bibliography and Library Science.



Classification Scheme and the Catalogue

The Library of Congress Classification Scheme issued in classifying the books and their arrangements on the shelves. Thus, the books have class numbers which are alphanumeric. Guides explaining the use of the scheme and the catalogue are displayed at the Issue Desk. Both the author and classified catalogues are on cards. Since 1995, the Cataloguing Department has also embarked on the computerization of its operations. Currently over 22,000 records are in a catalogue at a base based on the Windows Version of the CDS/ISIS and are available for consultation at the Reference Department. The class number of each book is written at the bottom of the spine of the book and books are shelved in this class order. Readers who cannot find what they require should ask the library staff.

Services Offered

The various activities undertaken by the Main Library to promote the effective use and exploitation of the available information resources include: borrowing, reference, photocopying, internet, E-mail and CD-ROM Services. It remains the central location of collections on all disciplines pursued in the university and also has in stock standard reference sources including encyclopaedias, dictionaries and directories. There are also

collections of unpublished graduate theses from all the colleges in the university, as well as Women's Studies Collections, comprising books, pamphlets and records on women and gender issues. The Main Library also houses publications of the United Nations and its specialized agencies like the FAO, UNESCO and WHO as well as the World Bank. All materials relating to Ghana are kept together in a special room under closed access.

The university in collaboration with the World Bank established a Development Information Centre. There are over 4,800 publications in print and electronic. The centre is located on the third floor of the library extension within the Serials Department.

Other Library Services

The University Library indexes all government newspapers and the Pioneer, a privately owned newspaper into a database. There are over 20,000 entries in the database. The Library also undertakes the scanning of newspaper and journal articles. There are plans to acquire a printer for the printing of scanned materials and other documents for a fee.

Borrowing of Books and Periodicals

- i. Only books in the Lending Library may be borrowed. Other books at

the Undergraduate Library/Ghana

Collection, theses and materials in the grilled cages are for in-house use only. Currently, unbound and bound periodicals may be borrowed only with permission from the University Librarian.

- ii. The borrower may take the book (s) he wishes to borrow to the Issue Desk where they are charged out.
- iii. The possession of a library book, which has not been properly issued to the reader, will be treated as a serious offence (stealing).
- iv. The period allowed for a book loan is two weeks but may be renewed for a further period provided it has not been reserved for another reader.
- v. On the return of a book, the Assistant Librarian at the Issue Desk discharges the book.
- vi. Books borrowed should on no account be passed from reader to reader but must in all cases be formally returned and re-issued at the issue Desk.

Number of Books

Readers can Borrow

The number of books readers are entitled to borrow from the Library are as follows:

| | |
|---|----------|
| Lecturers | 15 books |
| Part-time Lecturers | 10 books |
| Demonstrators | 7 books |
| Postgraduate Students | 7 books |
| Undergraduate Students | 5 books |
| Senior Administrative/ Technical Staff | 5 books |
| Junior Staff | 5 books. |

Opening Hours

During each semester the library opens as follows:

| | |
|----------------|----------------------|
| Monday-Fridays | 9.00 am – 10.00 pm |
| Saturdays | 9.00 am – 12.00 noon |

During Vacations, the Library opens as follows:

| | |
|----------------|-----------------------|
| Monday-Fridays | 9.00 am – 5.00 pm |
| Saturdays | 9.00 am – 12.00 noon. |

*Note: The Library does not operate on Sundays and during Public Holidays

General Regulations

- » Silence should be observed in the library.
- » Books consulted in the library should not be returned to the shelves; they should be left on the tables.
- » Marking, mutilation and misappropriation of library materials is a serious offence and severe disciplinary action will be taken against offenders.
- » Smoking and eating are forbidden in the library.
- » Briefcases, large hand bags etc. should be placed in the pigeon holes provided at the Issue Desk.
- » Readers must submit any book and materials they are carrying while leaving the library for scrutiny at the Security Check Point.

Computer Laboratory Regulations

- i. Diskettes and pen drives are to be given to the Administrator for scanning.
- ii. Do not open pornographic sites.
- iii. Do not play music/games.
- iv. Do not watch films on CD or the net.



Sanctions for Breaching Computer Laboratory Regulations

An offender will first be given a warning. A repeat of the offence leads to a user being banned from the use of the facilities at the Computer Laboratory.

Sanctions Books and Periodicals

Failure to return books on Date Due:

- i. A member who commits this offence shall be liable to pay a fine of GH¢1.00 per day up to 7 days. Thereafter, a fine of GH¢2.00 a day plus loss of borrowing rights will be imposed until the books are returned. (Charges are subject to review)
- ii. All students who fail to return all library books to the University/ College Library three (3) days before the Second Semester final examinations....
- iii. The names of all final year students who do not return their books by the stated period shall be sent to the Deans of the Faculties concerned, who shall, through their Faculty Examination Officer, ensure compliance including withholding the examination results of such students.
 - i. The University Librarian or his deputy shall be responsible for maintaining order in the library and may require any person who is guilty of disorderly or improper conduct or of any breach of library regulations to withdraw from the library for a stated period of time.
 - ii. Students are required to make themselves familiar with the regulations of the library.



- iii. All final year students are required to return their library books three (3) days before the beginning of the second semester examinations.

Misplacement of Books

A member who reports the misplacement of a borrowed book will be given up to fourteen (14) days to look for it. During that period, he shall be liable to pay a fine of GH¢1.00 each day for the first seven (7) days and a fine of GH¢2.00 each day afterwards. (Charges are subject to review).

Loss of Books

Any member who misplaces any library book shall be liable to pay twice the current price of the book in cedis plus service charges.

Stealing of Books/Periodicals

A member who steals any book or periodical shall be dismissed from the university.

Mutilation of Books/Periodicals

A member who tears pages, sections and illustrations from library materials shall be dismissed from the university.

Writing in Library Books or Underlying Sentences

A member who writes in any library book or material commits an offence and is liable to pay the current price plus two thirds administrative charges of the book in Cedis, and will lose borrowing rights for one semester.





University Printing Press (UPK)

The University Printing Press (also known as UPK) , which is located near Africa Hall was established to particularly service the University Community. For this reason, UPK undertakes almost all the printing needs of the University Administration.

Over the years UPK has been printing the University Annual Calendars, Annual Reports, Recorders and other official publications. In

addition, it also serves individuals including faculty members and students, especially binding of students' theses and reports. Students are often encouraged to do business with UPK because of its quality and affordable services.

Currently, the Press is equipped to undertake all shades of printing jobs – single colour, multicolour, commercial, and security print.



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University Health Services



The University Hospital is part of the University Health Services. It is under the supervision of the Director of the University Health Services. The hospital is a 24-Hour General Hospital, established and managed by the KNUST.

It is located in the north-eastern part of KNUST campus, along the Kumasi-Accra Highway. The hospital has 100 beds and cots, an Out-Patient Department (OPD), four Wards, Operation Theatre, Laboratory, X-Ray, Maternity, Maternal and Child Health units, Dispensary, Medical Records Unit, a Dental Clinic and an Eye Clinic.

The services provided include Out-Patient Services, In-Patient Services, Maternal Care, Radiography, Ultra Sound, Surgery, Laboratory, Dental Care and Ambulance Services. Medical attention is given free of charge to students, members of staff and their registered dependants.

Arrangements are usually made for specific cases to receive specialist attention, where necessary, outside the University Hospital. The Visiting hours for in-patients are:

| | |
|------------|-------------------|
| Morning: | 6:00am – 7:30am |
| Afternoon: | 12.00 pm-1.00 pm |
| Evening: | 6.00 pm – 7.00 pm |

Besides the medical services, there is a Sanitary Unit, which runs sanitary services for the campus. This unit is also under the direction of the Director of University Health Services but its day-to-day administration is directly under the Chief Health Superintendent.

Health Services

- i. Students may visit the University Hospital for treatment only at appointed times prescribed by the Doctor of Medical and Health Services except in an emergency.
- ii. All new students shall undergo a medical examination at the University Hospital within the period stipulated by the Director of University Health Services.
- iii. Ghana Government sponsored students may receive free medical attention at the University Hospital. Such students shall, however, be levied a fee each academic year for cost of drugs (subject to review every year).
- iv. Foreign and fee-paying students shall pay for medical attention received at

the University Hospital and shall be responsible for their own medical care.

Student Clinic

The University Hospital has commissioned a Student's Clinic since 2nd April, 2007 to enhance the health care delivery for students of the university. The clinic is opposite the Ceramics Department, College of Humanities and Social Sciences and across the road from Hall Seven (7). The facilities at the clinic include Medical Records unit and a Dispensary and Mini Laboratory.

University Medical Service and National Health Insurance Scheme NHIS)

The university started the operation of the NHIS on 1st March, 2007. Arrangement made for students include the following:

- » Freshmen of every new academic year may register with local schemes and bring along their cards to campus.
- » Students with valid NHIS Cards need not register.
- » Foreign students are to be registered by the university



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The Security Department



The Security Department personnel patrol the campus to identify and report dangers to persons and property. The office of the department is opened seven (7) days a week, 24 hours a day, 365 days a year with officers stationed in the main Charge Office next door to the University Hospital. There is also a Security Control Office near the Owusu Ansah Block and the Evans Ankom Auditorium.

The other officers are on foot patrol, on motor bikes and in vehicles. The security personnel respond to concerns and complaints dealing with illegal, disruptive, or dangerous behaviours. Additionally, the officers enforce rules on moving and parking violations on campus. Students are encouraged to report all crimes – actual, attempted, or suspected – as

well as any other emergencies to this hotline 03220 62999.

The Security Department is headed by a retired Deputy Commissioner of Police (CID) and supported by a civilian deputy who had previously worked with the BNI. Routinely, these commissioners put out on the average two security headlines (SITREP) gleaned from their log reports to keep management abreast of daily happenings.

They also liaise with the office of the Dean of Students to assist in student care and discipline. They investigate every case that come to their attention and refer cases of felony to the Ghana Police Service after preliminary investigation. Such cases include to rape, physical assault, stealing and robbery.

Social Life on Campus

Students' social life on the campus is facilitated by the SRC, GRASAG, JCRC, College/Faculty/Departmental /Societal organisations, religious organisations, and individual student entrepreneurs.

The SRC and GRASAG, whose executives are appointed from campus-wide elections, are responsible for the co-ordination of the activities of the various student organisations.

There are College/Faculty/Department societies, which provide extra curricula activities for Junior Members of the university.

- vi) Junior Common Rooms in all the traditional halls.
- vii) Tennis courts for the traditional halls.
- viii) Halls and hostels gymnasia.
- ix) A Junior Staff Community Centre.

There are two University Chaplains (Protestant and Catholic) with the support of Muslim lecturer volunteers who are responsible for organising the religious life of staff and students on campus. The Catholic students have PAX Romana and the Protestants are organised under the Students' Chaplaincy Council.

Other Information

Other recreational facilities on the campus include:

- i) Paa Joe Sports Stadium which has the following:
 - » Two (2) football pitches
 - » A hockey pitch
 - » A handball court
 - » 2 basketball courts.
 - » A volley ball court
 - » Tartan track for athletics
- ii) An Olympic-size Swimming Pool with diving facilities and a poolside restaurant.
- iii) the University Hale and Hearty Centre.
- iv) Senior Staff Club for Senior Members and senior staff.
- v) a community centre for junior staff.





Halls of Residence and Private Hostel Accommodation

The University currently has six traditional Halls of Residence namely:

- » **Queen Elizabeth II (mixed)**
- » **Republic (mixed)**
- » **Independence (mixed)**
- » **Africa (women)**
- » **University (men)**
- » **Unity (men)**

The Ghana Universities Staff Superannuation Scheme (GUSS) and Credit Union have hostels on campus. There is also a dedicated hostel for Graduate Students. The SRC since 2002 have been contributing towards the building of a hostel jointly managed by the SRC and the Dean of Students. There are other private hostels on the university's land and several others on the periphery of the university's lands. To date there are 75 of these hotels recognised as meeting the basic standards of residency and are published on the university's website. Additionally, there are other smaller holdings famously called homestels and private rooms catering for the accommodation needs of students.

The recognised hostels are classified (through annual inspection for certification by a team including staff of DOS, SRC, Security, Ghana Police Service Police, Ghana Fire Service and Ghana Tourist Authority) in the peripheral communities surrounding the university. Our students found in other lodgings including

purpose built hostels not yet recognized, homestels, and private homes. Wherever our students are found, the university has obligations to them and they are to report to DOS any treatment they consider inimical to their welfare. At the same time, our students are expected to abide by any tenancy agreement they sign before taking occupancy.

It will be in the interest of all students to demand, sign, and keep a copy of a tenancy agreement to enable DOS assist such students in times of crisis.

Management of the Traditional Halls

A Hall Council consisting of Senior and Junior Members make strategic decisions to guide the administration of the halls. They are supported by a voluntary group of Senior Members called the Hall Tutors, who elect a Hall Master and Senior Tutors. The Executive Head of a hall is the Hall Master/Warden, who is assisted by a Senior Tutor and a Hall Bursar, who is responsible for the day to day management of the hall. The Hall Master is also assisted by the Junior Common Room Committee headed by a president who is also a member of the Hall Council. There are other supporting staff including Hall Assistants, electricians, carpenters, cleaners, security and sanitary workers. The Hall Masters/Warden and the Senior Tutors constitute the Committee of

Hall Administrators who formulate common policies for all the halls.

Independence Hall (Mixed)



Independence Hall was officially opened in February 1959 to commemorate the attainment of Ghana's independence on 6th March 1957. It was the first

Republic Hall (Mixed)



Republic Hall was named to commemorate Ghana's attainment of Republic status in 1960. It was, however, officially opened in 1961 and women were admitted to the Hall for the first time only in 1991.

Queen Elizabeth II Hall (Mixed)



The Hall was named in honour of Queen Elizabeth II of Great Britain and was officially opened in November 1959 by the Duke of Edinburgh. The Queen later visited the Hall in 1961 during her state visit to Ghana.

University Hall (Men)



University Hall was named to commemorate the accession of the Kumasi College of Technology to full University status on 22nd August 1961. It is an all-male Hall.

Africa Hall (women)



Africa Hall is the only all-women hall to which the majority of female senior members are assigned as fellows. Students first occupied the hall on 14th October 1967.

Unity Hall (Men)



Unity Hall is the largest hall with an original accommodation capacity for about 448 students. However, the present student population is approximately 2000. The hall welcomed its first students on 16th October 1968.

Private Hostel Accommodation

The university is unable to guarantee all students accommodation. Most students are, therefore, living in private sector housing (hostels), most of which are located outside the university campus. A majority of these hostels are however, within walking distances to the university campus.

There is a wide range of private hostel accommodation for students of KNUST to consider in Kumasi. These range from hostels with shared kitchen and bathroom facilities to flats, those with the study bedrooms having their own private bathrooms and small kitchenettes. Some of the hostels even have air conditioners and internet connectivity in the study bedrooms. All of them are self-catering.

Kumasi is a fantastic city to live in and living in your own accommodation away from the university will afford you the best opportunity to experience the vibrant and diverse nature of the city. However, private hostel accommodation is not easy to find and costs are considerably high in Kumasi.

More detailed information, including the list of private hostels, their locations, facilities and services, as well as rents, are available at the Students Housing and Residence Life Unit at the Dean of Students' office.

The University, however, does not accept liability for any loss or problem that a student may encounter in a private accommodation.



Accommodation of International Students in University

Residential/Hostel Facilities

As part of the measures to improve the security of our students, particularly International Students and to ensure the provision of an enabling residential facility and environment for their studies and stay, it is the policy of the university that, all first year International Students are to be accommodated on campus in the GUSSS Hostel. Subsequently, they may choose to move to other facilities on campus. It is therefore an offence for any International Student to lodge outside the designated places.

Non-Resident Students Facilities

There are three (3) Non-Resident facilities on Campus. Facility 1 is located behind “Club B” – close to the Student Clinic, Otumfu Osei Tutu II hostel (SRC Hostel) and the Law Faculty. While the other two (2) are located at the main Faculty Area (Facility 2 is directly opposite the College of Architecture of Planning and Facility 3 is behind the Department of Chemistry). All of them have reading rooms, bathrooms, and lockers where students can keep their books. All the three facilities have entertainment/TV rooms, which are connected to a 24-hour Multi Choice DSTV Transmission.

Ideally these facilities are meant to serve as learning and resting places for non – resident students during lunch breaks and their free periods while they are on campus. Indeed, the facilities are highly patronized by non-resident students especially during examination periods when they operate 24-hour basis.

Commercial Area

There is a section of campus known as Commercial Area.

The Commercial Area has the following facilities within its general area:

- i. Branches of the Ghana Commercial Bank
- ii. Standard Chartered Bank
- iii. Barclays Bank
- iv. HFC Bank, (GH) Ltd
- iv. UBA
- v. CAL Bank

vii. ECOBANK

viii. Ghana Postal Services Company

In addition, there is a grocery mini mall with a wide range of produce and assorted selections of local food items.

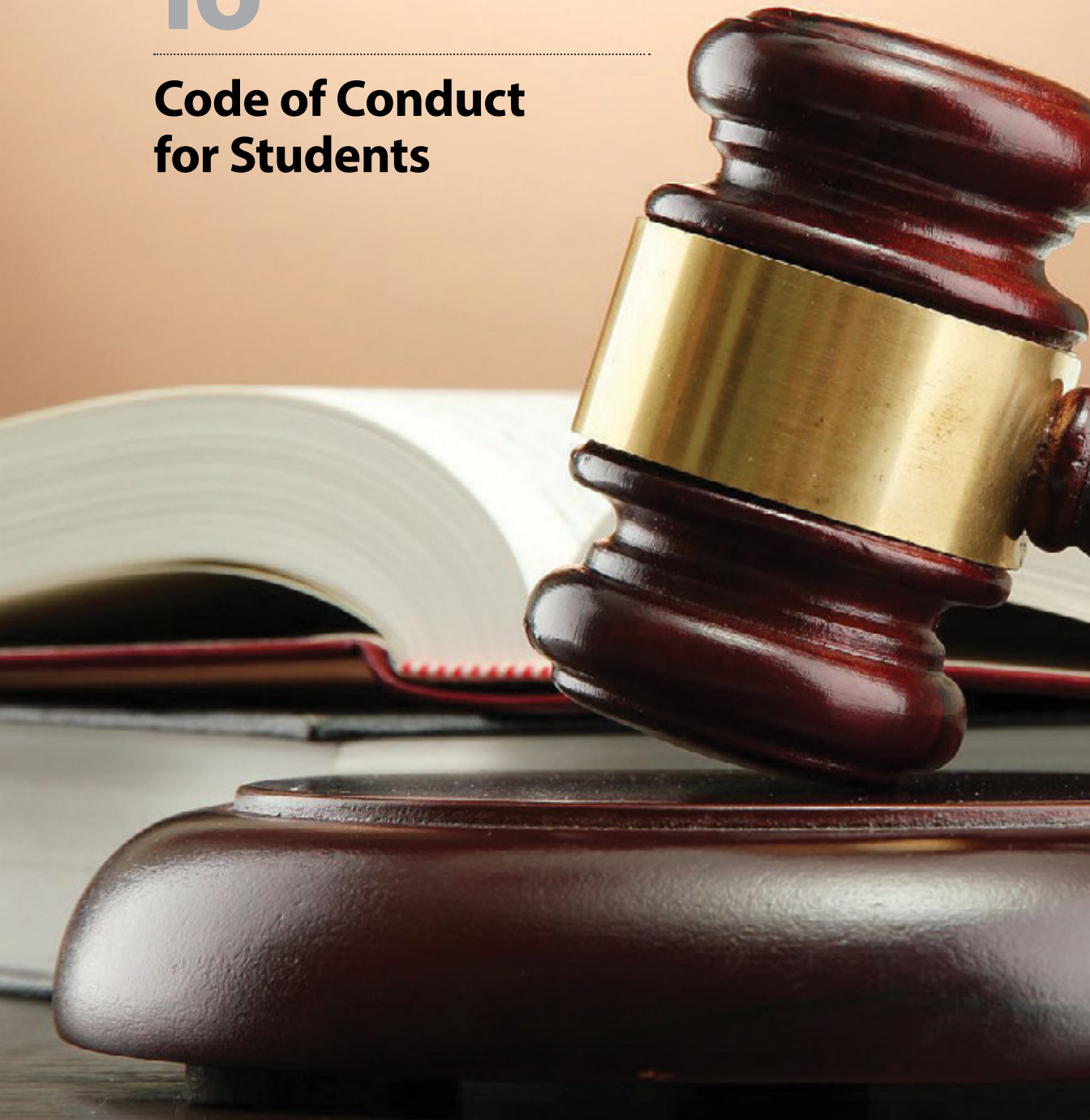
The Commercial Area is near the Administration Block II where the remaining Administrative Offices of the university are housed and also near to the office of the Dean of Students.

Also available in the general area is a pharmacy and a bookshop.



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Code of Conduct for Students



Executive Summary

Preamble

The Regulations for Students are made under the authority of the University Act 1961 (Act 80) and the Statutes of the university which is revised and promulgated from time to time.

This guideline is drawn up in consultation with stakeholders, and it states in general terms acts or behaviours proscribed by the university. The university may as and when necessary update the list of proscribed conduct.

The term STUDENT (i.e. in statu pupillari) shall apply to a person enrolled in the Kwame Nkrumah University of Science and Technology, Kumasi for a programme of study. The University has a general disciplinary authority over all students.

The General Regulations affecting students are regularly reviewed by the Academic Board in accordance with the Statutes of the University.

In addition to these General Regulations, each Hall of Residence, Library or any other Unit of the University has its own specific rules/regulations to govern the conduct of students provided that such rules/regulations are not inconsistent with the General Regulations made by the Academic Board.

Proscribed Conduct

Every student in the university has both student rights and student responsibilities. Failure to meet these responsibilities sometimes results in formal discipline. The goal of all discipline in the university is to give appropriate direction and government to one's behaviour. Discipline consists of encouraging desirable behaviour and inhibiting undesirable ones. The university expects students to conduct themselves (both on and off campus) in accordance with the required standards. The university may discipline any student who in her judgment displays conduct or attitudes unworthy of the standards of the university.

Access to Regulations

Copies of all regulations shall be made available both in print and electronic form to the Registrar, Dean of Students, Provosts, Deans, Hall Authorities, Heads of Department, S/R/C and other relevant administrative heads, and shall be brought to the attention of students including their placement on the university website. Students shall acquaint themselves with all regulations as well as Official Notices, which affect them, and ignorance of them shall not be an acceptable excuse for breach of discipline. Students therefore should take note of print and paperless notices including but not limited to bulk SMS, Facebook, E-mails, WhatsApp and other forms of electronic communication.

Enforcement of Regulations

Members of the Academic Staff, the Academic Board, Residence Committee, Dean of Students, the Senior Administrative Officers, Hall Officers and other persons, so authorised including the SRC and GRASAG for this purpose, shall maintain order and proper conduct and take appropriate disciplinary action against any student.

Probation

All students are considered to be on **probation** for the entire period of their programme of study, and may be withdrawn at any time for unsatisfactory academic work or misconduct.

Misconduct

It shall be **misconduct** for any student:

1. To be absent from the campus without permission from the appropriate authority or reasonable excuse. For legal purposes, **when the university is in session, students** in their own interest are to sign in and out **voluntarily** in a log book at their Hall Assistants' offices at their residences including the hostels when they leave/return to campus for places in and around Kumasi.
 - a) When students travel outside Kumasi, they **shall** write to seek permission from the Dean of Students for social purposes well ahead of time. However, for academic purposes, students **shall** do same from their Provost. All group travel needs a signed list to accompany the request for permission.
 - b) All international travels can only be approved through the hierarchy by the Vice-Chancellor.

- a) 2. To indulge or to be involved in anything deemed as an anti-social activity by the university while in residence or outside the campus which tends to bring the **name of the university into disrepute**. Such activities that may warrant misconduct may include but not limited to the following which are banned:
 - i) Possession of Fire Arms and any offensive weapons
 - ii) Smoking in all public or communal places of the university. Such places include cubicles in halls and hostels, in and around the Halls of Residence, Lecture Theatres, and Classrooms.
 - iii) To sell and consume of alcoholic beverages and cigarettes. It is a **criminal offence** under the laws of Ghana and invariably a breach of University Regulations to indulge in the manufacture, sale, distribution and use of narcotic and illicit drugs. It may include heroin, marijuana ("wee"), and cocaine.
 - iv) Posing of all forms.
 - v) Indecent Exposure: The act of exposing any private part of the body especially the genitals, publicly or any lewd act is prohibited. This includes any legal procession in which such nakedness is exhibited. These acts both anti-social and reprehensible and thus proscribed.
3. To sub-let rooms in the Hall of Residence and hostels. For legal purposes, the university in an emergency should be able to match the occupants of a room to the names in the record book. Therefore, sub-letting of rooms in the Halls of Residence and hostels is illegal. Rooms can only be swapped under authorisation from the residential authorities.

Conducts Generally Prohibited

The general categories of prohibited behaviour include, but are not limited to, the following:

- A. Acts of dishonesty, including but not limited to the following:
 - i. Cheating, plagiarism, or other forms of academic dishonesty.
 - ii. Furnishing false information to any university official, faculty member or office.
 - iii. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
 - iv. Tampering with the election of any university recognized student organization.
- B. Disruption or obstruction of teaching, research, office work, meetings and other university activities, including its public-service functions on or off campus, or other authorized non – university activities when the act occurs on the university premises.
- C. Physical abuse, verbal abuse, threats, intimidation, coercion and any other conduct which threatens or endangers the health or safety of any person or member of the university community.
- D. Attempted or actual stealing of or damage to property of the university or property of a member of the university community or other private or public property.
- E. Hazing (an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization). Hazing also applies to the voluntary or coerced use of narcotics, which is illegal under the laws of Ghana, for personal or group recreation.

- F. *Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.*
- G. *Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to or use of university premises.*
- H. *Violation of publication policies, rules or regulations of the university.*
- I. *Violation of any law of Ghana on university premises or at university sponsored or supervised activities.*
- J. *Campus demonstration, procession or massing up, without prior approval, whether or not it disrupts the normal operations of the university and infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and normal activities within any campus building or area; and intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.*
- K. *Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.*
- L. *Theft or other abuse of computer or smartphone time, including but not limited to:*
 - i. *Unauthorized entry into a file to use, read or change the contents, or for any other purpose.*
 - ii. *Unauthorized transfer of a file.*
 - iii. *Unauthorized use of another individual's identification and password.*
 - iv. *Use of such facilities to interfere with the work of another student, faculty member or University Official.*
 - v. *Use of such facilities to send obscene or abusive messages.*
 - vi. *Use of such facilities to interfere with normal operation of the university computing system.*
- M. *Acts of sexual misconduct including but not limited to rape or prostitution or soliciting for sex or sexual harassment or indecent exposure.*
- N. *The use of profane or obscene language on the university premises or at any university sponsored or supervised function.*
- O. *Disobedience or refusal to comply with any lawful directive or decision of a body of the university.*
- P. *Acts or statements that incite or are likely to incite and unduly raise ethnic sentiments among members of the university community.*
- Q. *Giving the recent spate of embezzlement, no recognized or statutory student organization from college to programme levels will be allowed to be a signatory to its accounts. All such cheques will be signed by the Head of Departments and the relevant college accountant.*

Jurisdiction of the University

Generally, the university's jurisdiction and discipline shall extend but is not limited to conduct which occurs on the university's premises or which adversely affects the university's community or brings the name of the university into disrepute or adversely affects the pursuit of its objectives.

Appeal

- i. Any student who is aggrieved of any disciplinary action against him/her may appeal to the Vice-Chancellor within twenty-one (21) days upon the receipt of the notice of the punishment.
- ii. The Vice-Chancellor, upon receipt of the appeal may review the punishment, by taking into consideration the circumstances of the case within one (1) month of receiving the appeal. The Decision of the Vice-Chancellor shall formally be communicated to the appellant.

Offences Against the State

Where a student is commits an offence against the state and is charged by the state for violation of national laws committed either on or off campus, the university will not request or agree to special consideration for that individual because of his or her status as a student. The university as does not endorse criminal offences perpetuated by its students and therefore will not shield students from facing the full rigours of the law.

The SRC and GRASAG

Subject to the University Statutes and Regulations, the university recognizes the Student Representative Council (SRC) and the Graduate Students Association of Ghana (GRASAG) as the legitimate representative organs of the student body as a whole. However, the SRC remains the official mouth-piece of all student issues.

The university does not recognize any body or organisation outside the university, which purports to speak on behalf of the student body including NUGS, USAG, and KNUST Student Parliament.

The SRC and GRASAG may jointly or separately – make representations to the authorities of the university on matters affecting the students.

The SRC and the GRASAG shall be governed by the constitution promulgated by the Academic Board on the recommendation of the Residence Committee.

Names of Students and their Date of Birth

- i. For the purposes of the university, students are known only by the names used in completing their application for admission and are known by those names only in the sequence in which they are written.
- ii. When a female student contracts marriage, she may apply to have her name changed to include only the surname acquired by the marriage. The application shall be supported by a marriage certificate or requisite documentary evidence. The university shall not entertain any other name change of any form. Once a student has been registered with a name he/she goes through his/her programme with that name.

- iii. *Changes in Date of birth: Changes in dates of birth of students are not permitted.*

Admission and Registration of Students

Whether a freshman or a continuing student, a student is required to perform the following activities before – coming to campus to ease your registration stress:

- i. *Pay the advertised Academic Facility User Fees (AFUF) together with the hall/faculty dues and tuition fees where it applies in **FULL** in any branch of the under-listed banks:*
 - Ghana Commercial Bank
 - Standard Chartered Bank
 - Barclays Bank
 - HFC Bank, (GH) Ltd
 - UBA
 - CAL Bank
 - ECOBANK.

This list of banks is not exhaustive and a student needs to check on the website for any updates before making a payment.

Freshmen are to select their rooms online and use the same listed banks to pay their Residential Facility User Fees (RFUF).

- ii. *Undertake to do a **biometric registration** at any of the designated points on campus. It is **only** when this is completed, that a student can proceed to do the online registration of courses.*
- iii. *Register your courses for the semester on university's website (<http://knust.edu.gh>)*

Students who are unable to pay their fees in-full must submit negotiated terms of payment manually at the relevant college or Hall of Residence. This must be done within the seven (7)-day registration grace period. Students are reminded that late registration with penalty continues for additional three (3) days. When the process is not completed within this period, the affected student shall not be registered for that academic year. In this case, the student is required to write to request for a deferment of programme.

- vi. *No additional fees would be allowed to be levied without reference to the appropriate statutory body.*

Admission of Students

Only students who duly satisfy the entry requirements for their programme of study can be admitted to the university. Any student found not to be qualified would be withdrawn immediately.

New Students (Freshmen)

Students on Ghana Government Scholarship (resident or non-resident) and fee-paying Ghanaian and international students shall pay all approved fees at the Finance Office or designated banks on or before registration.

Resident Students

- a. Every resident student shall report at the Hall Assistants' office of the Hall of Residence/ Hostel to which he/she has been assigned and go through the necessary processes.
- b. He/she is required to sign the Residence Register (Redeat Book) at the Hall Assistants' office.
- c. All students who owe the university shall settle their debts at the Finance Office before they are registered. All non-resident students shall be affiliated to Halls of Residence by the Deputy Registrar (Academic).

Residential Facilities

Management of Halls of Residence

The Hall Council, subject to the University Statutes and the composite Halls' Constitution (not JCRC Constitution) shall manage the traditional Halls of Residence with bye-laws to reflect local flavour. The Hall Master/Warden shall be the Head of the hall and shall be responsible for the administration of the hall. He/she is assisted by a Senior Tutor who shall be the deputy with focus on student issues.

The Hall Council shall consist of the Hall Master/Warden as Chair, the Senior Tutor, three (3) Senior Members elected from among hall fellows and the Hall Bursar who is the Secretary. The other members are the JCRC President and Secretary. The Hall Council shall be responsible for disciplinary action against any Junior Member with respect to the breach of Hall Regulations. The Hall Master/Warden may set up a committee, where necessary, with a Hall Fellow as the chairman, two (2) other fellows as members, a JCRC executive as member and an ordinary student as member. The secretary of the committee shall be elected from among members. The findings of the committee shall be referred to the Hall Council for final decision. Where the breach of discipline involves sanctions v – vii (as found under penalties in this document), the Hall Council shall make recommendations to the Vice-Chancellor.

Provision of Accommodation

- a. Admission to the university does not entitle any student at any time to university accommodation. Places in the traditional Halls of Residence shall be selected by first year (freshmen) students online in accordance with policy fashioned for that purpose from time to time by the Residence Committee of the Academic Board.
- b. The current policy of the university is to give priority residential status to first year undergraduate students. All international students shall be housed on campus preferably at the GUSSS Hostels.
- c. It is a misconduct for a non-resident student to be found lodging in a student cubicle in the Halls of Residence.
- d. Four (4) students shall be accommodated in a room in the traditional halls of residence.

Admission to Hall of Residence

- a. At the beginning of each semester every resident student shall settle all bills in full before being allowed to sign into their rooms.

- b. Semester dates shall be announced and it is the obligation of the student to find where these notices are placed.

Students should endeavour to check the KNUST website regularly for updates (<http://knust.edu.gh>). Students must come into residence on the first day of every semester unless special permission has been sought ahead of time or in an emergency from the Hall Master/Warden in writing.

- c. A resident student who fails to sign into his/her room at the Hall Assistants' office shall be deemed to have returned late. A student who has secured a bed-space online and does not sign-in immediately when he arrives will have the bed-space allocated. After two weeks the bed-space will be allocated even with prior permission. of semester without prior permission may be refused admission by the Hall Authorities. This is without prejudice to whatever action that shall be taken by a faculty. In any case, a person who is not registered at the faculty shall not be considered as a student and shall be thrown out of the Hall.

Liberty of movement within the Hall of Residence

Students have liberty of movement within precincts of the University except situations including but not limited to the following:

The men's rooms shall be out-of-bounds to women of the University. Similarly, the women's room shall be out-of-bounds to men from 11:30 pm to 12.00 noon. The gates of the Halls shall be closed from 12.00 midnight to 5.00 am. Given the fact that four (4) people share a confined space, visitors to rooms shall step out when an occupant wants to change.

Student's Cubicle

- a. The university normally accepts no responsibility for a student's property.
- b. A student who destroys or loses the key to his cubicle shall pay the cost of replacement.
- c. Whenever a student is going out of residence, he must hand over the key to the Hall Assistants on duty. It is illegal for residents to make duplicates of keys. Students contravening this regulation shall be thrown out of the hall.

Students themselves provide their own best personal security. Keep your belongings and the door to your room locked at all times. However, residents shall have as much co-operation as can be offered from the Hall Authorities when personal articles are stolen. It behoves on the residents to report theft **promptly**.

- d. "Perching" or allowing a non-resident student to share your room violates University Regulations and is therefore prohibited. Residents of a room caught with a "percher" shall each be fined an amount of GH¢50.00 and in addition lose their residential status and expelled from the Hall. The fine is subject to an annual review by the Hall Authorities.
- e. No sofa bed or personal mattresses are allowed in the cubicles.
- f. It shall be illegal for a student to take a key home. A fine shall be imposed on such a student. The rate shall be determined from time to time by the Hall Council.
- g. Students in their own interest shall be required to sign an inventory of the furniture and fixtures in their cubicles and shall be accountable for such at the end of each semester.

- h. Students can use or keep only one/two burner electric stoves; electric microwaves rated 1000 watts or less, kettles and table top refrigerators. The following are strictly prohibited: four-burner electric cookers, gas cookers and their cylinders. Air conditioners, water heaters, and any other heavy duty electrical appliances are also prohibited..
- h. No commercial activity such as photocopying, typesetting, CD burning, scanning, sale and repair of mobile phones, sale of phone cards and pens is permitted in student cubicle etc.
- i. Plumbing and electrical fittings such as door locks, furniture, wardrobe, louvers, beds, and mattresses remain the property of the hall and should be handled with extreme care.
- j. Faults found with any hall facility or item should be reported and recorded in the Fault Occurrence Book at the Hall Assistants' office for attention. Under no circumstances should any occupant force a door lock open if they lock themselves out. Duplicate keys are obtainable at the Hall Assistants' office.
- k. KNUST is a learning environment which must be kept quiet at all times. Excessive noisemaking in any form is prohibited. Such noise shall include but not limited to loud music, shouting, loud prayers with megaphones, legal processions with loud music and firing of musketry. Even in situations where students have permission to organise mass meetings within their Halls of Residence, Royal Parade Grounds and the several auditoriums on the campus, the noise level must come down several decibels after 10pm. It shall be an offence to make unwarranted noise that disturbs public peace between the hours of 10pm and 6am. Severe sanctions shall be applied to students who flout this directive.
- m. Smoking in any form in any part of the Halls of Residence is strictly prohibited. Possession, using, sharing, distributing and selling of any narcotic drug is illegal under the laws of Ghana. Offenders will be prosecuted.
- n. Littering the hall and for that matter the campus are prohibited.
- o. Rubbish should be disposed of in the waste paper baskets provided in the rooms and in the bins at the end of each floor.
- q. Aside the official notice boards, posting of bills and notices anywhere on campus is strictly prohibited.

Use of Hall of Residence during Vacation

- a. All students shall go home during vacation.
- b. Students who have to stay in any Hall of Residence during holidays/ vacation on academic ground shall apply to the Hall Authorities through their Heads of Departments. However, if it is on a private matter such a student shall be required to directly apply to the Hall Authorities. Admission to stay in this case will be at the discretion of the Hall Authority. In either case, the appropriate fees agreed on by the Committee of Hall Administrators and ratified by the Residence Committee shall be levied.
- c. It shall be the prerogative of the Hall Authorities to decide which part of the facility shall be used for the vacation residence.
- d. All University and Hall Regulations shall continue to be in force during the vacations. Infringement of any such regulations shall make a student liable to disciplinary action.

- f. As accommodation in the halls may be required for conferences held in the university during vacations, students must leave their rooms tidy.
- g. Students should not leave their personal belongings in their cubicles during vacation. Students leaving personal belonging in their rooms do so at their own risk. If the room is kept in such a state as to make it unavailable for use for conferences, the student shall be deemed to be using the room and shall be fined at the prevailing commercial rate.

University Property

Student(s) shall be liable to pay for any loss or damage to university property of any kind caused by such student(s). This includes SRC property.

Students may not make attachment to, nor transfer furniture or modify fixtures of any kind from any part of the University Lecture Halls, Non-Residential Facilities, auditoriums, conference rooms, the Great Hall and recreational facilities like Royal Parade Ground, and the swimming pool. without prior permission from the appropriate authority. This includes SRC property. Students must not interfere with the electrical installation in their halls, cubicles, or in any other part of the university.

Use of University Transport

All requests for use of university transport must be submitted in writing to the Transport Engineer or in the case of College/Faculty/Department, the appropriate Head who will authorize the release of the vehicle to the Transport Engineer. This request must be made at least seven (7) days before the date of the journey. Each requisition must contain the following:

- i. The destination and purpose of the journey.
- ii. The date and time when transport will be required.
- iii. The signed list of students with their programmes and years who wish to travel as well as their halls/hostels of residence should be provided for approval, at least 48 hours before the journey, by the Dean of Students. The Dean of Students' approval is limited to non-academic in-country travel whereas all academic travels shall be approved by the Head of Department. All international travels whether academic or social shall be approved by the Vice-Chancellor through the appropriate hierarchy.
- iv. In-town travel should be signed in and out voluntarily in a log book made available at the Hall Assistants' offices of their residences.

Sports Union

The Sports Union is the body responsible for the regulation of all students sporting activities in which the university participates. The Sports Union in addition to University Statutes and Regulations shall be governed by its Constitution—the promulgation of which shall lie with the Residence Committee of the Academic Board.

Penalty for Withholding Sports Equipment

Immediately on cessation of the semester's sporting activities a list of the names of all students in possession of sports equipment shall be published on the relevant hall/faculty notice boards and a deadline given forth return of the items. two(2)weeks prior to the start of semester examinations a

list of all students still in possession of sports equipment shall be sent to the Colleges through the Registrar to prevent the affected Students from taking their examinations till they have returned items listed against their names.

Clubs and Societies

Membership

Identified students' Clubs and Societies on the campus fall within six main groupings namely: Religious, Alumni, Ethnic, Professional, College/Faculty/ Departmental and International. Membership of some of these societies is restricted to members of faculties and Religious groups. Clubs and Societies are financed partly by the payment of membership dues.

- a. Students shall have freedom of association.*
- b. However, only clubs/societies recognized by the Residence Committee shall be entitled to the use of university facilities.*
- c. Clubs and Society Secretaries are required at the beginning of each session to submit to the Dean of Students the particulars of Principal Officers and Committee Members of their club or society with a copy to the Residence Committee.*

Registration Procedures

The registration procedures are as set out below:

- a. Members or promoters of a new club or society shall be required to obtain an application form from the Clubs and Societies Chairman of the SRC.*
- b. The completed form shall be submitted to the Clubs and Societies Chairman, accompanied by three (3) copies of its Constitution and forwarded by the SRC to the Dean of Students to make necessary comments.*
- c. The Dean of Students shall vet the submitted application form and constitution and make recommendations to the Residence Committee.*
 - i. If the application is by a non-religious club or society, it shall be submitted to the Residence Committee by the Dean of Students for approval/recognition, after the vetting.*
 - ii. If the application is by a Christian, religious club or society, it shall be submitted by the Dean of Students to the two (2) Chaplains i.e. Protestant and Catholic for their comments/recommendations. The application shall then be returned to the Dean of Students for final submission to the Residence Committee for approval/recognition.*

Given the proliferation of religious groups on campus in our limited environment, it has been decided by the Residence Committee that any new religious group seeking recognition to operate on campus shall provide 500 signed-up members.

In the case of Muslim groupings, the application shall be vetted by the KNUST Muslim Community Chairman before forwarding it to the Dean of Students.

All college/faculty/department associations shall be given recognition by Residence Committee once the Dean of Students receives their endorsed documents by the appropriate head.

- d. After approval of application by the Residence Committee, a certificate for commencement of activities shall formally be issued by the Dean of Students at a cost to be determined by the Dean of Students in consultation with the SRC
- e. Every club/society shall renew its certificate of operation every 4 years.
- f. Every club/society shall laminate her certificate and have it available for inspection at every meeting.
- g. Every registered club or society, which collects or receives funds, shall submit an annual statement of audited account to the Office of the Dean of Students in accordance with the University Financial and Stores Regulations. Such reports should reach the Dean of Students not later than two weeks before the handing over of office or before new Executive Committee members takes over. The Dean of Students shall then hand over the accounts to the Internal Auditor who shall act as the external auditors for the clubs/societies. Failure to comply may lead to the withdrawal of certificate of recognition
- i. The Residence Committee, on recommendation by the Dean of Students, shall issue a formal ban to any unregistered club/society. The same ban shall apply to any club/society formed on campus whose activities are considered not to be in the interest of the university.

Publications

- i. The Vice-Chancellor shall be informed of the intent to produce any student publication within the university and his approval shall be obtained for such publications.
- ii. A copy of each issue shall be lodged with the Vice-Chancellor and the Librarian on the day of publication.
- iii. Each issue shall state the name of the editor, the membership of the editorial board, and the publisher.
- iv. The members of the editorial board shall be held jointly and severally responsible for the entire contents of each issue of the publication.

Public Functions within the University

Permission to hold public functions within the university shall be obtained from the Dean of Students and will be granted only if the application satisfies any requirements prescribed by University Statutes and Regulations in relation to the holding of such public functions.

The applications must supply information relating to

- a. Date and time of the function
- b. Place where the function is to take place.
- c. Names and description of speakers, facilitators or artistes at the function

Guidelines for the Observance of College/ Faculty/ Department/ Hall/Society Week Celebration and other Students' Public Activities

The following shall constitute the Guidelines for the observance and/or celebration of College/Faculty/ Society Week and other Students' Public Activities:

1. *All forms of processions and floats in and around the campus and outside of the campus during the said Week's Celebrations shall not be allowed, however, in exceptional cases, express approval shall be sought from the Vice-Chancellor, through the Dean of Students, TWO WEEKS before the event. Such procession shall not be held between the hours of 6.00 pm and 6.00 am*
2. *All College/Faculty/Hall/Society Week Celebration shall be organised from Wednesday through Saturday of the week.*
3. *All programmes of activities shall be submitted to the Office of the Dean of Students for review and approval TWO WEEKS before the intended start date of the Week's Celebration*
4. *All College/Faculty/Hall/Society Groups shall submit to the Dean of Students through the Student Representative Council (SRC) the list of all their Executives and Organisers of their programmes of activities.*
5. *In the event of any acts of indiscipline, commission or omission during a Hall Week, the Executives and Organisers of the programme shall be held responsible severally and collectively.*
6. *All programmes during the celebration of the Hall Week shall be restricted to the University Campus unless otherwise approved by the Vice-Chancellor through the Dean of Students.*
7. *All programmes involving external Artistes shall be cleared with the Office of the Dean of Students TWO WEEKS before the event takes place.*
8. *The University Security, and Safety Committees shall be adequately informed of all programmes that take place after 1800 hours (6.00 pm) to enable them to monitor the safety and security of life and property at such functions.*
9. *All recognised Students' Clubs, Societies and Associations shall have PATRONS who will provide the necessary Guidance and Counselling for the respective Groups. In particular, patrons are to ensure that all monies generated or collected on behalf of the association/ group are judiciously disbursed for the common good of all members.*
10. *All clubs, societies and associations shall write to the Dean of Students indicating their acceptance and compliance of these Guidelines as a precondition for approval to hold a Hall Week or any organised student public activity.*
11. *All properly registered student organizations permitted to operate in the university shall conduct themselves in accordance with the objectives and regulations of the university. Any act of any organization that is contrary to the objectives of the university or is anti-social in nature including but not limited to excessive noise making, lewd behaviour, and odd times of meeting and strange rituals are not permitted.*

12. *Disciplinary measures including suspension and loss of privileges shall be taken against any organization who in the judgment of the university is engaged in activities that adversely affect the university.*

Article I: Introduction

As KNUST is a community of scholars, an environment conducive to learning is vital to the success of our students. The Vice-Chancellor is the Academic and Administrative head of KNUST. He acts directly or often through a designee such as the office of the Dean of Students, or through the Legal Unit of the Registry or any *ad hoc* committee. The Vice-Chancellor has jurisdiction over all violations of the Student Code of Conduct and Guide.

A student who chooses to enrol at KNUST assumes the obligation for conduct that is compatible with the university's mission as an educational institution. While students have the privilege to enrol at the institution of their choice, choosing to enrol at KNUST requires a student to become aware of and abide by the behavioural standards of the university. ***Ignorance of accepted boundaries of student behaviour as contained in this Student Code of Conduct and Guide is not a basis for excusing inappropriate behaviour.***

KNUST is an educational community that aspires to be purposeful, open, just, disciplined, caring, and celebrative. This document and the work and practices of the Office of the Dean of Students and other offices of the university are tangible examples that illustrate commitment to these ideals. The university approves this Student Code of Conduct and Guide. The Vice-Chancellor as the chief disciplinary officer of the university acting through delegated personnel and or offices interprets and enforces the Student Code. ***The Student Code provisions may be extended or amended to apply to new and unanticipated situations as they may arise.***

The university conduct process is not equivalent to and does not conform to criminal law processes. The university's process is designed, in part, to determine responsibility, or lack thereof, for violations of the Student Code only—not guilt or innocence relative to criminal matters. The university conduct process shall be largely informal in nature to provide substantial justice and it shall not be bound by strict formal rules of evidence or procedure. In view of this any acts bordering on criminality or felony and therefore violating laws of Ghana rather than this code shall be handed immediately to the police to process the case through the courts of Ghana

The conduct of students in the educational community is a part of the teaching process and as such the focus of this code shall be educational. This includes the possible use of suspension or expulsion as student conduct measures as they may prove to be invaluable tools in the educational process of the university community. The student conduct system is not only concerned with the individual student's welfare, but also the welfare of the university community. Any question about the student conduct processes, rules or policies, or any other concern ***not specifically covered*** by the Student Code should be directed to the Dean of Students.

Enrolment in the university does not insulate students from their obligation to behave in a manner consistent with local bye-laws or national laws. Violation of such laws while on or off university

premises is a violation of the Student Code, and students are subject to campus conduct sanctions for violations of the law off campus. At its discretion, the university may inform local authority of potential misconduct. ***Students need to constantly remind themselves that wherever they are, they should not undertake any acts that will bring the university's name into disrepute***

While any violation of the Student Code is considered a serious matter, certain violations are considered to be of especially grave. These violations include but not limited to:

- i. acts of academic dishonesty.***
- ii. any acts that disrupt the functions of the university.***
- iii. any acts that threaten the health or safety of any member of the university community or any other person.***

Students involved in these activities are considered a threat to the orderly functioning of the university and their behaviour is considered detrimental to the educational mission.

Article II: Definitions

Except otherwise provided, the following terms in this Student Code of Conduct shall be interpreted within the following context:

1. **“University”** means Kwame Nkrumah University of Science & Technology (KNUST)
2. **“Dean of Students”** means the Dean of Students, or a designee.
3. **“Student”** includes all persons taking courses at the university, both full-time and part-time and pursuing undergraduate, graduate, distance learning or non-degree programs. Persons who are suspended for a period but not dismissed after allegedly violating the Student Code, who are not officially enrolled for a particular semester but who have a continuing relationship with the university or who have been notified of their acceptance for admission are considered “students”. **This Student Code does apply at all locations of the university, including all degree completion centres and online learning environments.** *Those persons in this category are considered to be members of the Junior Common Room.*
4. **“Faculty member”** means any person hired by the university to conduct classroom activities or research.
5. **“University administrator”** includes any person employed by the university to perform assigned administrative or professional responsibilities. *Persons in categories 4 and 5 are members of the Senior Common Room and Members of Convocation.*
6. University workers in the middle level technical and administrative position are the **Senior Staff** and those of janitorial, clerks, cleaners, security and others are the **Junior Staff**. *Persons in these two categories form the supportive staff of the university.*
7. **“Member of the university community”** includes all persons in category 4 – 6 and their dependents where applicable.
8. **“University premises”** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).
9. **“Registered student organization” or “organization”** means any number of persons who have complied with the formal requirements for university recognition.
10. **“Computer facility”** is any place where the university makes one or more computers or network connections available.
11. **“Hearing/Conduct Board”** means those persons authorized by the university to determine whether a student has violated the Student Code and to recommend sanctions if deemed necessary.

12. **“Sanction”** is the result of a finding of responsibility for a violation of the Student Code and is consistent with the educational mission of the university. Sanctions may be used in combination or separately. Sanction determination is based on a student’s development, the severity of the current offence, or previous offences (if any), or the current student conduct status of the student found responsible, or the threat to the health or safety of any person, or any other reasonable factor.
13. **“Restorative Justice Conference”** refers to meetings where instances of conflict or injustice have taken place and the involved parties, directly or indirectly or both meet as groups or individuals to dialogue and come to amicable solution. When issues are not resolved there may be grounds to refer the matter and proceedings to hearing/conduct board
14. **“Shall”** is generally used in the imperative sense.
15. **“May”** is generally used in the permissive sense.
16. **“Student Conduct Administrator”** is a person who serves the university as a Provost, Dean, Hall Master/Warden or designated by the Vice-Chancellor to be responsible for the administration of the Student Code. In cases where a Conduct Board is necessary, a Student Conduct Administrator may serve in an advising capacity only but not a member of the *ad hoc* Conduct Board.
17. **“Hearing Officer”** is a an official of the university who is authorized on a case-by-case basis by the Dean of Student, acting on behalf of the Vice-Chancellor on the advice of the University Legal Office, to investigate incident reports, meet with students or other persons involved, and impose sanctions, if any, when a student is found to have violated the Student Code.
18. **A Hearing Committee (a committee of enquiry)** will be set up with the power to impose sanctions in situations where background information is required in scenarios of mass action or in situations where a culprit is not immediately identified. **A Conduct board (disciplinary committee)** may be set up after this if the need arises.
19. **“Student conduct appointment”** is any meeting (except a hearing) between a delegated member of staff at the office of the Dean of Students and one or more students to discuss a conduct case. When a student has been documented in an incident, the student would be obliged to either see a Student Conduct Administrator to set up an appointment within two business days of the documentation or wait for a notification letter delivered to the individual’s student email with time, date, and location of the student conduct appointment. It is the responsibility of the student to check student email and read this notification letter once delivered.
20. **“Conduct Board hearing (disciplinary committee)”** is for students with alleged university level violation(s) to examine all information deemed pertinent for examination by the Conduct Board. Conduct Board members are comprised of a combination of faculty, senior members administrative, and student leaders set up by the Dean of Students on behalf of the Vice-Chancellor with support from the legal unit. Final determinations as to responsibility, or lack thereof, for violations of the Student Code are the result of deliberations based on the information presented in the Conduct Board hearing. If a student chooses not to attend a conduct board hearing, the deliberation and

determination of responsibility will still be made using the information made available for the hearing. **Conduct Board hearings cannot take place beyond 2 weeks into the long vacation due to a lack of students and administrators on campus during this period.**

21. **“Administrative hearing”** is an alternative to the Conduct Board Hearing for incidents regarding an alleged university level violation where the Dean of Students with, or a designee, solely holds the hearing and makes a determination of responsibility and sanctions, if applicable. If an involved student chooses not to attend an administrative hearing, the deliberation and determination of responsibility will still be made using the information made available for the hearing.
22. **“Policy”** means a written regulation of the university as found in, but not limited to Student Code of Conduct and Guide but also from the University Statutes or any other written documentation arising from published proceedings in the – university’s recorder or from excerpts from minutes of a university statutory committee or subcommittee.
23. **“Complainant”** means any person who submits a charge alleging that a student violated this Student Code. When a student believes that he has been a victim of another student’s misconduct, the student who believes he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the University community submitted the charge itself.
24. **“Respondent”** means any student accused of violating this Student Code.
25. **“Mediation”** is a voluntary, objective, confidential, and non-judgmental process whereby all individuals involved in an incident are encouraged to meet with a mediator who will assist in reaching a behavioural or educational agreement to resolve the conflict when a Student Code violation is not present.
26. **“He or She”** refers to both male and female persons depending on its context.

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Article III: Student Code Authority

1. In emergency situations as defined principally by either the Vice-Chancellor, or delegated through the Pro-Vice-Chancellor Registrar, Director of Medical Services, Head of Security, the Fire Chief, Head of Counselling or Dean of Students, immediate action may be taken against a student up to and including removal from the premises prior to a disciplinary hearing. Emergencies may include situations where the students continued presence at the university poses an immediate threat to the health or welfare of other students, faculty, staff or the student himself.
2. The Dean of Students, or Provost of Colleges or both acting on behalf of the Vice-Chancellor, on the advice of the legal office, shall determine the composition and selection of the Hearing/Conduct Board. Violations that do not require the University Conduct Board's involvement or an Administrative Hearing will be handled as student conduct appointments.
3. A KNUST Hearing/Conduct Board shall consist of at least three (3) to a maximum of seven (7) odd number members inclusive of a chair and a secretary. The membership shall comprise at least one faculty (senior member academic), one senior member (administrative) and one student. Provosts, Deans (including the Dean of Students), Head of Security, and Hall Masters/Wardens authorized to set up this conduct and hearing boards, on the advice of the legal unit of the registry, shall not be eligible to serve on such boards. Student members on the board shall be those in good standing who meet the following criteria:
 - a. minimum of 55 % CWA
 - b. have been enrolled at KNUST for at least one semester
4. The Student Conduct Administrator (Dean of Students) with the help of Head of the Legal Unit of the Registry shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code and Guide
5. Decisions made by the Vice-Chancellor through Student Conduct Administrator or designee after receiving the recommendation of the Conduct/Hearing Board shall be final, pending the normal appeal process.

Article IV: Proscribed Conduct

A. Jurisdiction of the University

The University Student Code shall apply to conduct that occurs on university premises, at university sponsored activities, and to off-campus conduct that adversely affects the university community or the pursuit of its objectives or both. ***Each student shall be responsible for his conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between semesters of actual enrolment or even if their conduct is not discovered until after a degree is awarded.*** The Student Code shall apply to a student's conduct even if the student withdraws from school while a conduct matter is pending. The Student Conduct Administrator shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in her sole discretion.

Jurisdiction specific to off campus accommodation and IDL centres

Once a person is enrolled as a *bona fide* student of KNUST one's conduct on and off campus affect the reputation of KNUST. Therefore students are expected not to break any code of conduct that apply to learning centres on campus even if the learning site is off campus. Students are expected to do same in their residences whether on campus or off campus

B. Standards of Classroom Behaviour

The primary responsibility for managing the classroom environment rests with the faculty members (lecturers). Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, may be preceded by a conduct conference or hearing, as set forth in Article V of this Code.

C. University Conduct Rules and Regulations

Students' participation in activities, which develop to a degree that elicits public alarm, disturbs the peace, threatens or endangers personal well-being, or harms public or private property is prohibited. In addition, student behaviour that disrupts or interferes with the orderly processes of the University is also prohibited. Orderly processes of the university include, but are not limited to, the holding of classes, the carrying forward of university business, arrangements of properly authorized and scheduled events and the observance of regulations and procedures.

Individual students who encourage or become involved in disruptive activities will be subject to suitable disciplinary action, which may result in suspension or expulsion from the university. Any student found to have committed the following misconduct is subject to the sanctions outlined in Article V:

1. Alcohol misuse –

- a. Use, possession or distribution of alcoholic beverages, except as expressly permitted by university regulations or the law.
- b. Any violation of Appendix C in the Student Code of Conduct.
- c. Public intoxication on university premises or at university sponsored functions.
- d. Being underage and present in a location where the alcohol policy is being violated.

2. Conduct system misuse, including but not limited to the following:

- a. Attempting to discourage an individual's proper participation in the conduct system.
- b. Attempting to influence the impartiality of a member of the conduct board or a hearing officer prior to or during the course of the conduct proceeding.
- c. Influencing or attempting to influence another person to commit conduct system misuse.

3. Credit/debit/bank card / Student ID misuse –

The unauthorized use of another person's identity, credit card, debit card, charge card, identification card or any other instrument of credit.

4. Destruction of property –

Damage, destruction or defacing of university property or property belonging to others or littering on university property. Students who observe vandalism on campus and who do not report the vandalism to the Security Department, or any appropriate university department, may also be found responsible for damages.

5. Dishonesty including but not limited to the following:

- a. Cheating,
- b. fabrication,
- c. falsification,
- d. forgery,
- e. multiple submissions,
- f. plagiarism,
- g. complicity, or other forms of academic dishonesty (See Appendix F),
- h. Furnishing false information or records to any University official, faculty member or office, including, but not limited to documents, identification cards, forms or procedures,
- i. Forgery, theft, alteration, or unauthorized use of any university document, record, accounts, computer account, or instrument of identification,

- j. Tampering or interfering with an election conducted KNUST University Registered Student Organization.
- k. Acting as an agent of the university without authorization.

6. Disorderly conduct –

- a. Engaging in violent, abusive, lewd, profane, boisterous behaviour
- b. Assisting another person to breach the peace in such a way on university premises or at functions relating to the university.
- c. Disorderly conduct also includes any unauthorized use of electronics or other device to make an audio or video recording of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or video of another person in a gym, locker room, or restrooms.

7. Disruptive behaviour –

- a. Behaviour by any student, in or out of class, which for any reason materially disrupts the academic environment, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the university.
- b. Noncompliance towards any University Official, including faculty members, senior members (Administrative) and staff including Security Officers or preventing them from discharging their duties.

8. Drug possession or use –

including the following but not limited to the use, possession, exchange, manufacture, distribution, sale of any narcotic drugs or drug paraphernalia. This includes marijuana, cocaine, crack, amphetamines heroin illegal synthetic drugs.

9. Failure to comply –

including but not limited to/with:

- a. Directions from university officials or law enforcement acting in performance of their duties.
- b. Successfully completing sanction(s) imposed under the Student Code within the set time limits.
- c. Failure to complete any sanctions imposed upon an individual within the time limits imposed by the conduct system may not be eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until he/she complies with the terms of the original sanction and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.
- d. Identifying oneself and/or providing proper identification upon request by university officials.

10. Fire or safety equipment misuse through –

- a. falsely reporting a fire or other emergency,
- b. tampering and/or misusing fire extinguishers, alarms, smoke detectors, or
- c. other safety equipment and systems.

11. Gambling –

- a. Laying an illegal bet for personal gain.
- b. Conducting, organizing, or participating in any activity involving games of chance or gambling.

12. Guests –

Students are responsible for the actions of their guests while on campus property and will be sanctioned accordingly.

13. Hazing – Any action or situation that

- a. endangers the mental, physical health or safety of a person*
- b. embarrasses, frightens, or degrades a person,*
- c. or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership, in a group, organization or team.*

14. Misuse of university property or facilities –

Using or attempting to use university property in a manner inconsistent to its designated purpose and/or incurring financial obligations on behalf of a person, organization or the university without consent or authority. This includes the telephone system, mail system, computer system, bathroom/restrooms, and public areas.

15. Obscene, harassing, or threatening communication –

- a. made in-person,
- b. through phone calls,
- c. texting,
- d. email,
- e. social networks or any other medium to communicate. See the e – communications policy and the sexual harassment policy listed in the appendices.

16. Physical abuse –

- a. Physical abuse,
- b. coercion and other conduct which results in disturbances or distress to others or threatens or endangers the health, wellbeing, or safety of, any person through physical means.

17. Possession of stolen property –

Receiving, possessing, selling, or giving away stolen, embezzled, or converted property.

18. Sexual misconduct –

- a. Non-consensual sexual activity that occurs as a result of intimidation, threat of force, without active consent,
- b. or other coercive behaviour on the part of accused,
- c. or taking advantage of the mental incapacitation or physical helplessness of the alleged victim. ***Examples of this include circumstance where consent is expressed but ruled invalid due to coercion; and/or circumstances where consent is expressed but ruled invalid due to incapacitation.***(Appendix L)

19. Smoking & tobacco use –

The use of tobacco products on KNUST property is prohibited (See Appendix O) for more information.

20. Social conduct –

Students are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community.

21. Solicitation –

Soliciting or selling for personal or organizational gain without proper university consent.

22. Student ID Cards –

Student ID's are required for all enrolled students of KNUST. A student needs to show a Student ID when asked to do so by an official of the university for admittance to student events, library book checkout, check cashing, and for investigations within the Department of Security. Initial Student ID cards are free. Any student who loses his/her Student ID card can have it replaced for a fee.

23. Student vehicles, registration & tailgating misuse –

Students are not allowed to over speed or tail gate (drive in a convoy) on narrow roads of the university. Students who own or uses cars must have valid documentation and procure a student car sticker from the Office Dean Students. Student vehicle not properly marked is subject to clamping.

24. Theft –

Attempted or actual removal of or theft of university property or property belonging to others or the removal of other personal or public property without proper authorization.

25. Theft or other misuse of University computing resources –

Theft or misuse of university computing resources is prohibited. (See Appendix H for more information).

26. Unauthorized entry or use –

Unauthorized entry into or use of university premises or property, or remaining in any area on university premises, which is officially closed or restricted.

27. Unauthorized key possessions or use –

Unauthorized possession, duplication, or use of keys, key cards, or other access / security devices.

28. Unauthorized posting –

Placing of notices, posters, signs, handbills, etc. anywhere on University premises without proper authorization.

29. Violation of disciplinary probation –

Violation of any part of the Student Code of Conduct while a student is on disciplinary probation. Such violations are serious and may be immediately referred to the University Conduct Board.

30. Violation of the law –

Violation of national or local by law ***on University premises or off campus, or at University sponsored or supervised activities.***

31. Violation of University policies –

Violation of any published University policies as published in hard copy or available electronically on the University website, and/or any attempt to personally commit, entice others, or conspire to perform prohibited activities defined herein.

32. Weapon possession or use –

Possession and/or use of firearms of any kind, blades that exceed 3 inches in length, ammunition, fireworks, gasoline and other combustible or explosive items are prohibited on campus. Furthermore, the brandishing of any object in a threatening manner on University premises is not permitted. The Police authorities may also be contacted.

D. Residence Hall and Public places Conduct

All students living in the residence halls have the right to read, study, and sleep free from undue interference in or around one's room and the right to a physical environment that is clean, healthy, safe and orderly.

1. Fire Safety Policies**a. Heating Appliances –**

The following appliances ***are prohibited*** from being used or stored in the residence halls: Appliances with exposed heating elements: among other devices, this includes George Foreman grills, toasters, and toaster ovens

- i. Gas cookers and cylinders
- ii. Lightweight Extension Cords and Multi-plug adapters
- iii. Quartz halogen lamps
- iv. Candles – Candles with or without a wick, incense, and other objects with an open flame are prohibited.

Permitted are Table top refrigerators. A maximum of one refrigerator per a double room, and a maximum of two (2) refrigerators per four (4) in a room if there is space for the two.

Microwaves over 900 watts. Only one microwave is allowed per room.

b. Fire alarms –

In the event of a fire alarm, residents should proceed immediately and calmly to the assembly points. ***Every time the alarm sounds, even on a drill day, it must be treated as an actual emergency.*** Fire and security personnel may enter rooms to verify evacuation of residents. . Please lock your doors at all times after you even as you evacuate.

c. Fire Safety Equipment –

Fire extinguishers, smoke detectors, and pull stations are there to protect the safety of everyone. Under no circumstances should any fire safety equipment be used unless it is an emergency. If a culprit is found for misuse for he/she may face the severest form of sanctions; however, if the offender is not found the whole floor or Hall shall be surcharged with the cost of replacement. Be each other's keeper in preventing mischief.

d. Flammable Liquids –

Flammable liquids, such as but not limited to gasoline and lighter fluid, and any other highly combustible items are prohibited.

f. Smoking and Tobacco Use –

Smoking and any form of tobacco use (such as chewing tobacco) is prohibited in all areas of campus – including individual residence hall rooms. This includes cigarettes, cigars, pipes, marijuana and any other substance that produces smoke. KNUST is a smoke-free, tobacco-free campus. Please refer to the Smoking and Tobacco policy in Appendix O for additional information.

g. Trees –

Live or cut trees or greens, such as branches and garland, are not permitted in the residence halls

2. Contents, Care & Maintenance of Student Rooms

a. Air Conditioners –

Private air conditioners are not allowed unless KNUST has decided to install them as part of the installation of a newly-built facility. Any illegal installation of air conditioners will be removed by

University staff, confiscated, and an appropriate fine imposed on the culprit. Any damage resulting from an unauthorized installation of a unit will be repaired at the student's expense.

b. Bathrooms & Restrooms –

Residents with suite style bathrooms are responsible for cleaning them. For residents without a suite style bathroom, community bathrooms are available on every floor and will be cleaned but residents shall ensure that it is kept tidy at all times; clean up after you ***At no time can anyone of the opposite sex enter a community bathroom and culprits will face disciplinary action.***

c. Bicycles and motor bikes –

Residents can use bicycles and motorbikes **with engine capacity no more than 125 cc. Sporty and noisy motorbikes are outlawed.**..Caution must be on the side of the riders to look out for pedestrians and other road users. Under no circumstance shall a rider race the on our narrow busy roads or on the paved walkways. Secure your bike with a lock at all times.

d. Decorations –

Room Decorations/Personalization – Residents may choose to decorate or personalize their living space to make it more comfortable and appealing. In order to keep repair costs to a minimum, avoid structural damage to rooms, maintain a safe living environment and keep in accordance with fire and safety standards, the following guidelines are to be used:

- 1) Combustible materials are prohibited; all materials must be non – flammable. Items such as flags, fishnets, beads and sheets may not be suspended in residents' rooms.
- 2) Wall mounts – Students are prohibited to mounting objects, such as flat screen TV's, to the walls in the residence halls. The use of screws, tacks, contact paper, glue, duct tape or decals on ceilings, walls, floors, doors or furnishings results in damage to existing surfaces and are therefore prohibited. Masking tape or wall putty is the only permitted adhesive for hanging posters, decorations, etc.
- 3) Residents will be surcharged for any decorations that alter, ruin, or otherwise damage University property.
- 4) The use of paint, wallpaper, and contact paper is prohibited in all residential areas.
- 5) The painting of murals, pictures, messages or any other form of artwork on the walls, doors, floors and ceilings of rooms is strictly prohibited. ***Violation of this policy will result in an automatic charge to the student(s) to have the room returned to its original state.***
- 6) All such decorations are expected to be in good taste devoid of ethnic religious party political or sexist insinuations. Decorations that are deemed inappropriate and counter to the University mission statement shall be removed.
- 7) Alcohol, cigarette and narcotic drugs usage on University premises is prohibited and therefore banned for all residents and non-residents

e. Public Areas –

All regulations pertaining to room decorations must also be followed in decorating public areas. Residents must receive permission from the Estate Officer, or their designee, before decorating public areas. If any of the policies governing room decorations/personalization are violated, the personnel from the Estate Office reserves the right to remove such violations and violators shall pay for the cost of the removal could face disciplinary action. ***Remember that the policy of the University is that KNUST is going increasingly paperless in communication. Use official notice boards only to post paper notices and electronic messages via phone or televisions***

f. Pets –

For health, sanitary and study reasons, no pets are permitted in university housing. In cases of violations to this policy, residents will be sanctioned and the pet (s) removed from the halls within a 24-hour period. It may be necessary to undertake extermination or deodorization procedures, and such operations will be performed at the expense of the violator. ***Accommodations for students with disabilities will be made outside of the pet policy with the recommendation of the Head of Counselling Unit of the Office of the Dean of Students with the advice of the Dean of Veterinary Medicine.***

g. Public Area Furniture –

Furniture found in all public areas in the auditoria, classrooms, offices, Residence Halls must stay in their designated area. ***Public area furniture should never be removed for personal use.*** All university furniture must remain in its assigned room throughout the entire school year. ***Flouters will be sanctioned.***

h. Storage –

Residence Life does not provide storage for residents' items during holidays. Anything left behind at best shall be at the owner's risk or will be thrown out.

i. Trash and Room Cleanliness –

Residents are responsible for maintaining the overall cleanliness of their room. Residents are also responsible for taking their trash to the garbage bins and dumpsters located at points in the residence halls. At no time can residents leave personal room trash in bathrooms, hallways or staircases. If trash is found in a common area and no resident is identified, an entire hall, floor, or area of residents may be charged as deemed by the management of the residence. Watch over each other for any antisocial behaviour.

3. Residential Behaviour

a. Balconies, Roofs, and Ledges –

Balconies, roofs, walkways and ledges are not to be used for any stunts but only for the purpose they were designed for. Any other use is prohibited unless instructed by University staff or fire officials in case of emergency. Residents must not throw anything onto the balconies.

b. Community Damage –

Residents are held liable for damages to public areas of the residence halls when responsible parties cannot be identified. Charges for damages to public areas on a floor may be divided among the floor residents. Damages also include any costs associated with trash clean up in hallways, community bathrooms, balconies, or the courtyard. Other Residence Hall Charges can be found in the Residence Hall Room Repair and Damage Charges.

c. Exterior doors and after hours entry –

It is important to note that security is compromised when doors are propped open or when residents permit individuals into the residence halls through doors that must be locked in normal times and opened during emergencies only. Therefore, such doors should not be propped open and all individuals and their guests must enter through the front lobby doors. Front lobby doors shall be locked at 12.00 midnight and opened on request for a nominal fee. Lobby doors will be opened at 5.00 am.

d. Keys –

Keys to the residence halls are the property of KNUST. Keys are *for resident students only and must not be shared with others. Keys are not to be copied.*

e. Noise Policy –

Any noise, which significantly disturbs other residents, is not permitted at any time. Permission for such noises would be allowed under written request with approval from the Hall Master/ Senior Tutor or Dean of Students as the case may apply. Amplified sound, which disturbs occupants of adjacent rooms, or sound directed out of windows, is prohibited. If violated, residents may be required to permanently remove stereos, instruments, or other sound-amplified equipment from their room. Also prohibited would be any open air sounds coming from neutral places outside the confines of the Hall of residence. The following time periods are to be followed:

- i. **Courtesy Hours**, defined as hours of reasonable quiet, are to be maintained at all times, even during times not designated as quiet hours. Upon request, residents must immediately reduce the noise. Residents are expected to anticipate and respect the needs of other residents to live in an environment with minimum annoyances or obstacles to academic pursuits and personal wellness.

- ii. **Quiet Hours** take place Sunday through Thursday from 11:00pm to 9:00am.

On Friday and Saturday, quiet hours are from 1:00 am to 9:00 am. The use of headphones is strongly encouraged at this time. If any type of noise is coming within a room, such as a television, the room door must be shut. Music, talking, or other sounds are too loud if the sound can be heard by neighbours, in the hallways and stairways, or outside the building.

- iv. Twenty-four hour quiet hours are in effect at all times during the end of semester examination period. This period begins at 1:00am the Sunday before exams begin and continues until the residence halls close.

f. Screens & Windows –

For safety reasons, and to avoid damage to screens and windows, residents may not remove or tamper in any way with screens or windows.

Nothing may be dropped from windows or balconies because of the serious safety hazard. In the event that a window screen has been removed or tampered with, the resident(s) of the room will face disciplinary action. In addition, if the screen has been damaged, the resident(s) will be charged for replacing the screen. Replacement of the screen will be conducted by the University Maintenance staff and not by the student(s).

g. Sports Equipment & Athletic Recreation –

Athletic recreation must be conducted outside the residence hall. In addition, games involving balls and Frisbees are not to be played in the Hall at any time within the quadrangles of the residence halls. Offenders shall be sanctioned keep our lawns green and manicured due to the irreplaceable statues and windows around this enclosure. The use of any ball, golf clubs, bicycles, scooters, skates, rollerblades and the like is strictly forbidden in the hallways and rooms. Use of such items can damage furniture and walls and can cause a disturbance to other residents who may be studying or resting. The wearing of baseball, golf, or spiked shoes is never permitted inside of the buildings because such shoes damage floors. The Hall management reserves the right to confiscate any equipment used in the violation of this policy and individuals involved may face disciplinary action.

h. Residence Hall Visitation & Overnight Guests –

A guest is defined as any person who is not an assigned occupant of a residence hall room.

Entertaining guests is a negotiable issue with a roommate(s), not an undeniable right, and does not override a resident's right to sleep, study, or use his/her residence room/suite. When roommate conflicts arise over guests, the needs of the residents take precedence over the visitation privileges of the guest.

- i. Overnight guests must be checked in and out at the *Hall Assistants' office*.
- ii. Daytime guests are welcome to visit residents in the residence halls during the hours of 8:00am to 12:00 midnight.
- iii. ***Residential students may have these occasional overnight guests of the same sex; however, overnight guests of the opposite sex is prohibited.***
- iv. Children are also prohibited from staying overnight in the halls
- v. Guests under 18 years are not allowed in the halls of residence
- vi. Guests who stay overnight in the residence halls more than three consecutive nights or more than six nights total in a semester must have advance approval by the Hall Master/ Warden prior to visits that exceed these limits.
- vii. Residents are responsible for the actions of their guests while visiting on campus and must stay with his/her guest at all times. ***Hall Management and the Department of Security reserve the right to question, refuse entrance, or to ask any guest to leave if their presence is or has the potential to negatively impact residential operations in any way.***

Residence Life on Campus

Residential Community Policies and Procedures Acceptance Agreement

Residents on the campus of KNUST make a contractual agreement to live on campus throughout the academic year. Residents are expected to understand this agreement and uphold the KNUST mission and values at all times. Every resident of the KNUST' community is entitled to the following rights and freedoms of an individual. To ensure these rights, everyone in the community abides by each of the corresponding responsibilities as well:

The Right: to read, study, and sleep free from undue interference in or around one's room and

The Responsibility: to control noise and other distractions that disrupts another's study or sleep.

The Right: to have recreation in and around the residence halls and **The Responsibility:** to modify recreation so that it does not interfere with the rights of others or create the potential for damage to the facilities.

The Right: to personal privacy and **The Responsibility:** give others around you the privacy that is given to you in return.

The Right: to a physical environment that is clean, healthy, safe and orderly and **The Responsibility:** of the University to maintain such an environment and for students to assist in this effort.

The Right: to recourse, according to prescribed conduct procedures, against anyone who unduly infringes on ones' rights or property and **The Responsibility:** to conduct oneself in a manner that does not infringe on the rights of others; to initiate action should the circumstances warrant.

The Right: to participate in the process of self-governance through Student Programming via SRC/ GRASSAG at College, Faculty, Department and Hall level and **The Responsibility:** to be active in respectfully voicing opinions and ideas appropriately.

F. Housing Contract Terms

All students living in the University residence halls must sign a one-year housing contract and conditions binding them to payment of room charges.

G. Early Arrival Agreement

Any student checking-in to the residence halls prior to the official room and board contract beginning date will be at the discretion of Hall/Hostel Management and if permitted subject to the early arrival agreement for payment.

H. Suite Arrangements

Residents who are housed in suite rooms, rooms that are connected by a shared bathroom, may opt to move all room furnishings into one room and use the adjoining room as a study or common area. Residents in suites and only suites are allowed to make these arrangements as long as the following criteria are met:

1. All residents in these rooms are in agreement with the new arrangement.

2. Residents notify in writing to the Head of the Hall Management who on discretion may agree or refuse
3. All residents agreeing to special arrangements in their suite will be held responsible for any damages that occur in the suite rooms.
4. No furniture is removed from outside of the two adjoining rooms.
5. The suite is returned to the same configuration at checkout at the end of the contract year.

I. Consolidation of Vacancies & Room Reclassification

The University reserves the right to reassign residents to other residence accommodations, in the event the University, in its sole discretion, determines the reassignment to be in the best interest of both the University and the student or, if necessary, to best utilize residential facilities efficiently.

Any student with occupancy vacancy in his/her room at the beginning or end of any semester will likely be reassigned to a new room or have additional student(s) assigned to those vacant spaces. On rare occasions, if space is projected to become available, Hall Management will offer the student the opportunity to buy the entire room at additional cost before reassignment or roommate pairing. The Hall Management reserves the right to place another resident in that room without notice to that resident. Space for the occupancy must be kept open at all times until the new roommate(s) are assigned.

Any resident's attempt to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in disciplinary action including that resident's removal from his/her current room assignment and/or charged for the open vacancy.

Residence Hall Procedures

A. Check-In

Prior to occupying any residence hall room, all residents and a *Hall Assistant* must first complete a Room Inventory and Condition form to record the condition of the room itself and its furnishings. Residents are responsible for any damages that occur during the period of occupancy. Should a student wish to check in before their scheduled time in the fall, the Hall Management would charge a prevailing amount per day, agreed at a Residence Committee meeting until their scheduled day of arrival.

Permission to move in early is granted solely by the Hall Management and can only occur when the student's room assignment is available.

B. Check Outs

Residents must formally check out of their rooms whenever they change rooms, permanently leave at the end of the semester, or graduate. Room changes cannot occur during the first two weeks of classes for each semester. The Hall Master/Warden/Manager or the Senior Tutor must approve all room changes prior to the student(s) moving. Unless otherwise noted, the resident will have 24 hours to complete the room change. Anytime a resident checks out of a room, he/she must schedule an appointment with a *Hall Assistant* to have the room inspected and to complete the original Room

Inventory and Condition form. The room and key must be returned to the university in the same condition it was received for a proper check out to occur. Failure to checkout properly may result in loss of personal property, financial restitution for damaged/unreturned university property, at an appropriate prevailing rate equivalent in cedis of \$50.00 improper checkout fee, a lock change fee, and/or forfeiture of the damage deposit. Checkout procedures for end of semester vacations and holiday stay-in will be provided to the necessary residents. At the end of each semester, residents are required to check out within 24 hours of their last examination. The mandatory time for check out shall remain 48 hours after the official end of the semester after which punitive charges and disciplinary action kick in. Once a student officially checks-out of the residence halls, all personal property left behind will be reallocated to the University or donated to a local organization.

C. Missing Student Notification

For KNUST there is a confidential missing person notification program. To establish a confidential contact person, complete the "Confidential Missing Person Contact" form with the Department of Security during check-in. For guidelines on missing students or to report a missing student, please contact the Department of Security immediately at 03220-62999 (available 24 h day/7 days week/365 days year).

D. Room Lock Outs

Residents are required to leave their room keys behind with a *Hall Assistant* in person at the *Hall Assistants' office* when leaving the hall. ***Students are not to dump their keys at the unmanned counter and assume they have left the key at the lodge. In such a situation the student should take a key away and lodge a formal complaint.*** If a resident is locked out of his/her room, or illegally takes a key away and lose it the resident may either request a *Hall Assistant* to open the room or have the lock replaced at cost. If a resident forms a habit of taking out the room key, a student conduct meeting may likely occur with a member of the management and sanctions shall apply.

E. Breaks

The residence halls will remain open throughout the academic year with the exception of both the shorter end of 1st Semester break and the much longer end of 2nd semester break. During these two break periods, the only residents permitted to stay at cost to them or their organizations at the prevailing approved fees from residence committee would be those have their request endorsed by a University designee and approved by the Vice – Chancellor or his delegated authority. ***Students staying without authority will be charged punitive fees and may face disciplinary action.***

F. Spare Keys and after hours callouts

All spare keys shall be under lock in the custody of the Senior Tutor or Hall Manager. In the rare event that students take their keys away instead of returning them to the *Hall Assistant* on duty and go ahead and lose them, the culprits will receive a warning in writing by the Hall Management. A spare key shall be released to the inmates of the room for 3 days during which time the lock shall be replaced at cost to the culprits. ***Duplicating keys or replacing locks are illegal activities, and offenders shall face disciplinary action.*** If you report a damaged lock it shall be replaced within the shortest possible time. Therefore it is the responsibility of management to ensure the *Hall Assistants*

lodges are manned at all times between 6.00 am and 12.00 midnight. Night *Hall Assistants* at post between 12.00 midnight and 6.00 am shall be woken up only under emergency. Any routine call up shall attract a fee agreed by residence committee; half of which goes to the *Hall Assistants* directly.

G. Exterior Doors

The Main entrance is where the *Hall Assistants' office* is and it shall be the primary entrance to the residence halls and is open between 6.00 am and 12.00 midnight. All other exterior doors to the residence halls shall be locked and alarmed to provide greater security for the residential students when there is no emergency. These exits are opened only under proper log-in log-out procedure stating who is requesting the opening and how long it lasts. Both the *Hall Assistant* on duty and the one requesting the service will sign in and out; and it shall be the responsibility of the latter to ensure security so no intruders come in

H. Theft Protection & Personal Property Insurance

The best security for residents is to keep their doors locked at all times! Before opening the door, residents should ask the caller(s) to identify themselves. Window blinds should be closed after dark, even when someone is in the room. Money and expensive jewellery should be kept in a safe place. Clothing should be removed from the lines once they are dry and must not be left overnight. Clothing should be marked distinctively someplace else other than on the labels. Anything that has a serial number should have the number recorded and kept in safekeeping. Windows should be closed and locked whenever residents are away from the room.

The University makes a reasonable attempt to prevent personal property loss or damage due to theft and mechanical failure, but cannot assume any responsibility if they occur. The University does not carry insurance on personal property.

I. Health & Safety Inspections

The University respects your right to privacy and your wish to maintain your own environment. However, the University also has the responsibility to provide an environment that is safe, clean and healthy to current and future residents. Each semester, *Hall Assistants* and Resident Assistants (RA) will conduct room inspections to ensure that rooms are meeting safe and sanitary conditions. Residents will be given a one-week notice prior to the inspection and are encouraged to be present. Inspections are conducted whether the residents are there or not. ***The RAs will inspect the room for fire, health and safety concerns, confiscate items that are not permitted to be in the residence halls and leave a notice of required improvements that must take place within 48 hours. Failure to live up to the required standards may result in formal or informal discipline action including expulsion.***

J. Appliances and Electronics

Residents may use the following appliances in their rooms: clocks, radios, stereos, televisions, fans, hair dryers, curling irons, flat irons, razors, computers, kettles, microwaves, hot plates *but not gas cookers* and refrigerators. Residents are responsible for keeping the volume of their television, stereos, and other noise-producing equipment low enough to avoid disturbing others in the residence hall. As a general guideline, most of these approved items must be of modest size and modest wattage

often one unit per room agreed upon by occupants of the room. Specifically, large refrigerators and microwaves, toaster ovens, electric skillets/fryers, are consequently not permitted in the residence halls. If unsure about a specific electrical item, contact the Hall/Hostel management to determine if the appliance is permissible. Management reserves the right to remove any electrical violation not meeting the established fire and safety codes.

Special rules apply for approved equipment, as follows:

Refrigerators must be less than or equal to 4.2 cubic feet in size and run at less than 1.5 amps. and microwaves must run at or less than 900 watts.

Always be present and fully awake when hot plates or immersion heaters or kettles are in use and unplug immediately afterwards. Only store these items when they are cool enough to touch. Also, be attentive when using your microwave.

Residents are permitted to use extension boards for low power rated gadgets but those rated higher than 600 watts into the wall directly to avoid power outages. As a last resort, the only acceptable means electrical extension permitted in residential rooms are industrial-strength extension cords. KNUST strongly suggests that residents use surge protectors. Installation or alteration of electrical equipment is prohibited. If violations of the above policies are discovered, management has the right and responsibility to confiscate such items and student sanctioned.

K. Air Conditioners

Generally air conditioners are prohibited unless professionally installed in some of the new hostels. No student can install an air conditioner even if it can be afforded by the resident.

L. Room Damage

Every attempt is made by management to make the residence halls feel like a home away from home. As such, it is expected that residents treat their residence hall rooms with care and keep the contents free from damage, whether caused by themselves or others. Assigned occupants of each room are financially responsible for their rooms. The cost of any room damage (such as nail holes, broken screens, tape-damaged walls) or extra custodial services will be charged to the account of the residents living in that room. When two or more residents occupy the same room and individual responsibility cannot be determined, the cost will be divided and assessed equally between the residents.

M. Residence Hall Search & Seizure

KNUST respects a resident's right to privacy. Nevertheless, safety and policy enforcement must take precedence. A University official has the right to enter any part of the University premises to assess the condition of the room, identify maintenance needs, and in the case of an emergency or suspected violation of University policy. A University official may enter and search University premises without notice if there is reason to believe that national, local, or University policies are being violated. All guests in a room at the time of an initiated entry and search may be relocated to another area for the duration of the search and supervised by a University official. Residents may remain in the room at the request of the University official. Residents may also be asked to leave

while a search is in progress. In cases where residents of a room are unavailable, the Dean of Students, Hall Master or Warden, Senior Tutor or Hall Managers or their designee must approve an entry and search after that person has heard the related facts and believes an entry and search is necessary. The search will be conducted in the presence of another University official specifically the Head of Security or his designee. Once initiated, the University has the right to seize any property that violates University policy. Depending upon the nature of the search, the University official may be as thorough or as general as necessary in order to conduct a reasonable search. In the event that more serious items (drugs, weapons, stolen property, etc.) are found, the University will notify local authorities. Law enforcement officials may enter, search, and seize evidence in accordance with the law. All residents of an assigned room are responsible for the contents of their room until the responsible individual(s) can be identified.

N. Suspension from the Residence Hall

Residential students who are suspended from the residence halls or the University must make arrangements to remove belongings and to vacate the residence halls within 24 hours of notice. The residence management will work with the student to insure that they vacate the halls within this timeframe or any other specified time as deemed appropriate by the management. Failure of the student to abide to the suspension terms may result in further disciplinary action, improper checkout charges, and/or the Department of Security escorting the student off campus. Management shall not responsible for personal possessions left in the room by the suspended student.

O. Room Furnishings

Rooms are furnished with a bed and mattress, a study desk and chair, closet area for clothing. It is suggested that residents provide their blankets, pillows, linens, towels, desk lamps, and other personal effects. Residence hall furniture must remain in the student's room at all times. Residents may bring personal furnishings such as chairs, bookcases, and futons. The residence management may prohibit personal furnishings that are considered too large or potentially dangerous for the residence hall room. At the time of checkout, residents must remove all personal property and return the room to its original condition. ***Summer storage of personal belongings is not available. Failure to check out properly may result in loss of personal property and/or improper checkout fees.***

P. Internet Connectivity

Residential Students have internet connectivity via a wireless network; which also covers the entire campus. ***Wireless networks by their very nature are subject to interference from certain devices. It has been found that the following devices cause unacceptable interference and are therefore prohibited from being used in the Residence Halls: all appliances operating within the 2.4 GHz frequency range including wireless cameras, wireless keyboards and mice, routers and personal wireless access points.*** The management of the residence reserves the right to remove any devices that fall within this category. If you have any questions about a specific device, please contact the University Information and Technological Services (UITS).

Q. Residence Hall Room Repair and Damage Charges

When damages occur to University property in individual rooms, replacement costs or damage charges will be assessed to the occupant(s) of that room.

R. Private Hostel Accommodation

When students default in payment of accommodation fees. When students by-pass meters to consume electricity without payment. Destruction of Hostel property and any activity that brings the name of the University into disrepute.

Article V: Conduct Policies and Procedures

A. Overarching Conduct Policies and Procedures

Violation of Laws of Ghana and University Conduct

1. *University conduct proceedings may be instituted against a student charged with conduct that potentially violates both criminal law(s) of Ghana and this Student Code (that is, if both possible violations result from the same factual situation) without regard to any pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Vice-Chancellor. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favour of or against the criminal law defendant. Legal Counsel may participate in Student Conduct Appointments, Conduct Board Hearings, or Administrative Hearings in an advisory role only to his client to ensure fairness but does not dictate, direct or influence the agenda for the proceedings.*
2. *When National, state or local authorities charge a student with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Conduct Board or Administrative Hearing under the Student Code, however, the University may advise off campus authorities of the existence of the Student Code and of how such matters may be handled internally within the University community.*
3. *The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on any University premises and with the conditions imposed by criminal courts for the rehabilitation of student violators.*
4. Any member of the University community may file complaints through the form of an incident report against any student for possible violation of the Student Code. Typically, this complaint is filed through the Department of Security or directly through the Office of the Dean of Students. Under the direction of the Dean of Students who is also Student Conduct Administrator and therefore responsible for the administration of the University

conduct system. Any complaint should be submitted as soon as possible after the event takes place, preferably within five days.

5. The Student Conduct Administrator (the Dean of Students) or designee with help from the University Legal Office may conduct an investigation to determine if the complaints have merit and necessitate an appointment or hearing.
6. Initial alleged violations of student conduct shall be presented to the respondent in written form. Cases that could result in suspension or expulsion shall be heard no sooner than 24 hours after notice is given to the respondent.
7. The Dean of Students will at least initially review all substantiated reports. He/she will at that point decide whether or not to refer incidents to a KNUST Conduct Board, an administrative hearing, or simply conduct a student conduct appointment to determine responsibility and outcomes, if any.
8. When the Dean of Students and therefore Student Conduct Administrator on advice decides that an incident warrants the potential of a student being removed from housing, suspended, or expelled; the student may or may not have the option to select if the hearing will be heard by a Conduct Board or Administratively.
9. In cases of sexual misconduct or other behaviour where the participants' safety is a concern, the Student Conduct Administrator may alter conduct procedures to protect both the alleged complainant and the respondent. These procedures will be clearly stated to all involved parties prior to the hearing. ***If this involves rape proceedings will begin after a rapid preliminary investigation and medical screening. It shall also be referred to the police. Rape is felony under the laws of Ghana.***
10. All student conduct proceedings are closed to the public, except a legal counsel or a designated and trusted representative of the student who may not necessarily be a lawyer who may represent a party in ***advisory position only***
11. If the respondent fails to attend the hearing or elects not to participate, he/she forfeits the right to offer evidence in defence. In such case, however, the appointment/hearing will proceed as scheduled without the respondent's participation. Except in the case of a student charged with failing to set up or keep a student conduct appointment or hearing meeting, no student may be found to have violated the Student Code solely because the student failed to appear. In all cases, the information in support of the student conduct violations shall be presented and considered.
12. Witnesses or persons involved may be asked to meet with the Student Conduct Administrator and possibly appear before a conduct hearing board and/or participate in a restorative justice conference. These individuals will be heard one at a time.
13. Conduct Board and Administrative Hearings shall have a single *verbatim* record made in a format as designated by the legal office. This record shall be the sole property of the University.
14. Coaches, academic advisors, and other University affiliates may be notified of potential student code violations as well as meeting/hearing outcomes at the discretion of the Student Conduct Administrator.

15. For Student Conduct Appointments and all Hearings, determination of responsibility shall be made on the basis of whether a reasonable person would conclude that it is more likely than not that the respondent (student responsible) violated the Student Code.

B. Student Hearing/Conduct Appointment Policies and Procedures

1. Student hearing or conduct appointments will be heard by a Hearing Officer: typically the Dean of Students (Student Conduct Administrator), Hall Master/Warden or Senior Tutor, a College appointee or any such individual acting on notice as appointed by the Vice-Chancellor directly or through the Dean of Students on the advice of the legal office to meet the student(s) involved.
2. The goal of the meeting is to get to know the student (s) involved, go over the incident report in question, gather the student's perspective, and determine responsibility. Sanction outcomes, if any, may be shared in the appointment or in a follow-up letter at the discretion of the Student Conduct Administrator. Article IV, Section B of this student code contains possible sanctions.
3. In cases involving more than one student, the Hearing Officer will conduct separate Hearings initially unless the administrator determines a joint meeting is acceptable.
4. The student may request the Hearing Officer to interview witnesses involved before, the administrator makes a determination.
5. Appointment follow-up letters or notification will be delivered to the student's University email or by text if the phone number of the student is known; and will be the sole responsibility of the student to follow-up with their Hearing Officer if he/she has not received the follow-up letter within two University business days of the appointment.

C. Conduct Board Hearing Policies and Procedures

1. Conduct Board Hearings can take place from September 1 to June 1. Due to limited faculty, staff and students on campus during the long vacation months of June to end of August, students may only have the option of an Administrative Hearing when documentation for an incident is received by the Student Conduct Administrator between April 15 and September 15.
2. The Student Conduct Administrator will notify respondent(s) of the date, time and location of the hearing at least 48 hours prior to the Conduct Board hearing.
3. The respondent will have an opportunity to read the incident report in question prior to the hearing.
4. The Student Conduct Administrator will select a minimum of three (3) Conduct Board members, consisting of at least one faculty member, one staff member and one student for the Conduct Board hearing.
5. A respondent has the right to view the names of the persons serving on the Conduct Board prior to the hearing upon request. If a respondent has reason to believe that one or

more members have a bias, the respondent, within 48 hours of the hearing must present a challenge to the Student Conduct Administrator in writing. The Student Conduct Administrator will solely determine the merits of the respondent's challenge, and, if necessary, replace the Conduct Board member.

6. The respondent will have the opportunity to hear all information presented to the Conduct Board and to present a defence.
7. In cases involving more than one respondent, each student may have a separate hearing. The chair of the Conduct Board will make this determination using his/her sole discretion.
8. If at any time, the chair of the Conduct Board is unable to be present at a hearing, the Student Conduct Administrator will appoint a substitute chair from the available Conduct Board members.
9. Respondents and student complainants may bring a member of the University faculty or staff for support. This University member must remain silent throughout the hearing. He/she will not be able to speak on the student's behalf.
10. All procedural questions are subject to the final decision of the chairperson of the Conduct Board. If necessary, the chairperson may consult the Conduct Board Administrator for procedural guidance.
11. The chair will invite all involved individuals to enter the hearing room and introduce all of the Conduct Board members as well as the individuals involved in the hearing.
12. The chair will present the written material of each case before those present. It is typical for the Head of Security to give a canvas of the incident report if applicable to her department.
13. The chair may exclude any person(s) he/she believes is disruptive to the hearing. The Conduct Board may overrule the chair by a simple majority vote.
14. The initiator of the incident report or complainant will make his/her presentation. Witnesses, documentation, tangible information, and exhibits are permissible.
15. The respondent will make his/her presentation. Witnesses, documentation, tangible information, and exhibits are permissible.
16. ***The Conduct Board may question any complainant, respondent, witness, or other persons involved in the hearing. All participants are expected to uphold the University mission with honesty and integrity in their responses and statements.***
17. The respondent and complainant will have the opportunity to make a closing statement.
18. After the presentation of all relevant information, everyone is dismissed.
19. The Conduct Board will meet in closed session to determine the findings and determine responsibility. Deliberation and voting on the decision will not be tape – recorded and will be by a simple majority vote by all members present, including the chair. If responsibility is found, all prior student conduct records will be shared with the Conduct Board members and appropriate sanctioning will be recommended in writing to the Student Conduct Administrator within a reasonable amount of time after the hearing.
20. It will be the sole responsibility of the respondent to schedule a meeting with the

Student Conduct Administrator to receive and discuss the findings and sanctions.

These outcomes will be available by five (5) University business days of the Conduct Board decision. Once the respondent has made contact with the Student Conduct Administrator, verbal and/or written notification of the finding(s) and sanction(s) will be shared with the respondent(s).

21. In cases alleging sexual misconduct or other violation where the safety of the complainant is a concern, both the complainant and the respondent shall be informed of the outcome of the conduct proceeding (see Appendix M).
22. ***Students suspended or expelled from the residence halls will have 24-hours to make arrangements to remove their belongings and properly check out of the halls.***
A room refund will be issued only in accordance with an agreed refund policy if any. The Department of Security will issue **a no trespass order**. Any violation of the no trespass order may result in an immediate arrest by local police.
23. ***Students suspended or expelled from KNUST will be issued a no trespass order for all the University facilities. The Conduct Board Administrator will inform the Registrar or his designee to process an immediate withdrawal from all classes. When a student has been suspended or expelled from the University, tuition and room/board refunds shall not be made.***

D. Administrative Hearing Policies and Procedures

An Administrative hearing follows a similar format to the Conduct Board Hearing Policies and Procedures (listed above) with the exception of the Student Conduct Administrator, or designee, hearing the case instead of a Conduct Board.

E. Sanctions

The primary aim of student conduct action is to help facilitate the growth of students by helping them deal with issues of personal responsibility in a mature manner. The following sanctions are intended as guidelines, which may be modified based upon extenuating circumstances and may be imposed upon any student found to have violated the Student Code. ***Sanctions may be used independently or in combination depending on the particular circumstance of the violation. More than one of the sanctions may be imposed for any single violation. Chronic and/or multiple violations may increase the educational measures of sanctions applied. Sanction determination shall be based on the severity of the current offense, previous offenses (if any), the current conduct status of the student found responsible, the threat to the health or safety of any person, the impact on the community, and/or any other reasonable factor. Sanctions shall be determined as a discrete and separate part of the hearing process and only after a finding of responsibility has been reached.***

1. ***Any student who fails to complete any sanctions imposed upon her/him within the time limits imposed by the conduct system may not be eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until he/she complies with the terms of the original sanctions and any***

additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.

TYPES OF SANCTIONS

a. Statement of Concern:

Although this particular sanction does not require a violation of the student code of conduct, this concern is meant to guide the student's holistic success. This sanction alone will not be kept in the student's conduct file after the current academic year.

b. Written Warning:

An official written notification of the assigned a miniscule student code violation(s) or a visible intention to violate the code and therefore, gives notice this behaviour must stop immediately and permanently. Written warnings also include notice that future violations, whether the same or different, will likely result in more serious sanctions.

c. Written Reprimand:

An official written notification expressing disapproval of a minor violation of assigned student code that gives notice this behaviour is not tolerated and therefore must stop immediately and permanently. Written reprimands also include notice that future violations, whether the same or different, will likely result in more serious sanctions.

d. Discretionary Sanctions:

The student to be sanctioned may have to provide service to the University or community, attendance at educational events (with possible fees to be paid by the beneficiary), written assignments, participation with Restorative Justice and Conflict Resolution, or other activities deemed appropriate to the violation(s) incurred. The student is required to submit written proof of participation in and/or completion of the discretionary sanction to the Student Conduct Administrator.

e. Restorative justice and conflict resolution:

A restorative justice conference may be sanctioned when a conduct officer senses a mature willingness of accepting responsibility and accepting that harm has potentially been done to others in a direct and indirect way. Situations where Restorative Justice has proven most helpful with past incidents have been from theft, damage, use/possession of university or another person's property, community disturbances and disruptions, and abusive conduct that threatens or endangers the physical or psychological health, safety, or welfare of others **Conflict Resolution meetings** may also be sanctioned in cases where behaviour has caused conflict to roommate living situations, teammates, and other student leaders.

f. Restitution:

Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

g. Restrictions/Loss of Privileges:

Denial of specified privileges for a designated period of time. Examples of privileges that can be denied include, but are not limited to:

- i. campus registration of an automobile;
- ii. parking in a specific area or during specific time periods;
- iii. access to a building or portion of a building; access to a program; on-campus living;
- iv. holding of an office in a Registered Student Organization;
- v. participation in or exclusion from co-curricular activities;
- vi. deactivation from a group;
- vii. representation of the University on athletic teams
- viii. restriction to leadership positions;
- ix. entrance into University residence halls or other areas on campus;
- x. contact with specific person(s); access to a particular group(s) or any other privilege the conduct body deems appropriate to deny.

h. No Trespass Order:

A no trespass order may be placed against KNUST students or their guests as a means of disciplinary action, which will restrict the movement and/or presence of an individual(s) in and/or around the University residence halls, hostels, or other areas of campus. Any individual(s) violating this sanction are subject to arrest from the local police. In the event that such an order is placed against students or guests, the Student Conduct Administrator or Department of Security will notify individuals in writing as to the parameters of the order and the timeline of its implementation. ***If an individual is found to be in violation of a no trespass order, the local authorities will be immediately contacted and the individual will be arrested. In addition, the student may face additional on campus disciplinary action, including suspension.***

i. Disciplinary Probation:

Restrictions placed on a student limiting his or her activities while still attending the University. ***Probation requires that a student's conduct be reviewed and continually evaluated for a designated period of time. If during this period the student is found to be in violation of any institutional policy or rule, additional, more severe educational sanctions shall be applied.***

j. Deferred Suspension:

Involuntary separation of the student from the residence halls and/or the University if conditions of continued enrolment are not met. A student can be given a series of tasks to complete (discretionary sanctions like counselling, keeping a journal, attendance at certain events or classes) in a given time period, and if the student fails to complete them during any part of the deferred suspension, the

student is automatically suspended. The case does not need to be reviewed by the Conduct Board again.

k. Suspension/rustication

Involuntary separation of the student from the residence halls and/or the University for a definite period of time, after which the student is eligible to return. During this time, the student under suspension shall not have access to the residence halls or the University premises without written permission from the Student Conduct Administrator or Department of Security. He/she shall forfeit all rights of their student status for the duration of their suspension. Conditions for readmission and/or continued enrolment after re-admittance may be specified. All conditions for readmission must be satisfied, completed and certified to the Dean of Students prior to re-admittance. Also, a written plan for adhering to conditions of continued enrolment after re-admittance from a suspension shall be provided to the Dean of Students

l. Expulsion

Permanent separation of the student from the University, when behaviour indicates that the student is unfit to continue within the University community. An expelled student shall be excluded from all academic and social functions, shall have no access to University premises and shall forfeit all rights of their student status immediately and permanently upon expulsion.

m. Revocation of Admission and/or Degree

Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining a degree, or for other serious violations committed by a student prior to graduation or discovered after having formally graduated.

n. Withhold Results and Academic Transcripts

The University may withhold the results and Transcript of students found culpable of any offences against the University, Hostels, Halls of residence or are indebted to any of the above.

o. Withholding Degree

The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

In each minor case in which the Conduct Board determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator or designee. The recommendation of the Conduct Board will be considered in determining and imposing sanctions, but not limited to sanctions recommended by the Conduct Board. In each major case the Vice-Chancellor shall impose sanctions recommended by the Board but not limited to the recommendations but thoroughly reviewed on legal advice to impose the appropriate sanctions

F. Student Conduct Record/Files

Individual student conduct files that contain cases that have suspension or expulsion as a final outcome shall be kept permanently on file in the Dean of Students Office and copies served to the Students personal file at the College and Records office of the student at the Registry.

These records shall be kept for seven years after any sanctions expire and will be hibernated and not referred to routinely on request for recommendation unless the individual is seeking public office for which his claims on his conduct while a student are requested for. Earlier hibernation requests shall be at the sole discretion of the Dean of Students and shall require the entire record to be hibernated or none of it to be hibernated (i.e. no partial hibernation shall be allowed).

Students may request to have their student conduct hibernation by the Dean of Students provided these conditions can be met:

- a. Application for hibernation shall occur only upon completion of all degree requirements and attainment of a degree provided no new sanctions were applied from the first offence till completion
- b. Early hibernation may only occur for students who have not been suspended or expelled from the University.
- c. Early hibernation decisions shall be made based on obvious long-term improvement in behaviour, or lack thereof, (e.g., no violations of the student code for at least two or more consecutive semesters prior to graduation), and/or evidence, or lack thereof, of cooperation in previous student conduct matters (such as utilizing Restorative Justice or Conflict Resolution), and/or any other reasonable factor.

G. Interim Suspension

In certain circumstances, the Dean of Students or designee may impose a University or residence hall suspension prior to the hearing before the Conduct Board. Interim suspension may be imposed only:

- i. to ensure the safety and well-being of members of the University community or preservation of University property; and/or
- ii. to ensure the student's own physical or emotional safety and well-being; and/or
- iii. if the student poses a definite threat of disruption of, or interference with, the normal operations of the University.

During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate.

Students placed on interim suspension are entitled to a subsequent hearing within a reasonable time.

A student shall remain under interim suspension until all appeals are exhausted, or after the appeal deadline passes or the Dean of Students determines otherwise.

H. Appeals

1. All students have the opportunity to appeal the outcome of a Student Conduct Meeting, Administrative Hearing, or Conduct Board Hearing within five (5) business days of receiving their sanction letter. By 5pm on the fifth University business day, the appeal must be filed and submitted electronically using an Appeal form that is hyperlinked to the subdomain of the Dean of Student at the KNUST website <http://www.knust.edu.gh/deanofstudents/appealform> Student Conduct Appointment or Conduct Hearing follow-up letter. Once submitted, if the deadline and rationale for appeal is deemed appropriate and depending on whether the sanction(s) imposed is minor or major, the Dean of Students or the Vice-Chancellor or his appointed designee, in a sole discretion, will schedule an Appeal meeting. Failure for a student to attend the meeting may result in the Dean of Students or the Vice-Chancellor making a decision given the information available, including the appeal request itself. Questions about this process can be directed to the Head of the Counselling Unit at the Office of the Dean of Students, The sanction(s) imposed after a hearing is in effect during the appeal process.

The lawyer must be invited to the Academic Board meeting to explain all the highlighted in this regarding a lawyer being granted audience to the appeal process

2. A Legal counsel is **permitted** to participate in the appeal meeting.
3. The following are the only accepted basis for appeal:
 - a. The student asserts a procedural error that impaired his/her right to a fair opportunity to be heard;
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred;
 - c. The student requests a review of the sanction because of extraordinary personal circumstances.
4. The student must present written rational why he/she believes that one or more of the above hold true.
5. The Dean of Students/Vice-Chancellor or a designee will review the student's appeal and the hearing notes, as well as meet with the student. The Dean of Students/ the Vice-Chancellor or a designee is not required to conduct a new hearing and no new evidence will be considered.
6. The Dean of Students/Vice-Chancellor or a designee may take any of the following actions in response to an appeal: review the case and uphold the sanction(s) from the previous level; review the case and modify the sanction(s); or review the case and require that it be heard again by a freshly constituted

Conduct Board

7. The Dean of Students/Vice-Chancellor or designee will have the student notified in writing of his/her decision within a reasonable amount of time and that decision is final. No other appeals are available.

8. Decisions made by the Dean of Students/Vice-Chancellor or a designee shall not be final until the appeal deadline has passed or when the appeal process is concluded.
9. A complainant will also have the right to appeal in cases of sexual misconduct or other behaviours, which resulted in the complainant's increased risk of safety. Procedures for a complainant's appeal shall be the same as the respondent.

Remember, Student Conduct Appointment and Conduct Hearing follow-up letters will be securely delivered to the student's University email address or by text notification and will be the sole responsibility of the student to follow-up with the Conduct Administrator if he/she has not received the follow-up letter within two University business days following the appointment.

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Article VI: Student Care Team

A. Mission

The SRC welfare officer shall lead the care team with core membership of the Student Care Team to include the Student Cadet corps of the various Halls Of residence, Student Counsellors and Volunteers who have enthusiasm and are willing to be trained. The Student Care Team is committed to keeping the campus community as safe as possible through supporting our students when they are experiencing difficulties.

B. Overview

The best way to meet our mission commitments is by identifying and intervening in lives of individuals who are precipitously moving towards crisis. The Student Care Team will react to problems, but we also strive to prevent problems from occurring. The Student Care team is able to operate optimally when the University community shares information appropriately. Anyone can submit a student referral to the Care Team at the following link found at the University website <http://www.knust.edu.gh/deanofstudents/studentcareteam>

The Student Care Team does not replace faculty classroom management, student conduct processes, and/or Department of Security responses to incidents. It provides one more opportunity to report individuals exhibiting distressed, threatening, or dangerous behaviours. The Student Care Team referral form can also be used to notify appropriate University officials of students leaving campus for extended periods greater than one day for personal or family related reasons.

C. Structure

The Dean of Students chairs the Student Care Team committee, whose membership consists of the Vice Dean of Students, the Head of Counselling, and the Head of Security, SRC welfare Officer, Head of Student Counsellors, the Coordinating Commander of the Cadets with one other Hall commander, two non-residential presidents and the SRC Women's Commissioner. In the absence of the Dean of Students, the Vice Dean of Students will serve as interim chair. Consulting members participate on an "as needed" basis depending on the individual situation and ***may include, but not limited to***, request from the Director of Health Services, a Provost/Dean/Head of Department/an officer from the Registrar's office/ Hall Warden/ Master/ Senior Tutor /Faculty Advisor, and third party evaluators.

D. Instances Requiring Behaviour Intervention

Throughout this Article, the Dean of Students shall be defined as the Dean of Students or his designee. At his discretion, the members Student Care Team shall provide identification, prevention, assessment and referred assessment, management, and reduction of interpersonal and behavioural threats to the safety and well-being of the KNUST community by forwarding such immediately to the Office of the Dean of Students. It is the right of the University to withdraw a student for behavioural reasons both temporarily and permanently. Instances that may require intervention include, but are not limited to:

1. *Instances where a student engages, or threatens to engage in behaviour which poses a danger of causing physical harm to self or others; or*
2. *Instances where a student's behaviour is perceived as erratic, not appropriate, or is sufficiently disturbed or disturbing so as to interfere with the educational process and the orderly operation of the University;*
3. *Instances where a student engages in non-lethal self-injurious behaviour;*
4. *Instances where a student is hospitalized evaluated for hospitalization as the apparent result of alcohol use, drug use, severe depression or suicide attempt;*
5. *Noticeable and dramatic changes in day to day behaviour (e.g., suddenly begins missing classes, grades significantly drop, declining personal care);*
6. *Life changing events such as a death of a loved one, break-up, divorce; and*
7. *Writings, including online postings that communicate dangerous intentions to self or others.*

The procedures for the Student Care Team do not preclude a student's removal from the University, or any unit, class, or program, for conduct reasons in accordance with the Student Code of Conduct. The Dean of Students may consult with the appropriate Academic Provost/Dean/ Head of Department, the Head of Counselling Centre, the Director of Health Services, and/or the Department of Security to determine whether a student accused of violating the Student Code of Conduct should be diverted from the student conduct process and be considered for involuntary withdrawal in accordance with these procedures. Conversely, the Dean of Students may consult these departments to determine whether a student referred for consideration for an involuntary withdrawal might be more appropriately handled through the student conduct process.

A university employee or student who becomes aware of a situation stated in the above instances or has similar concerns should fill out a Student Care Team referral form unless it is an emergency. If a student or University member is in IMMEDIATE danger of harm to self or others, CALL the Department of Security at 03220-62999.

E. Involuntary Referral for Evaluation

The Dean of Students shall request the Director of the Health Services to designate qualified professionals (Community Mental Health Nurse, physician, psychiatrist, psychologist, nurse or a counsellor) to provide an initial assessment of the student's condition.

F. Parental Notification

Under Appendix B of the Code of Student Conduct, KNUST will inform parents/guardians if Student Care Team is concerned about the personal safety or wellbeing of a student.

Article VII: Interpretation and Revision

1. Any question for interpretation regarding the Student Code shall be referred to the Dean of Students with support from the University legal Office for final determination.
2. ***The University may change the Student Code at any time with proper notice to students. A formal review of the Student Code shall be conducted every five years with student participation and minor changes yearly under the direction of the Dean of Students and advice from the Legal Unit of KNUST. Such changes shall be automatically binding on all students of KNUST. It shall therefore be the responsibility of every student to update himself of new changes from the University website and not to assume such changes have not occurred no matter how miniscule the changes might be.***
3. In consultation with the Dean of Students and Student Government (SRC/GRASAG), policy proposals for revisions and additions are welcome.
4. ***Any discrepancies between other handbooks (Student or University published) material shall always defer to this Student Code of Conduct & Guide. In turn this Student Code of Conduct shall be amended if and only if it is at variance with the spirit and or letter of the University Statutes.***

Student Societies and Social life

Freedom of association is guaranteed under the constitution of Ghana and that is upheld at KNUST. The mission of KNUST is to build a campus community in which all students and student organizations are encouraged and supported in the cultivation of social, cultural, intellectual, recreational, and leadership programming. All students will find a place where their voices are heard and they are empowered to becoming more competent, purposeful, and ethical members of KNUST community.

However, only registered organizations are allowed to congregate openly and use University facilities in the excess of 10 people. Certificates for registered clubs are up for renewal yearly through the Dean of Students Office to guarantee that both the spirit and law of the association are kept and that the association still exists. These organizations provide programming, collaboration, and an opportunity for students to be involved in their college experience outside of academic classrooms. Many organizations exist, from academic, religious and social types. The Office of the Dean of Students works side-by-side with student leadership to bring new organizations to campus and assist in the registration process. A wide range of programs and events are sponsored through

the Student Leadership in collaboration with the Dean of Students, Residency managements and leadership of academic units throughout the week and also throughout the weekend.

Congregations numbering more than 10 without certificate of operation will face disciplinary sanctions.

New associations seeking registration goes through vetting through the appropriate agency of the SRC after which documentation is submitted to the Dean of Students. When successfully filtered, it will be taken to the Residence committee for final ratification.

Department/Faculty/College and residence associations are to submit their documentation to the Dean of Students and copy to the appropriate administrative head of the unit to have automatic interim certificate of operation while their documents are examined.

KNUST prides itself as an academic community that embraces intellectual discourse that ends in a jaw – jaw and not war – war. Therefore any association whose emphasis is on extreme ideology of party politics religion or tribal sentiments may not be allowed to operate

Responsibilities of Organisations

KNUST supports a wide range of student organizations that make substantial contributions to the social and academic life on campus. All organizations are responsible for registering with the Office of the Dean of Students before operation. Successful registration does not imply university endorsement of the purposes of organizations. All student organizations are responsible for adhering to the policies in the Student Guide and Code of Conduct, Faculty/College/Residential Hall/Handbooks and University Statutes.

These responsibilities apply to all student organizations:

1. It is the responsibility of each registered student organization to submit required paperwork each year as determined by the appropriate Student leadership platform to be forwarded to the Dean of Students who upon receipt and examination, issue the certificate of operation for the academic year upon paying the requisite registration fee.
2. Each student organization shall operate according to a constitution, bye-laws, or policy guides.
3. It is the responsibility of each student organization to submit any changes in officers, advisors, or members, and revisions to the constitution, bye-laws or policy guides to the Dean of Students within one week of such changes.
4. **Student organizations will be granted active status when they register and meet all requirements.**
5. **All student organizations must maintain active status to enjoy the benefits of scheduling and presenting programs for the campus community, and the use of university facilities, property, services, funding or personnel.**
6. **Membership in student organizations will be limited to enrolled students of KNUST and leadership of such organisations shall be in good academic standing with a CWA of 55.00 – 59.99 with no trail or 60.00 or above with a maximum of one trail. In accordance with KNUST policies and procedures, no student organisation may be**

discriminated against on the basis of age, race, gender, religion, disability, marital status, national origin or tribe.

7. It is the responsibility of each student organization to select at least one advisor/patron who is a full-time senior member of KNUST (academic or administrative). The advisor is responsible for approving all financial operations and disbursements, and should attend at least twice a semester, the student organization function and meetings.
8. Any student organization found in violation of any KNUST policy in this listed in the Student Organization Handbook or the Student Code of Conduct will be placed on probation for one semester. If another violation occurs during the probation period, the club or organization will be placed on suspension for one year. *Any organization that ceases operation for a year will be placed on inactive status.*

Participation in Extra-Curricular Activities

KNUST encourages all students to participate in a wide variety of extra-curricular activities. However, in order to prevent such activities from interfering with a student's progress toward graduation, students who are on PROBATION are ineligible for the following: (1) to participate in intercollegiate athletic competition, (2) to participate in musical or theatrical performances (3) to serve as chair of any student committee.

Posting Policy

It is the vision of KNUST to go increasingly paperless in communication relying less of the print medium and more on the electronic medium. For that reason all postings must be restricted only to the posting areas and bulletin boards are provided in KNUST buildings to provide information to students, faculty and staff. Posted or displayed materials do not necessarily reflect the opinion of KNUST.

All material posted by student organizations or outside sources must be approved and stamped by the appropriate authority at the Department faculty college residence and the Estate Office.

Materials may not be posted on trees, lamp posts, windows, doors, floors, walls, sign boards, road direction, bus stops or bulletin boards designated for specific department use or in academic classrooms.

All posted or displayed materials must have the organization or individual sponsoring the event clearly indicated on the materials. Posters regarding sales, rental properties, job listings, *et al.* must identify the name of the sponsoring person in addition to the phone number.

All posted materials must be fixed with tacks tapes that will do minimum defacing to the board taken down 24 hours after the event. Glues must not be used under any circumstances

Any organizations wishing to put flyers on cars or erect, attach, post signs, banners, posters of exceptional size on any part of campus property are responsible for obtaining prior approval from the Estate Office.

Failure to abide by the above listed policies may result in the loss of privileges to post or distribute materials on campus and the leadership of the organization shall face disciplinary action.

Hazing Compliance Policy

Hazing is defined as a “means of intentional, knowing, or reckless act by a person action alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health of safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization or team.”

KNUST further defines hazing to mean “any action or situation, whether on or off University premises, which: endangers the mental health, physical health, or safety of a person, embarrasses, frightens, or degrades a person, destroys or removes public or private property for the purposes of initiation, admission into, affiliate with, or as a condition of continued membership in a student organization, group, or team regardless of an individual’s willingness to participate.”

HAZING IS A PROSCRIBED CONDUCT.

Regulations for the Conduct of Certificate/ Diploma/ Undergraduate Degree Programmes

Programme of Study

A programme of Study for the award of diploma or undergraduate degrees shall consist of courses for each of which a number of credit hours shall be prescribed. Each module shall cover a period of not more than one semester, with the exception of project work.

b. Departments shall submit details of course credit hours and total credit hours for the programme classified as REQUIRED COURSES and OPEN ELECTIVES for approval by the Departmental/ Faculty/ College and Academic Boards.

Structure of Programme

- a. The programme shall be divided into semesters, each course falling within one semester only **except** project work in the final year which shall run over two (2) semesters.

Courses in each semester shall consist of:

- i. Required Courses

- ii. Open Electives

- b. Open electives may be selected from any Department or any other teaching institution in the University. Until there is an improvement in the facilities in the University, the implementation of the open electives concept is to be **optional**.

Credit hours for Programmes

- a. The total number of credit hours required by a student to qualify for a diploma or degree shall be determined by the Departmental /Faculty/ College/Academic Boards within the following ranges:

| Programme | Minimum | Maximum |
|------------------------------------|---------|---------|
| 1-year Certificate | 30 | 42 |
| 2-year Certificate | 60 | 84 |
| 2-year Diploma | 60 | 84 |
| 2-year (Top – up) degree | 60 | 84 |
| 2-and-half year (Bridging) degree | 75 | 105 |
| 4-year degree | 120 | 168 |

- b. The above credit hours are inclusive of lecture time, practical work, theses writing, projects, seminars, workshops etc. Two (2) to four (4) hours of practical/laboratory work are equivalent to one credit hour.

Registration

Every student must be admitted into a Department/Faculty/College for a programme of study and must be properly registered for the cluster of courses for the semester during the official registration period at the beginning of each Semester. The student shall plan his/her course in consultation with his/her academic tutor.

At the beginning of each semester, whether a Freshman or a Continuing student, you are obligated to do the following:

- i. Undertake to do a **biometric registration** at any of the points on campus. It is **only** when this is completed, that you can proceed to do the online registration of courses.
- ii. Go to the University's website (<http://knust.edu.gh>) and register your courses for the semester.

Students are reminded that registration with penalty continues for three (3) additional days. When the process is not completed within this period, you SHALL be precluded for the academic year. In this case, the student is required to write to request for a deferment of programme, if one qualifies. However, students still trailing courses after supplementary examinations can add a few courses provided the total registered credits does not exceed 21

- b. Students shall report on the day that the University re-opens and register within the 5-day period, (3 of which is with a fine).
- c. The fine imposed for the 3-day extended registration is GH 50.00 per day cumulatively. This fee shall be reviewed periodically as determined by the University.
- d. i. A student who is unable to register within there is registration period on grounds of ill-health, shall on provision of a Medical Report issued or endorsed by the Director of University Health Services, be allowed to register within seven days from the day of the closure of late registration

In the event of the inability of such a student to register within the seven days stipulated in paragraph 'i' above, he/she will be allowed a deferment for two semesters.

- e. i. There shall be **NO** registration by proxy. Biometric registration ensures that registration by proxy is impossible.
- iii. A student who does not duly register within the registration period shall be precluded from commencing the semester's programme of courses.
- f. i. Registration for the appropriate courses shall qualify a student to participate in both the continuous assessment/mid-semester and end-of semester examinations. Where a student registers for a course(s), but fails to write the end-of semester examinations, the student shall be deemed to have failed the course(s) unless reasons acceptable to the Departmental/Faculty Examiners Board, can be advanced. In this case, the student shall be graded incomplete (I) and be expected to take part in the next available formal examination in the semester in which the course(s) is /are written.
- ii. Students shall be permitted to change their selected elective course(s) for others **only** during the registration period.
- iii. In order to qualify as a full-time student, the student shall take courses equivalent to the following range of credit hours, both limits inclusive, per semester. This will be prescribed by the Departmental Board with approval of the Faculty/College and Academic Boards.

| | |
|---------------|--------|
| Undergraduate | 15 –21 |
| Diploma | 15 –21 |
| Certificate | 15 –21 |
- d. A student shall attend all lectures, seminars, workshop sessions and practical prescribed for the courses for which he/she has registered as a pre-condition for writing an examination.
- e. Any student who is absent from all lectures, laboratory practicals, tutorials, fieldwork, studio, fieldtrips, workshops, industrial/practical attachments etc without permission for a total of fifteen (15) cumulative lecture days or more in any semester shall be deemed not to have satisfy the requirements for the course in the semester and he/she **shall not be allowed** to write the End-of-Semester Examinations. A candidate shall compulsorily be deferred (Df) to come and repeat the courses at the next available opportunity. The candidate must not be awarded zero per cent (0 %).
- f. Any student who is absent from lectures, laboratory practicals, tutorials, fieldwork, studio, fieldtrips, workshops, industrial/practical attachments etc in any **one particular course** without permission for a total of three (3) cumulative lecture periods or more in any semester shall be deemed not to have satisfied the requirements for the course, in terms of attendance for the semester, and he/she **shall not be allowed** to write the End-of-Semester Examinations **for the course**. A candidate shall compulsorily be deferred (Df) to come and repeat the course at the next available opportunity. The candidate must not be awarded zero per cent (0 %).

Change of Programme of Study

Students who wish to change the programmes of study after the first year shall apply to the Deputy Registrar (Academic) for the requisite application form. All such applications will have to be finally approved by the Vice-Chancellor. Common sense suggests that you may not be successful in

changing for a programme whose entry requirements are higher than the aggregate you presented for your present programme.

Deferment of Programme

- i. A student could interrupt his/her programme for **WHATEVER REASON** for a maximum period of one academic year **ONLY** in writing during the entire duration of the programme. The student **SHALL** be granted permission by the Head of Department/Dean in writing. For avoidance of any doubt, such a student must ensure that his letter of deferment is in duplicate so that both his copy and the official copy are stamped as having been received. It shall be the responsibility of the Head/Dean to ensure that the relevant bodies are notified. Such request for interruption of the programme will normally be granted within the first four (4) weeks of the start of the semester.
- ii. There cannot be deferment of programme for one semester under any circumstance.
- iii. A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her programme.
- iv. However, a first year student may be granted permission to defer his/her programme on medical grounds on the recommendation of the Director of the University Health Service.

Duration of Studies

- i. A student shall be enrolled as a full-time student for the minimum period allowed for the programme of study.

A student may be allowed the following maximum number of semesters beyond the prescribed period to complete the requirements for the award of the certificate/diploma/degree for which he/she is studying.

| Prescribed Duration of Programme | Maximum Number of Extra Semesters Allowed |
|-------------------------------------|--|
|-------------------------------------|--|

| | |
|-----------------|---|
| 4-year or above | 4 |
|-----------------|---|

| | |
|--------|---|
| 3-year | 4 |
|--------|---|

| | |
|----------|---|
| 2.5-year | 2 |
|----------|---|

| | |
|--------|---|
| 2-year | 2 |
|--------|---|

| | |
|--------|---|
| 1-year | 2 |
|--------|---|

A student who fails to qualify after exhausting the maximum number of extra semesters allowed will be withdrawn for having exhausted the grace-period.

Grading of Examination

- i. There shall be formal University Examinations in programmes of study at the end of each semester. The examination in each course shall not be less than two (2) hours duration. In addition, there shall be continuous assessment of courses based on any or a combination of mid-semester examination, class tests, essays, tutorials, assignments etc.

It is the responsibility of a student to check from his Academic Officer, the grading requirements for his/her programme of study.

- ii. The End-of-Semester examination shall be weighted 70% and the continuous assessment 30% of the total marks for the course.
- iii. Examination in all courses shall be credited by marks and later graded as follows:

| Mark (%) | Letter Grade | Remark |
|----------|--------------|-------------------------|
| 70 – 100 | A | Excellent |
| 60 – 69 | B | Very Good |
| 50 – 59 | C | Good |
| 40 – 49 | D | Pass |
| 0 – 39 | F | Fail |
| | I | Incomplete (Medical) |
| | I* | Mark not available |

Pass Mark

The pass mark for any course shall be 40 %. However, a Cumulative Weighted Average (CWA) of 45.00 shall be required at the end of each year (end of Supplementary Examinations) to be in good academic standing. Where a student does not maintain the above minimum Cumulative Weighted Average of 45.00, the student shall be classified under any of the following:

- Probation – 1st, 2nd or 3rd year student when the CWA is 40.00 – 44.99.
- Repetition – 2nd or 3rd year student when the CWA is below 40.00.
- Withdrawal – 1st year student when the CWA is below 40.00.

Graduation Requirements

- i. In order to graduate, a student is required to:
 - a. have completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study.
 - b. have achieved the minimum Cumulative Weighted Average (CWA): Undergraduate – 45.00
Diploma – 45.00
Certificate – 45.00

Some other undergraduate programmes such as Medicine, Veterinary Medicine, Dental Surgery, Optometry, Pharmacy, require 50 %.

NOTE: In the Department of Architecture, a student must have a pass mark of 50 % in studio work. In any particular year including fourth year, a student who fails (F) studio work repeats the year. However, a student repeats **only** the studio work if he/she trails (I)

studio work. Graduate programmes require a minimum CWA of 55.00. The pass mark in all courses for the graduate programmes is 50 %.

- c. have passed all required courses
- d. have satisfied any other requirements of the Department, Faculty and College Boards.
- ii. The class of degree for most undergraduate programmes only shall be determined by the following Cumulative Weighted Averages:

| | |
|-------------------------------|----------------|
| First Class | 70.00 or above |
| Second Class (Upper Division) | 60.00 – 69.99 |
| Second Class (Lower Division) | 50.00 – 59.99 |
| Pass | 45.00 – 49.99 |

In the case of programmes such as Medicine, Dental Surgery, Veterinary Medicine, Optometry and Pharmacy, the students shall all be classified under **PASS** degree.

- iii. The class for Diploma/certificate awards shall be determined by the following Cumulative Weighted Averages:

| | |
|-------------|----------------|
| Distinction | 70.00 or above |
| Pass | 45.00-69.99 |

NOTE: A final year student who obtains passes in all courses but does not achieve the required CWA of 45.00 shall be permitted to use his/her grace period to improve his/her CWA in order to qualify for the award of the certificate/degree for which he is studying.

Definitions:

- Supplementary Examinations
- Trail
- Probation
- Repetition
- Withdrawal
- Grace Period

Definitions

Supplementary Examinations

Supplementary Examinations will be conducted at such times as may be determined by the University from time to time at the end of the academic year for all trail courses for the first and second semesters of that academic year.

- a. Registration of such trail courses would be opened soon after the release of the provisional second semester examination results by Departments/Faculties as the case may be. Usually, the time for the release of the examination results will be before the June Congregation. Students are to contact their Departmental, Faculty, and College Notice Boards as well as the University's website and the Students' individual Portals.

- b. The following category of students shall qualify to write the Supplementary Examinations:
 - i. A student who was unable to write the semester examination i.e. first or second or both semesters on grounds of ill health, and the medical report was issued or endorsed by the Director of University Health Services. Such a student must have registered for the course(s), attended all lectures, tutorials, practical sessions, participated in all class assignments etc.
 - ii. Students who have written and failed the examination. Students who are tagged as Deferred (Df) either for a course(s) or for the programme shall not be eligible to take advantage of the provision of Supplementary Examinations.
 - iii. All first year students are eligible to take part in the Supplementary Examinations regardless of the number of trail courses they may have obtained. No first year student shall be withdrawn from any programme of study based on the number of courses he/she is trailing either at the end of the first semester or at the end of the second semester.

A student who fails to write the Supplementary Examinations after registration without any tangible reason shall be deemed to have failed the course and shall be graded zero per cent (0 %) in the computation of the CWA.

Students who fail to make use of the Supplementary Examinations may register the trail (F) courses and write at the next available opportunity provided they are one or two (2) courses. It implies that any student who does not take advantage of the supplementary examination and has more than two trails shall be withdrawn.

Students shall be required to register formally and pay the requisite fee for the examination for the specific course(s) they wish to write. Such payments must be done not later than two weeks prior to the date of the commencement of the Supplementary Examinations.

NB: The fee to be paid for each Supplementary paper is GH 50.00 irrespective of the credit hour of the course. However, this figure is subject to review by the University from time to time.

Trail

A student trails a course when:

- he/she is unable to obtain a pass mark and therefore is deemed to have failed (F) or
- is graded Incomplete (I) or
- has Deferred (Df) a course.

Fail

A student fails a course when he/she obtains a mark less than 40 % or in some other programmes fails to obtain the requisite pass mark of 50 %. The student also fails when he does not write an examination after registration without any tangible reason. In this case, the student may be awarded the continuous assessment mark only (if he/she has any) and graded zero per cent (0 %) for the end of semester examinations.

Incomplete (I or I*)

- a. A student is graded incomplete (I) for a course when he/she was unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course or for any other reason which official permission has been sought and granted by the Vice-Chancellor and is acceptable to the Academic Board.
- b. A student is graded incomplete (I*) when he/she has not been graded but there is sufficient proof that he/she was present for the examinations.

Deferred course

A Deferred (Df) course is an unregistered course which is neither Fail (F) nor Incomplete (I) and for which the student is/was required to register but could not because the maximum number of credit hours (21) has been exceeded.

Probation

A first, second or third year student on obtaining a CWA of 40.00 to 44.99 at the end of the Supplementary Examinations shall be considered to be on probation.

A student on probation is required to improve his/her performance and be in a good academic standing, within the two semesters of the new academic year, failing which he/she shall be made to repeat the year.

Repetition

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

- a. 2nd and 3rd year students on obtaining CWAs of less than 40.00 at the end of the Supplementary Examinations.
- b. A student who must be put on Probation for the second successive time.
- c. A student on deferring his/her programme.
- d. A student (fee-paying/regular) whose performance is such that he/she has to be withdrawn but offers to pay full University tuition fees to repeat the failed year. There shall be no limit to the number of times such a student can repeat in the programme provided he/she is prepared to pay the full University tuition fees to do so. A regular student who repeats as a fee-paying student shall return to the regular status after coming into good academic standing.

In each of the situations (a, b and d) above, the student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled except for the re-sit course(s) taken and passed during the period under review.

The regular student who makes good his academic standing after paying the full tuition fee to repeat the year SHALL revert to his regular (AFUF) status.

Withdrawal

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

- A 1st, 2nd or 3rd year student who trails (F) more than **TWO (2)** courses at the end of the Supplementary Examinations.
- A 2nd or 3rd year student whose performance is such that he/she has to repeat for the second time in the programme
- A repeated student failing to obtain a CWA of 40 or above
- A 1st year student on obtaining a CWA less than 40.00 at the end of the Supplementary Examination.
- Any student upon absenting himself/herself from all registered courses for the end of semester examinations without permission shall be deemed to have abandoned the programme.

Grace Period

The grace period shall be for a maximum period of four (4) semesters for programmes that are of four (4) years duration or above and a maximum of two (2) semesters for programmes that are less than four (4) years duration immediately after the Supplementary Examinations, granted to final year students to correct their deficiencies in the following situations:

- a. A final year student who at the end of the supplementary examinations still trails any course(s).
- b. A final year student whose CWA is below 45.00 or 50.00 (in the case of some other programmes) and has passed all courses has to take any course(s) to make up the grade for the award of the degree.

Special College/Faculty/Departmental Requirements

In addition to the general University Examination Regulations, students are expected to satisfy Special College/Faculty/Departmental requirements approved by the Academic Board.

Arrangements for a student's Final Exit from the University

When a student completes his/her programme of studies in the University or leaves the University for any other reason, he/she shall obtain a clearance certificate from his/her Head/Dean/Provost of Department/Faculty/College respectively, Librarian, Hall Bursar, Managers of the Hostel Facilities, Director of University Health Services and the Finance Officer for presentation to the Dean of Students. A final year student who is not cleared will not have his/her certificate released and no academic transcript will be issued on his/her behalf.

Re-Marking of Examination Script

Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. A student who requests for re-marking shall follow the following procedures:

- a. He/she shall address the request for re-marking to the Vice-Chancellor through the Head of Department, the Dean and the Provost.
- b. He/she shall pay a fee to be determined by the University. However, the fee will be refunded to the student if he/she is vindicated; a student is deemed to have been vindicated where his/her new mark resulting from the re-marking raises his/her grade. The new mark resulting from the re-marking shall be used to process the results.
- c. The request for re-marking shall be made within on the month after the approval of the results by the Academic Board.

Examiners Board

Examiners' Boards shall be composed according to regulations laid down by the Academic Board of the University and they shall meet at the end of every semester examination to consider the results and make appropriate recommendations to the Academic Board. They shall meet three (3) weeks after the semester's examinations have ended.

Moderators and External Examiners

a. Appointment

External Examiners and Moderators shall be appointed by the Academic Board upon recommendation by Departmental/Faculty /College Boards.

- c. External Examiners and Moderators shall not normally hold office for more than three consecutive years, and there shall not normally be more than one external examiner/moderator for each degree programme.

b. Duties of Moderators

- i. Moderators shall be requested to advise on course structure and syllabuses relating to their area of specialisation.
- ii. They shall be requested to review all draft examination papers which have been commented upon by the External Examiners and thereafter submit their recommendations to the Vice – Chancellor with copies to the College, Faculty and Departmental Boards for their consideration..
- iii. The moderator in each academic programme shall visit the Department/ Faculty once in every three years upon request by the College/Faculty/Departmental Boards to assess the overall standard of the programme. These visits shall be approved by the Academic Board.

d. Duties of External Examiners

- i. External Examiners shall among other things, review examination questions, model answers and marking schemes, and in some cases sample marked scripts.
- ii. They may be present for the conduct of oral examinations and are also expected to grade final year student theses.
- iii. They shall be requested to comment on the conduct of examinations. Such comments shall be sent to the Vice-Chancellor with copies to Departmental, Faculty and College Boards for their consideration

Regulations for the Conduct of University Undergraduate Examinations

ALL Students are advised to take note of the REGULATIONS guiding the conduct of University Examinations. Students are required to inform themselves of the following, taking note particularly of bullet “v”.

- a. Copies of the Examination Timetables shall be posted on Student Notice Boards and it is the responsibility of candidates to consult these Notice Boards for details of their examinations.
- b. The actual Examination Hall/Room in which each paper will be taken is indicated on the Timetables. In their own interest, candidates are strongly advised to find out where to report for each examination. Practical and oral examinations will normally be conducted in the Departments concerned.
- c. The University reserves the right, where circumstances so demand it, to change the times appointed for holding examinations. If it should become necessary, for any changes to be made in the Timetables, candidates will be informed accordingly.
- d. Candidates should report at the Examination Hall/Room not earlier than **30 minutes** before the time fixed for the beginning of the Examination and should occupy the place assigned to them as indicated by the Index Number or any form of identification arranged by the Invigilator on the Examination timetable.
- e. No candidate shall enter the examination room later than half an hour after the commencement of the examination.
- f. No candidate will be allowed to leave the Examination room until half an hour after the commencement of the examination.
- g. Any candidate who enters the examination room within the 30 minutes from the start of the paper should report to the Invigilator to be checked in.
- h. No candidate shall be allowed to leave the examination room within the last 30 minutes of the paper.
- i. Candidates are not permitted to commence writing on answer booklets until the Invigilator instructs them to do so. Writing on answer booklets prior to the start of the examination shall be treated as a breach of examination regulations.

- j. Candidates are to have in their possession their identity and admission cards, since Invigilators will check these before candidates are allowed to take the Examinations.
- k. Unless specifically authorised by the Examiner, no candidate shall take into an Examination room or have in his/her possession during an examination, any book, **material, hat, bag, pencil case, mobile phone, programmable calculator, palm – top computer, scanner, radio, etc.** An Invigilator has authority to confiscate such documents, materials or items and the matter shall be reported as a breach of examinations regulation to the Faculty/College Examinations Officer in writing.
- l. Candidates are to use their Index numbers throughout the examination. Under no circumstance should candidates use their names.
- m. Candidates may leave the Examination room temporarily only with the express permission of the Invigilator.
- n. Any candidate leaving an Examination room temporarily shall be escorted by an attendant appointed for that purpose. The Invigilator shall take every necessary precaution including physical search of the candidate before a candidate is allowed to leave or return to the Examination room. The maximum time the candidate can be away shall be indicated by the Invigilator.
- o. **No communication between candidates or borrowing of materials shall be permitted during the examination. A candidate may attract the attention of the Invigilator by raising an arm.**
- p. **At the end of each Examination, candidates shall not take away any used or unused answer booklet, supplementary sheet, scannable form or any material supplied for the examination.**
- q. Smoking or eating is not allowed in the Examination room.
- r. **Plagiarism is a serious offence punishable by dismissal from a programme.**
 - i. In this context, **Plagiarism** is defined as the deliberate and substantial unacknowledged incorporation in students' work of material derived from the work (published or unpublished) of another and is considered by the University to be a very serious offence which can result in severe penalties.
 - ii. Students should not attempt to use the same substantive piece of work to meet the assessment requirements of another item of Coursework, Dissertation, Project, Long Essay or Studio Work.
- s. Students, both males and females, are entreated to dress decently to the examination Hall. The University Administration is concerned about the indecent dressing of students and every effort would be made to correct it. Any candidate who does not dress decently would be refused entry into the Examination Hall.
- t. Candidates infringing any of the above regulations shall be reported by the invigilator to the Faculty/College Examination Officer for necessary action.

A Candidate shall have himself/herself to blame in the event of violation of any of the said Regulations for the Conduct of University Examinations. It is the responsibility of the Candidate to inform him/herself of these Regulations at all times. Ignorance of these Regulations shall not be considered as a mitigating factor in the event of any breach of a said Regulation. Infringement of any of these

Regulations by an Examination Candidate shall constitute MISCONDUCT and shall attract any one and/or more of the following sanctions:

- Rustication from the University for a stated Period;
- Warning;
- Reprimand;
- Suspension from the University;
- Rustication from the University for a stated period;
- With-holding of Results/Certificates/Transcripts for a stated period;
- Suspension from the University; and
- Dismissal

NB: Upon dismissal from the University a student shall not be entitled to have academic transcript from the University. All academic record including transcripts become null and void after the dismissal of a student.

Misconduct of Candidates during Examinations

Candidate(s) caught in breach of Examination Regulations should be allowed to continue writing the paper. However, the Invigilator shall submit a written report of the incident including exhibit(s), if any, to the Faculty/College Examinations Officer. The Faculty/College Examinations Officer shall forward the reports and available exhibit(s) to the Head of Department/Dean of the Faculty concerned, with copies to the candidate(s), the invigilator, the appropriate Provost of the College, Deputy Registrar (Academic) and the Vice-Chancellor. The candidate is also required to submit a signed report of the incident to the Faculty/College Examinations Officer immediately after that particular examination. The Head of Department/Dean should, in consultation with the Provost of the College, promptly appoint a committee to investigate the matter and present a report to the Provost who shall promptly forward the report including his recommendations to the Vice-Chancellor. The Vice-Chancellor shall take appropriate action before the results of the candidate(s) is/are declared.

The Committee to investigate the alleged breach of examination regulations shall include a University Lawyer and a Student representative.

Formats for Preparation of Examination Results by College Boards for Presentation to Academic Board

Undergraduate Programme in.....

Final results for the Academic Year

The following students having:

- i. achieved a minimum of Credit hours
- ii. passed all required courses
- iii. achieved a Cumulative Weighted Average (CWA) of 45.00 or above
- iv. satisfied all other requirements of the Department, Faculty and College Boards are recommended for the award of the degree in the classes indicated below:

| SN | Index No. | Name | CWA |
|-------------------------------|-----------|-------|-------|
| First Class | | | |
| | | | |
| | | | |
| Second Class (Upper Division) | | | |
| | | | |
| | | | |
| Second Class (Lower Division) | | | |
| | | | |
| | | | |
| Pass | | | |
| | | | |
| | | | |

The following students are TRAILING the course(s) shown against their names:

| SN | Index No. | Name | CWA | Course(s) Trailing (indicate 'F' 'I' or 'Df') |
|------|-----------|-------|-------|--|
| | | | | |
| | | | | |

The following students are REPEATING the year for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

The following students have been RUSTICATED for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

These results are published subject to the approval of the Academic Board

.....
PROVOST AND CHAIRMAN
College Board

.....(Date of Special College Board Meeting)

UNDERGRADUATE PROGRAMME IN

RESULTS UP TO YEAR.....SEMESTER

The following students have passed all required courses up to the year and semesters indicated above and have achieved the Cumulative Weighted Average shown against their names.

| SN | Index No. | Name | CWA |
|------|-----------|-------|-------|
| | | | |
| | | | |

The following students are TRAILING the course(s) showing against their names

| SN | Index No. | Name | CWA | Course(s) Trailing (indicate 'F'I' or 'Df') |
|------|-----------|-------|-------|--|
| | | | | |
| | | | | |

The following students are REPEATING the year for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

The following students have been RUSTICATED for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

These results are published subject to the approval of the Academic Board

.....
 PROVOST AND CHAIRMAN
 College Board
 (Date of Special College Board Meeting)

Where the results are for the first semester of the first year, this should be Weighted Average (WA) not Cumulative Weighted Average (CWA)

DIPLOMA/CERTIFICATE PROGRAMME IN

FINAL RESULTS FOR THE ACADEMIC YEAR

The following students having:

- i. achieved a minimum ofCredit hours
- ii. passed all required courses
- iii. achieved a Cumulative Weighted Average (CWA) of 45.00 or above.
- iv. satisfied all other requirements of the Department, Faculty and College Boards are recommended for the award of the Diploma/Certificate in the classes indicated below:

| SN | Index No. | Name | CWA |
|----|-----------|------|-----|
|----|-----------|------|-----|

DISTINCTION

The following students are TRAILING the course(s) showing against their names:

| SN | Index No. | Name | CWA | Course(s) Trailing (indicate 'F' 'I' or 'Df') |
|------|-----------|-------|-------|--|
| | | | | |
| | | | | |

The following students are REPEATING the year for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

The following students have been RUSTICATED for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|-----|-----------|-------|-------|-----------|
| ... | | | | |
| ... | | | | |
| ... | | | | |

These results are published subject to the approval of the Academic Board

PROVOST AND CHAIRMAN

College Board

..... (Date of Special College Board Meeting)

DIPLOMA/CERTIFICATE PROGRAMME IN..... RESULTS UP TO YEAR.....
SEMESTER.....

The following students have passed all required courses up to the year and semester indicated above and have achieved the Cumulative Weighted Average shown against their names:

| SN | Index No. | Name | CWA |
|-----|-----------|-------|-------|
| ... | | | |
| ... | | | |

The following students are TRAILING the course(s) showing against their names:

| SN | Index No. | Name | CWA | Course(s) Trailing (indicate 'F'I' or 'Df') |
|-----|-----------|-------|-------|--|
| ... | | | | |
| ... | | | | |

The following students are REPEATING the year for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|-----|-----------|-------|-------|-----------|
| ... | | | | |
| ... | | | | |
| ... | | | | |

The following students have been RUSTICATED for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|-----|-----------|-------|-------|-----------|
| ... | | | | |
| ... | | | | |
| ... | | | | |

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

| SN | Index No. | Name | CWA | Reason(s) |
|------|-----------|-------|-------|-----------|
| | | | | |
| | | | | |
| | | | | |

These results are published subject to the approval of the Academic Board

.....
PROVOST AND CHAIRMAN

College Board

..... (Date of Special College Board Meeting)

Where the results are for the first semester of the first year; this should be Weighted Average (WA) not Cumulative Weighted Average (CWA).

Calculation of Semester and Cumulative Weighted Average (CWA)

The following steps are to be taken:

- Multiply the percentage mark scored in each course by the course credit to obtain the Weighted Marks.
- Add up all the Weighted Marks calculated up to the end of the semester in question to obtain the Cumulative Weighted Marks.
- Add up all the corresponding Course Credits up to the end of the semester in question to obtain the Cumulative Credits.
- Calculate the Cumulative Weighted Average (CWA) up to the end of the semester in question as follows:

EXAMPLE 1

Year One Semester One

| SN | Course No. | Credits | Marks (%) | Weighted Marks (WMK) | | |
|----|------------|---------|-----------|----------------------|---|-----|
| 1 | ARC 151 | 3 | 58 | 3 X 58 | = | 174 |
| 2 | ARC 153 | 3 | 51 | 3 X 51 | = | 153 |
| 3 | ARC 155 | 2 | 42 | 2 X 42 | = | 84 |
| 4 | ARC 157 | 3 | 30 | 3 X 30 | = | 90 |
| 5 | ARC 159 | 3 | 35 | 3 X 35 | = | 105 |
| 6 | ARC 161 | 3 | 38 | 3 X 38 | = | 114 |
| | Total | 17 | | | | 720 |

Total Semester Weighted marks = 720 = 720

Total Credits for the Semester = 17 = 17

Year one Semester Two = 720/17

| SN | Course No. | Credits | Marks (%) | Weighted Marks (WMK) | | |
|----|------------|---------|-----------|----------------------|---|-----|
| 1 | ARC 152 | 3 | 75 | 3 X 75 | = | 225 |
| 2 | ARC 154 | 3 | 54 | 3 X 54 | = | 162 |
| 3 | ARC 156 | 4 | 67 | 4 X 67 | = | 268 |
| 4 | ARC 158 | 3 | 36 | 3 X 36 | = | 108 |
| 5 | ARC 160 | 4 | 30 | 4 X 30 | = | 120 |
| | Total | 17 | | | | 883 |

Total Semester Weighted marks = 883

Total Credits for the Semester = 17

Cumulative Weighted Marks up to the end of Semester Two = (720 + 883) = 1603

Cumulative Credits up to the end of Semester Two = (17 + 17) = 34

Supplementary Examinations

Courses to be registered:

| SN | Course No. | Credits | Marks (%) | Weighted Marks (WMK) | | |
|----|------------|---------|-----------|----------------------|--|-----|
| 1 | ARC 157 | 3 | 60 | | | 180 |
| 2 | ARC 159 | 3 | 65 | | | 195 |
| 3 | ARC 161 | 3 | 35 | | | 105 |
| 4 | ARC 158 | 3 | 57 | | | 171 |
| 5 | ARC 160 | 4 | 69 | | | 276 |
| | Total | 16 | | | | 927 |

EXAMPLE 2

Courses to be registered in Year Two Semester One are as follows:

| SN | Course No. | Credits |
|----|------------|---------|
| 1 | ARC 251 | 3 |
| 2 | ARC 253 | 3 |
| 3 | ARC 255 | 3 |
| 4 | ARC 257 | 3 |
| 5 | ARC 259 | 3 |
| 6 | ARC 261 | 3 |
| | Total | 18 |

Year Two Semester One

SN Course No. Credits Marks (%) Weighted Marks (WMK)

| | | | | | | |
|----|---------|----|----|------|---|-----|
| 1. | ARC 251 | 3 | 55 | 165 | | 165 |
| 2. | ARC 253 | 3 | 61 | 183 | = | 183 |
| 3. | ARC 255 | 3 | 45 | 135 | = | 135 |
| 4. | ARC 257 | 3 | 76 | 228 | = | 228 |
| 5. | ARC 259 | 3 | 73 | 219 | = | 219 |
| 6. | ARC 261 | 3 | 70 | 210 | = | 210 |
| 7. | ARC 161 | 3 | 61 | 183 | = | 183 |
| | Total | 21 | | 1323 | | |

1,104

Total Semester Weighted Marks = 1323 1,323

Total credits for semester = 21

NOTE: Calculation of CWA's for subsequent years and semester will be the same as illustrated above.

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Appendices

Appendix A: Privacy rights of students

KNUST provides that, as far as possible, the institution will maintain the confidentiality of details student education records, establish the rights of students to inspect and review their education records, and provide procedures for the correction of inaccurate or misleading data through informal and formal hearings. In compliance with this KNUST has formulated an institutional policy that accords all the rights under the policy to students who are declared independent. Thus no one outside the institution shall have access to, nor will the institution disclose any information from, students' educational records without the written request of the students, except to personnel within the institution, to officials of other institutions in which students seek to enrol, to persons or organizations or individual guardians providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the policy.

Within KNUST, only those members designated as "School Officials," individually or collectively, with legitimate educational interest in a student's educational records are allowed access to the records. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person serving on the University Council; or a student on an official committee, such a disciplinary or grievance committee, or assisting another school official in performing his or her task.

At her discretion, KNUST may provide Directory Information in accordance with the provisions of the policy to include:

Student's Name, address, telephone number, student e-mail address, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, photograph, dates of attendance, degrees and awards received, most recent educational institution attended, and other similar information as defined by the University which would not generally be considered harmful to the student, or an invasion of privacy if disclosed.

Students may withhold the above listed information by contacting the Office of the Registrar for more information concerning the release and/or withholding of "directory information".

KNUST has established administrative procedures necessary to accomplish and ensure compliance with the policy, specifically including procedures permitting students to inspect and review their

educational records and the opportunity for discussion or a hearing if a student challenges any materials in such records. The Registrar is designated as the officer with responsibility for ensuring University compliance with this policy.

Appendix B: Parental/Guardian Notification

As a University, KNUST believes that family plays an essential role in the educational process. The University therefore will, at its discretion, inform parents or legal guardians of serious matters affecting the educational development of their dependent children at the University.

Specifically, it is the policy of KNUST to inform parents/guardians of students when they have been found responsible for violating institutional policies related to 1) drugs use, peddling or possession (2) falling foul of local bye-laws or national laws and/or (3) show a pattern of abuse in both drugs and alcohol. Additionally, KNUST will inform parents/guardians if the University is concerned about the personal safety or wellbeing of a student. Exceptions will be made under extreme circumstances if the Dean of Students or his designee/Director of Health Services or his designee/Head of Counselling or his designee determine that informing a parent would be dangerous to the well-being of the student.

Appendix C: Alcohol Policy

As an educational institution, KNUST is committed to the development of a healthy environment, which stimulates intellectual and personal development in students besides assuring their physical well-being. During their collegiate years, students will have the opportunity to grow, develop and experience while continuing to respect themselves and others. The University promotes respect for individual rights and privileges, which from a historical perspective has included mature and responsible consumption of alcoholic beverages. However, individuals must realize that by exercising their rights, they assume responsibilities. This privilege enables the University to create a co-curricular atmosphere in which the responsible use of alcoholic beverages by those that are of legal age (21 years) and choose to do so is accepted and respected. In the context of this use, each student is afforded the opportunity to clarify values related to alcohol consumption.

All members of the University must understand that the institution neither encourages the use nor condones the misuse of alcohol. In that regard, no student facility shall be allowed to sell alcohol openly or otherwise. However, the institution does respect the privilege of choice for those of LEGAL AGE. As members of the University community, we must all encourage responsible drinking habits by individuals who choose to drink while we respect the rights of those who choose to abstain from alcohol use. In following this policy, we seek to create an atmosphere that promotes growth that could assist our students to become more competent, purposeful, and ethical. *Intoxication is never an acceptable excuse for misconduct or infringement upon the rights of others.*

Appendix D: Drug Policy

KNUST does not condone the use of any illicit drug. Therefore, the possession, consumption, sharing or sale of marijuana, narcotics, illegal synthetic drugs, non – prescribed prescription drugs

or other illegal drugs **is prohibited. Do also note it is illegal under the laws of Ghana. Offenders shall be prosecuted.**

There are reasons other than legal implications that warrant the University's concern about drugs. The availability of drugs in any large group setting subjects members to potentially serious security risks. The potential for drug use will continue to attract non-members of the University community and are interested in drugs for reasons of personal profit.

Student involvement in such matters is of concern to the University, whether it occurs on or off the campus and irrespective of any action of civil authorities. Involvement shall subject the student to disciplinary action.

If illegal drugs are suspected in a resident's room, authorization for a search will be requested and granted from the head of security whose men shall lead the search. Authorization may also be secured from the Dean of Students or his designee, Hall and hostel staff may enter the room and conduct a search. If illegal drugs are identified in the search, the Ghana Police will be summoned to test the substance, confiscate the substance if it is found to be illegal, and issue citations when appropriate.

KNUST reserves the right to confiscate illegal drugs or drug paraphernalia that are discovered in students' rooms, possessions, or public areas of the campus. If drugs or drug paraphernalia are found, the incident will be documented. All documented incidents of illegal drug use or possession shall be processed FIRST internally through the KNUST security and samples given to police for verification in the crime lab at cost to the University. Disciplinary action shall then follow, among other things, the culprit shall be asked to refund for the cost of the test.

KNUST Alcohol & Drugs Amnesty

*In recognition of the KNUST's primary concern for the health and safety of its community, a "Good Samaritan Policy" is established to provide amnesty from infractions under the University's Student Code of Conduct for alcohol and drug use **under certain circumstances**. The policy is intended to encourage students to seek assistance for themselves or someone else by reducing fear of facing disciplinary action under the University's Student Code of Conduct for alcohol and/or drug use. Further, the Good Samaritan Policy attempts to remove barriers that prevent students from seeking the medical or law enforcement attention (or other assistance) that they need when sexual misconduct has occurred.*

However, the Good Samaritan Policy does not necessarily grant amnesty for criminal, civil or legal consequences for violations of national laws. The local law enforcement authority has sworn police officers with full arrest authority and, in some circumstances, they have discretion to exercise that (arrest) authority as circumstances dictate according to their training and professional experience.

Appendix E: Freedom of Expression

KNUST assures its student body that the students' viewpoint, presented through proper channels, will be listened to and given full consideration on all matters affecting the lives and welfare of students. ***KNUST respects and upholds the rights of students to mass criticize, object, dissent,***

protest, and demonstrate; provided the necessary reliefs are sought and granted ahead of any such exhibition from the Vice-Chancellor through the Dean of Students (two weeks at the minimum).

When permission is granted for any such mass activity, it may well invite differences of opinion and conflicts of ideas, which, in extreme cases, could result in actions that prove to be disruptive to the University or the civic community. To guard against the possibility of such disruptive activity the University may restrict the time, the location and the manner of the activity. The University insists that student dissent, in whatever form it takes, must always show respect for:

- other people, University and public property, and private property;
- the rights and freedoms of others, both individuals and groups;
- the orderly functions of the University;
- the moral and religious concepts on which the University is based.

The University will exercise its full range of student conduct sanctions and/or Ghana police resources against demonstrators who:

- perform wilful acts of violence against persons or property;
- abrogate or abridge the rights and freedoms of others;
- disrupt the orderly functioning of the University;
- act to subvert or undermine the moral or religious bases of human freedom.

Appendix F: Academic Dishonesty Policy

Academic Integrity

All members of the community are expected to be honest and forthright in their academic endeavours. Since violations of academic integrity erode community confidence and undermine the pursuit of truth and knowledge at KNUST; academic dishonesty is therefore not acceptable. The Office of each College Provosts has responsibility for the oversight and enforcement of the Academic Integrity Policy and for making the policy an institutional priority. The Office of the Provost is also responsible for publishing the policy and for educating faculty, staff, and students about the policy. Faculty members play a crucial role in implementing the Academic Integrity Policy. They are responsible for educating their students about the importance of academic integrity and for communicating to students their expectations with respect to academic integrity in course work. They also report alleged violations of the policy to the Provost.

Students have the responsibility to know and understand the Academic Integrity Policy, to comply with the policy in their academic work, and to inform their lecturers and/or the Department heads, Deans or Provosts as the case may be if they are aware of violations of the Academic Integrity Policy.

Criteria

There are four (4) broad forms of academic dishonesty:

1. Cheating

Cheating is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. Examples of cheating include, but are not limited to:

- copying from another student's work;
- allowing another student to copy his/her work;
- using unauthorized materials such as a textbook, notebook, or electronic devices during an examination;
- using specifically prepared materials, such as notes written on clothing, or other unauthorized notes, formula lists, etc., during an examination;
- collaborating with another person during an examination by giving or receiving information without authorization from the instructor;
- taking a test for another person or asking or allowing another to take the student's own test.

2. Plagiarism

Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete, accurate, and specific footnote or endnote references; additionally, *ad verbatim* statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a student should be sure to include an acknowledgment of indebtedness:

- whenever he or she quotes another person's words directly;
- whenever he or she uses another person's ideas, opinions, or theories, even if they have been completely paraphrased in one's own words;
- whenever he or she allows another individual to contribute to the work in some significant fashion (for instance, through editing or sharing of ideas);
- whenever he or she uses facts, statistics, or other illustrative material taken from a source, unless the information is common knowledge.

3. Academic Misconduct

Academic misconduct includes the alteration of grades, involvement in the acquisition or distribution of un-administered tests, and the unauthorized submission of student work in more than one class. Examples of academic misconduct include, but are not limited to:

- changing, altering, falsifying, or being the accessory to the changing, altering, or falsifying of a grade report or form, transcript, or other academic record, or entering any computer system or College office or building for that purpose;
- stealing, buying, selling, giving way, or otherwise obtaining all or part of any un-administered test or paper or entering any computer system or College office or building for the purpose of obtaining an un-administered test;

- submitting written work (in whole or in significant part) to fulfill the requirements of more than one course without the explicit permission of both instructors;
- disregarding policies governing the use of human subjects or animals in research;
- sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment;
- knowingly facilitating a violation of the academic integrity policy by another person.

4. Fabrication

Fabrication refers to the use of invented information or the falsification of research or other findings. Examples of fabrication include, but are not limited to:

- citing information not taken from the source indicated;
- citing of sources in a "works cited" that were not used in that project;
- altering, stealing, and/or falsifying research data used in research reports, theses, or dissertations;
- submitting as one's own any academic work prepared in whole or in part by others, including the use of another's identity;
- falsifying information or signatures on registration, withdrawal, or other academic forms and records.

Reporting Violations

In order to ensure due process, any member of the community who is aware of a violation of the Academic Integrity Policy is expected to report the incident to the College Provost. A faculty member may choose to resolve the incident him/herself or send the case to the Provost for review. In either case, the faculty member reports the incident to the Provost on a reporting form, which serves not only to report the incident but also to record the finding and the sanction in situations in which the faculty member chooses to resolve the case. A faculty member is encouraged to report an alleged violation of academic integrity within 30 days of the discovery of the alleged violation but must do so no later than the last day to submit grades for the term in which the alleged violation occurred. A faculty member may report an incident after that date, but only if he/she has new evidence.

Hearing Process

A faculty member has the option of resolving a case of an alleged violation of the Academic Integrity Policy with the student or referring the case to the College Provost. When an unresolved case reaches the Provost, he/she will determine the factual sufficiency of the case and identify the appropriate hearing body to deal with it. The Provost on the other hand upon receipt of the case shall set up an Ad hoc Committee(s) with the approval of the Vice-Chancellor charged with hearing only cases that may result in the rustication, withdrawal or dismissal.

The Provost has the duty to send the report of the Committee(s) to the Vice-Chancellor for his further action.

- **Resolution by the faculty member**

A faculty member may choose to resolve the case him/herself. The faculty member will notify the student of the allegation in writing and arrange a review conference with the student, reminding the student to review the Academic Integrity Policy and Procedure before the meeting. At the conference, the faculty member will present the evidence to the student and give the student two options: to resolve the case with the faculty member or to send the case to the Provost for further review. If the student elects to resolve the case with the faculty member, the faculty member will issue a finding (i.e., responsible or not responsible for violating the Academic Integrity Policy) and, if responsible, a sanction. Sanctions may include requiring students to redo the assignment or to retake the exam with or without penalty, assigning a failing grade on the assignment or the exam, or assigning a failing grade for the course. The faculty member may also recommend that a student seeks support. The faculty member reports the incident as well as the finding and the sanction on the reporting form and submits it with all supporting documents to the Provost. The Provost will acknowledge receipt of the report. If, once the case is reported, the Provost determines that the student has been found responsible for a prior offense; the Provost may refer the case to a disciplinary committee set up for the purpose for review. The finding and the sanction of the committee shall override the finding and the sanction of the faculty member.

Retention of Records

Case files will be retained in the Office of the Provost until five (5) years after graduation or termination.

Reinstatement and Readmission following Academic Suspension

A student on academic suspension must apply to the College for reinstatement or readmission. Reinstatement or readmission **is neither automatic nor guaranteed after academic suspension**. Students are strongly urged to apply by August 1 for 1st semester and by December 1 for the 2nd semester.

- A student on academic suspension who wishes to return to KNUST after one or more years absence must appeal for reinstatement to the Provost of the college to which he or she wishes to return.
- A student on academic suspension who wishes to return to the College after an absence of two or more full semesters must apply for *readmission* to the College through the Office of Admissions after successfully appealing to the Provost of the College to which he or she wishes to return. The Office of Admissions will consult with the provost of the College to which the student wishes to return.

In both cases, the student should begin the process by making an appointment with the KNUST Counselling Centre who will assist the student in preparing the following materials:

- A detailed self-reflective statement indicating how the academic problems of the past semesters will be addressed. This will include documentation and demonstration that the student has addressed the problems which initially led to academic difficulties OR a work record which demonstrates a resolution of the heretofore mentioned difficulties.

The Counselling centre advisor will verify that the student has no outstanding financial obligations to the College, no outstanding disciplinary charges, no assess sanctions, or any other holds.

Upon a successful appeal, a student will be conditionally reinstated/readmitted and placed on Continued Probation. The Provost may stipulate additional conditions beyond the minimum standards cited below. He/she will be required to regularly meet with his/her Counsellor

Appendix G: Creating space for Students with Disabilities

KNUST supports the protection and affirm equal opportunity rights of persons with disabilities and adopts a policy of non-discrimination. In order to arrange for housing or education-related disability accommodations, students need to register with the Office of the Dean of Students which shall facilitate as far as possible but within the constraints, equal access to friendly classrooms to their programs and residence at the University. Students must initiate contact with the Office of the Dean of Students in order to request disability accommodations. Documentation of a disability must be provided to establish eligibility as well as for determining appropriate disability accommodations (*Disability goes beyond physical challenges*). If the student has no documentation the Director of Health services shall arrange one to be conducted.

Any student with a disability who believes that s/he has been the victim of discrimination may file a written complaint to the Office of the dean of Students to seek redress.

Appendix H: Computing Ethics

In keeping with the mission and vision of KNUST, technology will be core to our development, however, all users of computing resources, including students, faculty, staff, and guests, in their quest to become more purposeful and competent, are expected to use such resources with strong ethical considerations as well as within all legal restrictions. The following policy outlines basic ethical and legal use of all computer resources within the University's jurisdiction. Computer resources include the central computer, networks, microcomputers, software, data, and all associated documentation and equipment.

KNUST specifically prohibits the following:

1. Any and all infringements of copyrights;
2. Unauthorized use, copying, alteration, destruction or disclosure of computer resources;
3. Unauthorized access or attempts to gain unauthorized access to any computer resource; and any use which inhibits or attempts to inhibit the normal and efficient operation of any computer resource.

The use of *e-communication* is a *privilege, not a right* and may be revoked with additional sanctions, by the University for noncompliance with the e-communications policy and guidelines. Individuals found to be in violation of this policy will be subject to sanctions, which may include denial of access to University computer resources, restitution, suspension or expulsion from the institution, and/or termination of employment. Cases, which result from any violation of this policy, may be forwarded to the appropriate Dean, the Dean of Students or others for deliberation and action.

In addition, criminal charges may also be applied in cases where violations of local or national law are found to exist.

Examples of computer theft or misuse include, but are not limited to:

- a. Any attempt to breach or the actual breach of network or computer security.
- b. Unauthorized entry into a file to use, read, delete, change the contents, or for any other reason.
- c. Unauthorized copying or distribution of copyrighted computer software or other materials.
- d. Unauthorized transfer of a file.
- e. Use, or attempted use, of another person's identification and/or password or assisting another to misuse any identification or password.
- f. Use of computing facilities to interfere with the work of another student, faculty member, University official, or any other member of the University community; to send or access obscene or abusive messages; to send or access unauthorized mass e-mailings or chain mail; to interfere with normal operation of any University computing system or network.
- g. Unauthorized monitoring or extracting of data that is in transport over the University's hardwired or wireless networks.
- h. Use of computing facilities to create and/or send or forward computer messages or programs designed to destroy or corrupt data.
- i. Use of computing facilities in such a way as to dishonour or malign the reputation of the University or to create any form of liability for the University.
- j. Misuse of computing facilities – Use of computing facilities to violate any campus policy or to violate any local or national law.

Appendix I: Guest Speaker Policy

Speakers and artists are welcome at KNUST. The University recognizes its role as an educational stimulus and welcomes the opportunity to raise questions within the forum of the University community. Although the issues raised may be controversial in nature, the University has continually expressed the validity and value of the inquiry process as well as the role it has in guaranteeing freedom of artistic expression and free speech. The University acknowledges its responsibilities to insure, as much as possible, the respect for persons invited to campus for purposes of learning, leisure, and/or worship. Groups of persons not invited by the University, but who use the University for various specified purposes agreed upon by means of contract or lease of University space, should be assured a similar degree of respect.

The following guidelines insure proper respect is afforded guests of the University or sponsoring group(s) within the University:

- The University seeks to provide a forum open to all.
- The University neither has nor desires authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations on

behalf of causes they support, as long as it is understood that these individuals do not represent the University, or the position of the University.

Appendix J: AIDS Policy

Should the need arise for dealing with employees or students with AIDS (Acquired Immune Deficiency Syndrome); the University has adopted this policy recognizing that AIDS is a serious illness, a public health problem and an immediate concern to the University community. AIDS is characterized by a defect in the natural immunity against disease. People who have AIDS are vulnerable to critical illnesses which would not be a threat to anyone whose immune system was functioning normally.

AIDS is caused by a virus commonly called HIV. Presently there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion is that AIDS is not a readily communicable disease. There are no known cases of AIDS transmission by food, water, insects or casual contact socially or in the workplace, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of blood that occurs when a needle of an infected person (in most cases a drug addict) is used by someone else, through a blood transfusion from an infected person, or by intimate contact involving the transfer of semen and other bodily fluids. Considering this current medical opinion, there is no basis for routinely excluding or dismissing employees or students because they have AIDS, ARC (AIDS-related complex), or AIDS virus antibodies. The University will make a decision on any person known to have a virus on a case – by-case basis with the help of medical advice. Depending on the medical circumstances of each situation, the University may regularly monitor or require the monitoring of the person's medical condition, and may counsel the person on the nature of the disease and the importance of not engaging in behaviour which could transmit the disease, if that is appropriate. No broad blood-screening test will be required. The right to privacy of all individuals will be respected and protected, and the confidentiality of any records that may be required, will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a student or employee with an AIDS-related condition. Anyone with questions about AIDS may contact the Dean of Students in confidence or the Director of Health Services or the Head of KNUST Counselling centre. *Discrimination against a person who has AIDS, or who is perceived to have, or be at risk of having AIDS, is a violation of national law.* Any employee or student who believes s/he has been a victim of AIDS discrimination may file a formal complaint at the Registrar's office or at the office of the Dean of Students as the case may apply.

Appendix K: Fire Alarms & Equipment

Alarm boxes, fire extinguishers, fire hoses, exit signs, smoke detectors, and heat sensors as well as other fire equipment are located throughout the campus. If they are used for purposes other than fires, they may not be available or functional when they are needed.

In newer buildings some corridor entrances are protected by a special door, which in case of fire, will help prevent the fire from spreading. Propping these doors open destroys their effectiveness and jeopardizes the safety of all residents.

To help provide for the safety of residents, periodic fire drills are scheduled each semester; students are required to vacate the building. Fire drills and safety practices in the residence halls should be taken seriously, because thoughtless behaviour may develop into a dangerous situation for everyone.

Fire Regulations: Fire alarms are installed in all buildings on campus. When the alarm sounds, everyone is expected to evacuate the buildings in a quiet, orderly manner through the closest exit. Fire escape plans are posted at each exit.

Any student responsible for a false alarm may be subject to a GH 200.00 false alarm fine and the possibility of additional disciplinary or legal action. Tampering with fire equipment is prohibited and constitutes a breach of policy and may subject the students involved to disciplinary or legal action. Students who assist in the apprehension of anyone tampering with equipment or pulling a false alarm may be eligible for a reward. In case of fire, notify the campus fire service/ security desks immediately.

Appendix L: Physical and Sexual Misconduct Policy

A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the college community in achieving these ends. The boundaries of personal freedom are limited to and applicable to national laws and institutional rules and regulations governing interpersonal behaviour. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance. KNUST recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. This document is to help articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that KNUST creates and maintains communities that support human dignity

Central to the mission of KNUST is providing a healthy environment for all its members, which includes maintaining a climate conducive to learning, a positive work environment, and an environment free of harassment for its students, faculty, staff, and visitors. Students and employees have a responsibility to treat each other with appropriate respect and deference to personal dignity. ***Therefore, this policy applies to all staff and faculty, agents and students at all time and places in any connection with the University. This policy applies for and to those who conduct business here at KNUST. We are committed to take all reasonable steps to prevent sexual harassment and to discipline those who do harass others.***

Types of harassment include, but are not limited to, the following:

- 1) spoken, written, and symbolic harassment,
- 2) physical harassment,

- 3) sexual assault,
- 4) sexual harassment.

Depending upon the nature of the harassment, the adjudication can be handled through mediation, the Dean of Students, KNUST Counselling Centre, University Conduct Board, Senior Members disciplinary committee, any ad hoc committee set up by the Vice-Chancellor or his designee or the immediate supervisor. However, due to the sensitivity of sexual harassment and sexual assault, formal and informal procedures have also been established and may be chosen for resolution. If appropriate, other members of the University may be asked to assist with the resolution of the situation.

Spoken, Written, and Symbolic Harassment

Spoken, written, or symbolic harassment occurs when people insult, stigmatize, and denigrate individuals or groups on the basis of religion, creed, national origin, ethnicity, gender, disability, physical appearance, or relationship. Examples include, but are not limited to, the following: ethnic slurs or derogatory names; graffiti and other symbols, which are commonly understood to convey hatred or contempt for persons; or the use of telephone, electronic mail, or paper mail (whether signed or anonymous).

Physical Harassment (the link between the heading here and the write up does not match)

"A person is guilty of physical harassment if that person maliciously, and with specific intent to intimidate or harass another person because of that person's ethnicity, colour, religion, gender, or national origin, does any of the following:

- 1) causes physical contact with another person;
- 2) damages, destroys, or defaces any real or personal property of another person
- 3) threatens, by word, or act, to do an act described in subdivision 1) or 2) will occur. "

Sexual Assault

KNUST recognizes that sexual assault is a serious social problem and criminal offence that occurs among college students as well as within other segments of our society. The University makes a strong commitment to work toward preventing sexual assault within our community, to provide support and assistance to sexual assault victims, and to impose sanctions on those who have been found responsible for a sexual assault. Our goal is to foster and protect an environment of mutual respect and concern and a safe community in which learning and growth can occur. For purposes of this statement, the term "sexual assault" includes rape, attempted rape, acquaintance rape, and other sexual misconduct, both forcible and non-forcible.

Prevention Efforts

Rape by acquaintance is sexual assault. KNUST does not differentiate if the victim knows the perpetrator of a sexual assault or is a complete stranger. KNUST will not tolerate sexual assault in any form, including acquaintance or date rape. Sexual assault involving any member of our community is an affront to the values of our university. KNUST is committed to investigate and

discipline assailants within the jurisdiction of the University. There are several ways for men and women to avoid circumstance that might lead to rape:

- Know and understand your feelings and limit
- Communicate your limits clearly
- Accept the other person's decision
- Pay attention to what is happening around you
- Trust your intuition
- Avoid use of alcohol and drugs
- Practice safety in numbers

This KNUST Student Code expressly prohibits sexual assault, and the University has the right to discipline students or staff who violates the University's rules and regulations. Anyone who is assaulted by a KNUST student/staff, or who knows that a sexual assault by a KNUST student/staff has taken place, **whether on campus or elsewhere**, may request that the University take disciplinary action against the accused. It is not necessary for the victim to file a police report in order to pursue sanctions through the University conduct system; however, it is strongly recommended; it is generally to the victim's benefit to file a police report. The Hall or Hostel administration through the Department of Security shall assist you victim with filing a police report. The offender shall be dealt with for bringing KNUST's name into disrepute, notwithstanding what sanctions criminal or civil lawsuit may impose. Similarly, pursuing sanctions through the University does not preclude the victim from also pursuing criminal prosecution or a civil lawsuit.

Sexual assault victims are assured the following rights within the University conduct process:

- a. The right to be present during the entire proceeding.**
- b. The right to have a person from the University present throughout the process to provide support.**
- c. The right not to have their sexual history discussed during the proceedings, except as it relates to the specific incident in question.**
- d. The right to relate their account of the incident.**
- e. The right to be informed of the results of the conduct proceeding.**
- f. The right to have their name and any identifying information kept confidential, except as otherwise required by law, court order or University policies or needs.**
- g. The right to a speedy hearing and decision.**
- h. The right to appeal a decision made by the University Conduct Board or the Student Conduct Administrator.**

A student/staff charged with committing sexual assault is assured of the same rights. A student found responsible for a sexual assault or other sexual misconduct will be given a sanction appropriate to the offence. Possible sanctions range from a warning to expulsion from the University.

If you have questions or if you or a friend has experienced severe assault s, please talk to someone you trust. There are several resource individuals on campus to help you deal with concerns. For information and/or to report an assault, contact a member of Peer counsellors, in your hall or report at the KNUST Counselling Centre.

KNUST is committed to providing a climate conducive to learning for its students and a positive work environment for its employees. Students and employees have a responsibility to treat each other with respect and dignity. The University is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass. The policy prohibiting sexual harassment applies to all employees, including administrators, fulltime and adjunct faculty, staff, students and third party vendors. It applies at all times and places in any connection with the University. It covers the harassment of students by faculty or staff as well as by other students.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favours and other verbal and/or physical conduct of a sexual nature when:

1. Submission to or rejection of the conduct is a term or condition for instruction, employment or participation in University activities; and/or
2. Submission or rejection of such conduct is used as a basis for academic evaluation or personnel decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's performance or creating an intimidating, hostile or offensive University environment.

Examples of sexual harassment include but not limited to the following:

- Requests for dates with a student when that student is in your class or is your advisee
- Persistent requests for a date
- Unwelcome requests for sexual favours or acts
- Continued expressions of sexual interests after being informed that the interest is unwelcome
- Unconsented or unwelcome physical contact
- Nude or semi-nude posters, photos, cartoons, or graffiti that are demeaning or offensive
- Leering or staring
- Comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd
- Preferential treatment or promise/insinuation of preferential treatment for submitting to sexual conduct
- Unwelcome conduct of a sexual nature including unwelcome sexual advances, requests for sexual favours, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also may include inappropriate touching, suggestive comments, and public display of pornographic or suggestive calendars, posters, or signs where such images are not connected to any legitimate academic or workplace purpose.
- Sexual Harassment also exists when: (1) submission to conduct is made as express or implicit term or condition of an individual's employment, performance, appraisal, or evaluation of academic performance; or (2) unlawful conduct which has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive working or learning environment.

Examples of behaviour that could constitute sexual harassment may include but not limited to the following:

- Calling someone by a sexually-oriented or demeaning name;
- Giving someone unwanted gifts of a sexual nature;
- Displaying sexually suggestive materials or sending notes, email, or jokes to a person that are sexually explicit;
- Touching someone sexually without their consent;
- Massaging someone without permission;
- Brushing up against someone repeatedly; without consent
- Continuing to ask out a person who already has said he or she is not interested; or
- Exposing your private parts to another person without his or her consent.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

Examples of behaviour that would constitute stalking may include the following:

- Spreading lies about a person;
- Repeatedly communicating with a person who doesn't wish to be communicated with;
- Follow a person or lying in wait for another; or
- Sending unwanted gifts to another.

Dating Violence

Threatened or actual physical or sexual violence committed by a person,

- (a) who is or has been in a social relationship of a romantic or intimate nature with the victim;
- (b) where the existence of such a relationship will be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
- (c) Dating violence includes the use or threat of physical force or restraint carried out with the intent of causing pain or injury to another within a dating relationship.

Domestic Violence

Threatened or actual physical or sexual violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, or by a person cohabitating with the victim who is or has been in a social relationship of a romantic or intimate nature with the victim.,

Examples of behaviour that may constitute domestic or dating violence include (but are not limited to) the following:

- Hitting, punching, pinching, slapping, or choking someone with whom the person is intimately involved.
- Violating a protective order.
- Touching an intimate partner sexually without the person's consent.

Retaliation

Reprisal, interference, restraint, penalty, discrimination, intimidation, threats, harassment or any other adverse action taken against a person who reports sexual misconduct, is a Complainant in an investigation, serves as a witness, or is a third party involved in the investigation of such a report. Retaliation may occur in response to engaging in permitted conduct or for refusing to engage in prohibited conduct.

Sexual Assault

An offence classified as a forcible or non-forcible sex offence (Sexual assault includes Rape, Fondling, Incest and Statutory Rape.) Since the KNUST administrative process is not a criminal process, the terms that are used to describe rape, fondling, incest and statutory rape are non-criminal terms as stated and described below:

- **Non-Consensual Sexual Contact (or attempts to commit)** defined as any intentional sexual touching with any object(s) or body part that is without consent and/or by force. Sexual contact is defined as kissing or touching others intimate parts. Intimate parts may include, but are not limited to, a person's groin, buttocks, mouth or breasts.
- **Non-Consensual Sexual Intercourse (or attempts to commit)** defined as penetration, no matter how slight, of a person's vagina, anus or mouth with any object(s) or sex organ that is without consent and/or by force.

Examples of behaviour that would constitute sexual assault may include but not limited to the following:

- Engaging in sexual activity with an unconscious or semi-conscious person;
- Engaging in sexual activity with someone who is asleep or passed out;
- Engaging in sexual activity with someone who has said "no";
- Engaging in sexual activity with someone who is not reciprocating by body movement;
- Engaging in sexual activity with someone who is vomiting, unable to stand or undress without assistance, or has to be carried to bed;
- Engaging in sexual activity with someone who is under the statutory age of consent (statutory rape) or related by degrees within sexual contact would be illegal (incest);
- Allowing another person to engage in sexual activity with your partner without his or her consent;
- Requiring any person to perform any sexual activity as a condition of acceptance into a fraternity, sorority, athletic, or any other organization affiliated with KNUST;
- Telling someone you will expose them if they do not engage in sexual activity (e.g., threatening to disclose the person's sexual activity without their consent);

Telling someone you will fail them or give them a grade different from what they deserve if they don't agree to engage in sexual activity; or

Facilitating or assisting in a sexual assault including purchasing or providing alcohol or drugs to further a sexual assault.

Sexual Exploitation

Occurs when a person takes sexual advantage (or attempts to take sexual advantage) of another without that individual's consent for the initiator's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behaviour does not otherwise constitute one of the other sexual misconduct offences.

Examples of behaviour that would constitute sexual exploitation include the following:

- Photographing or videotaping another in a state of undress without consent;
- Prostituting another;
- Allowing a third party to watch consensual sexual contact without the permission of both parties involved in the sex act howing voluntarily recorded sexual activity to others without permission;
- Knowingly giving another a sexually transmitted infection (STI) or HIV; or
- Allowing others to have sex with an incapacitated person.

Do not ignore these sexual exploitation behaviours as witness! It could be interpreted by the offender as agreement with the improper conduct. As a member of the KNUST community, your behaviour is an important model of our mission. If you see these behaviours, you have a responsibility to act. Speak with the person. Refer them to the Student Guide and Code of Conduct. Notify one of the University representatives listed below. KNUST will not tolerate sexual harassment at any time on or off campus. Any act of retaliation against a student or an employee for using this policy and its procedures violates the sexual harassment policy and will result in appropriate and prompt disciplinary action.

Individuals violating the KNUST Sexual Harassment Policy are subject to sanctions. These sanctions include but not limited to the following:

- a. Student conduct sanctions may range from reprimand to dismissal from resident, co – curricular and/or academic participation at the University.
- b. Employee discipline may include, but is not limited to, any of the following: oral reprimand, written reprimand, suspension with or without pay and termination of employment.

KNUST may also insist, as a condition of continued attendance or employment, that the respondent participate in counselling, professional therapy or related educational or employment assistance.

Complaint Process

This policy encourages students, staff to express freely, responsibly and in an orderly way, their opinion and feelings about any problem or complaint of sexual harassment.

Inform the person, either in writing or verbally, that their conduct is unwelcome and unwanted. If uncomfortable with approaching the person directly, a student or an employee who believes that he/she has been the object of prohibited harassment, is encouraged to report this conduct to appropriate individuals at KNUST. Appropriate individuals include administrators, division/department heads, faculty deans, Dean of Students, Head of Counselling, College Counsellors, supervisors, Head of Security and the Director of Human Resources. He/she may be accompanied to the Counselling Centre by a supportive student or employee from the KNUST community. Individuals who are approached by a co-worker or student alleging sexual harassment, and who are not administrators or supervisors, are strongly urged to refer the concern to an appropriate administrator for investigation.

KNUST is committed to providing timely support and assistance to victims and/or survivors of sexual assault or misconduct. Students who experience an incident of sexual misconduct should consider the information and resources provided below.

For Immediate Assistance:

1. Confidential Support:

Any student in need of immediate emotional support should call the KNUST Counselling Centre and request to speak with a Counsellor..

2. Reporting:

Students/staff are strongly encouraged to report sexual misconduct to College authorities and to the police in order to protect themselves and others. Even if the survivor does not want to make a formal incident report or file charges, he or she still has the right to other victims' support services.

To file a report, a student can contact any of the following:

The Security Department: *(available 24 hours a day, 7days a week)* 0322062999

The Office of the Dean of Students *(available during regular business hours)* 0322062975

The KNUST Counselling Center (available during regular business hours – Monday to Friday, 8-5pm)

Although KNUST strongly encourages all members of its community to report violations of this Policy to the authorities listed above and or the police, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police. KNUST officers so listed (or their designees) shall ensure justice is done and will assist any victim with notifying local police if he/she so desires.

Anonymous Online Reporting:

A reporting form is available at **knust.edu/counselling/sexual-assault**. The form may be filled out anonymously, or the survivor may choose to include identifying information. ***This form is not to be used for emergencies that require an immediate response.***

Medical Treatment and Evidence Preservation:

After an incident of sexual assault occurs, the victim should consider seeking medical attention as soon as possible at a local emergency room at KNUST hospital to have forensic evidence collection completed to preserve evidence in case the survivor decides to file a police report or pursue criminal charges.

A victim does not have to make a criminal complaint or decide whether to file charges to have forensic evidence collection completed, however the survivor must use his/her legal name. In circumstances of sexual assault, if a complainant does not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually-transmitted infection.

It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where she or he was assaulted within 96 hours after the incident occurred so that evidence as may be preserved. Complainants of sexual assault, domestic violence, dating violence, or stalking also are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exist that may be useful to KNUST investigators, Department of Security personnel, or local police.

Investigations:

Survivors who wish to pursue an investigation may choose to contact

The Security Department: The Office of the Dean of Students Subsequently the individual has the right to

1. Contact the KNUST Police to pursue a criminal investigation.
2. File civil charges in a civil court.
- 3.

Accommodations:

A survivor may make a request for accommodation to the Dean of Students. The survivor does not need to participate in an investigation or file charges in order to request accommodation. The Dean of Students will work in conjunction with relevant parties to determine which measures are appropriate to ensure the victim's safety and equal access to educational programmes and activities. Accommodation includes:

- Accommodation related to academics, transportation, medical services and counselling.
- Relocation in their on-campus housing assignment or campus job if either will bring them into proximity with the perpetrator. Survivors can also request changes to their class schedule if they have classes in common with the accused.
- A "no-contact" order may be put in place between the survivor and the accused.

The following rights shall be accorded to victims of sexual assault that occur:

- where the victim or alleged perpetrator is a student at KNUST, and/or

- when the victim is a student involved in an off campus sexual assault.
- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously The right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any pressure from campus personnel to:
 - report crimes if the victim does not wish to do so
 - report crimes as lesser offenses than the victim perceives the crime to be
 - refrain from reporting crimes
 - refrain from reporting crimes to avoid unwanted personal publicity.
- To be notified of existing campus and community based medical, counselling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- To have access to campus counselling under the same terms and conditions as apply to other students in their institution seeking such counselling.
- To be informed of and assisted in exercising:
 - any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy
 - any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.
- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.
- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- To receive full, prompt, and victim sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.
- To be free from any suggestion that victims were contributory negligent or assumed the risk of being assaulted.
- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

This policy shall not be used to bring frivolous charges against students or employees. Any person who files a complaint, whether informal or formal, which is found to be frivolous, malicious or made in bad faith, shall be subject to the same discipline as outlined in the Sanction section above.

KNUST is committed to maintaining a respectful and professional academic and working environment for students, staff, and visitors. This includes having an environment free from sexual misconduct. Sexual misconduct refers to a range of prohibited offenses designated under this policy.

KNUST is committed to the following principles to reduce sexual harassment

- Disseminating clear policies and procedures for responding to sexual misconduct reported at KNUST;
- Engaging in investigative inquiry and resolution of reports that are prompt, fair, equitable, and independent of other investigations that may occur;
- Supporting complainants and respondents and holding persons accountable for established violations of this Policy; and
- Providing a written explanation of the rights and options available to every student that has been the victim of sexual misconduct, regardless of whether the offence occurred on or off campus.
- Identifies how students can confidentially report sexual misconduct to the University and what resources are available both on and off campus to aid them, including students' rights to notify local law enforcement and their right also to decline to notify such authorities.
- Provides information about how reports are assessed, investigated, and resolved.
- Provides KNUST with a means to take all reasonable steps to identify sexual misconduct, prevent the recurrence of such misconduct, and to correct the discriminatory effects of sexual misconduct on the complainant and others, if appropriate.
- KNUST is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, ethnicity, religion, or any other protected status.

B. Definition of Affirmative Consent:

AFFIRMATIVE CONSENT: Affirmative consent (hereafter "consent") is the voluntary, unambiguous, clear agreement in an act and understood by each party. It is the responsibility of each person involved in the sexual activity to ensure that the person has the consent of the other or others to engage in the sexual activity. Consent must be on going throughout a sexual activity and may be withdrawn at any time before the completion of an act. A person may be incapable of consent due to physical or mental incapacitation, physical or mental disability, threat, coercion, the influence of alcohol or drugs, being asleep, or under the legal age of consent.

What is not consent?

- Consent to one act does not infer or imply that a person is consenting to another act;

- Consent to an act on a prior occasion does not infer or imply consent to a current act;
- The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.
- An individual's silence or lack of protest does not infer or imply that they are consenting to an act,

Consent must be clear and obvious by all partners, who have willingly and affirmatively chosen to participate without force, threat, or coercion, throughout the act;

- Incapacitated individuals, (physically, mentally, and/or due to alcohol or other drugs) are unable to consent.
- ***For purposes of this Policy, the standard that shall be applied is whether or not a reasonable person would have known, based on the facts and circumstances presented, that the other person was incapacitated and therefore, not capable of giving consent.***
- A respondent cannot claim that being under the influence of alcohol or drugs is a defence or excuse for engaging in sexual misconduct.
- ***If at any time consent is uncertain, the initiating party should stop and obtain verbal consent. The use of any force, coercion, threat, or intimidation negates consent. It is important to note that in the evaluation of a complaint in a disciplinary process, it shall not be a valid excuse that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:***
 - (1) the accused's belief in consent arose from the intoxication or recklessness of the accused; or
 - (2) the accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant consented.

Additionally, it shall not be a valid excuse that the accused believed that the complainant consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- (1) the complainant was asleep or unconscious;
- (2) the complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity; or
- (3) the complainant was unable to communicate due to a mental or physical condition.

KNUST will use the reasonable person standard in determining whether or not the respondent knew or should have known given all facts and circumstances present at the time if any of the above conditions were met.

Other Definitions:

Coercion

An expression through words or acts of threats, intimidation, or undue or unreasonable pressure.

Complainant

The person reporting sexual misconduct. The Complainant can be either the victim or a third party.

Consensual Relationships

Romantic and/or sexual relationships between KNUST employees and students, even with students who are not subject to direct supervision or evaluation by the faculty or staff member, should be avoided because they may negatively impact the learning environment.

Moreover, KNUST prohibits all employees from having romantic, sexual, or other close personal relationships with students over whom they have educational evaluation, advisory or supervisory responsibility, regardless of whether the relationship was entered into with the consent of both parties. Such relationships are inconsistent with the proper role of the instructor, administrator or manager in KNUST's educational mission, and are susceptible to perceptions of favouritism, unprofessional behaviour, and conflicts of interest. In the event that a faculty member or other employee is placed in a position that would require him or her to assume educational instruction, evaluation or supervisory authority over a student with whom he or she has, or has had, a romantic or sexual relationship, he or she shall immediately disclose the identity of the student to the unit head and shall refrain from exercising such authority over the student. The unit head shall notify his/her College Provost, and shall immediately arrange for another employee to instruct, evaluate or supervise the student. Any employee or student who obtains knowledge of such a romantic or sexual relationship between an employee and a student is required to disclose it to the Pro Vice-Chancellor for confidential investigation.

Employee

For purposes of this Policy, a KNUST employee shall include all hourly, part-time, and full-time faculty and staff members.

Force

Includes physical acts, coercion, threats, and intimidation.

Gender Bias

A preformed negative opinion or attitude toward a person or group of persons based on their gender, e.g., male or female.

Impairment

The state of being diminished or weakened due to the consumption of alcohol or other drugs.

Intimidation

An expression through words or acts that imply a threat.

Physical Force

Actions which may include but not be limited to hitting, pushing, holding, pinching, leaning on, obstructing an entrance or exit, or carrying away. Physical force may include the use or display of any weapon.

Preponderance of the Evidence

A standard of proof in which the totality of the evidence demonstrates that an individual's version of events more likely than not occurred. Preponderance of the evidence is understood to require more than 50 per cent certainty to determine responsibility i.e. 51 % or greater.

Respondent/Accused

The person reported to have engaged in sexual misconduct is the "Respondent" or the "Accused" and those terms may be used interchangeably.

Sexual Misconduct

A broad term that identifies forms of discrimination and harassment based on sex including, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Threat

An expression through words or acts of intent to inflict harm or other negative consequences.

Confidentiality

Confidential resources are individuals **who are not obligated** to report information that is given to them. This allows a student to explore his or her options in order to make informed decisions. ***The only exceptions to this rule are in cases that involve imminent risk of serious harm, child abuse, emergency hospitalization, or a court order.*** While specific information may be kept confidential, these incidents may be counted for statistical purposes. The confidential resources shall include the University Chaplains and the professional staff of the KNUST Counselling Centre

Non-confidential resources are individuals who are required to deal with these cases and to report these incidents of alleged sexual misconduct. The non-confidential resources include the Dean of Students, his Deputy, the head of Security and his Deputy. ***These will keep the identity of an unwilling victim or witness confidential. However, confidentiality cannot be guaranteed as they must balance a request for confidentiality against the safety of other members in our community. If these determine that there is the threat of imminent or on going harm to an individual or to the community, information may need to be shared and then only with appropriate individuals.*** If the Complainant reports to the University and requests confidentiality

or asks that the report not be pursued, the KNUST will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation. If a Complainant insists that his/her name or other identifiable information not be disclosed to the Respondent, KNUST's ability to respond may be limited. If the Complainant continues to ask that his or her name not be revealed, the University will take all reasonable steps to investigate and respond to the report consistent with the respondent's request as long as doing so does not prevent the KNUST from responding effectively to the harassment and preventing harassment of other members of the community. These officers plus any others included for their legal, social and medical expertise will evaluate the confidentiality request in the context of its responsibility to provide a safe and non-discriminatory environment for all persons. If it is determined that circumstances do not allow a request for confidentiality to be granted, the University will take action as appropriate. It is a violation of KNUST policy to retaliate against an individual who reports sexual misconduct, is a Complainant in an investigation, serves as a witness, or is a third party involved in the investigation of such a report.

Additionally, personal identifiable information will be treated as confidential and only shared with persons who have a specific need to know and who are investigating/adjudicating the report or delivering resources or support services. Further, KNUST will maintain as confidential, any accommodations or protective measures provided to the Complainant to the extent that maintaining such confidentiality would not impair the KNUST's ability to provide such accommodations or protective measures.

A. Confidential Health, Counselling, and Pastoral Services

KNUST provides confidential health, counselling, and pastoral services on campus. The healthcare professionals, counsellors, and clergy providing these services can be of assistance to students in ordinary or emergent circumstances. Conversations with these individuals are confidential:

1. Healthcare professionals – Health Services provides emergency contraception, testing for Sexually Transmitted Infections (STI's), pregnancy testing, and more. These services are provided free of charge for survivors of sexual assault.
2. Professional Counsellors in the Counselling Centre: when contacting the Counselling Centre please request a counsellor. Counsellors' responsibilities to KNUST include providing mental health counselling to members of the campus community.
3. Pastoral Counsellors – A pastoral counsellor is someone who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counselling and who is functioning within the scope of that recognition as a pastoral counsellor at the University. At KNUST, there are two University chaplains (Protestant and Catholic) and others appropriately recognized as fitting that definition by these chaplains coming from the Department of Religion and elsewhere who will assist them to perform these functions.

Reporting

If any student has been the victim of sexual misconduct she/he should report the incident promptly to the Dean of Students, College Counsellor, Hall Tutor/Warden or Head of Security. The victim should demand confidential access indicating briefly he/she is reporting a sexual assault. Such

reports should not appear in the SITREP report with names and programs but reported all the same. KNUST will provide resources to any person who has been a victim of sexual misconduct and will apply appropriate disciplinary procedures to those who violate this Policy. The procedures set forth below afford a prompt response to reports of sexual misconduct, maintain confidentiality and fairness consistent with applicable legal requirements, and impose appropriate sanctions on violators of this Policy.

A. Contact Information for Reporting

Any person who believes she/he has been the subject of sexual misconduct or who is aware of a member of the University who has been subject to sexual misconduct is strongly encouraged to contact:

1. **Dean of Students:** *(available during regular business hours)*
1. **Security Department:** *(available 24 hours a day, 7days a week)*
2. **Counselling Centre:** *(available during regular business hours)*
(please see earlier comment on same)

B. Responsibility of KNUST Employees to Report

KNUST employee (including faculty, student and professional staff, and administrators) who learns of an incident of sexual misconduct **MUST** report it within 24 hours

C. Essentials of a Report

1. A "report" is made when the University knows or reasonably should know based on the statements of a complainant or a third party that sexual misconduct has occurred.
2. A complainant need not supply a written statement, although it is preferable.
3. Actual notice, which consists of direct statements from a complainant of sexual misconduct, is desirable, although the University accepts verbal or written statements from any party who has knowledge of an incident occurring either on or off campus that has the potential to interfere with the educational mission or associated activities of the **University and thus bring its hard earned reputation into disrepute.**
4. KNUST reserves the right to bring reports forward against a student or staff and to act as the Complainant for purposes of this Policy. In addition, an individual does not have to be a member of the University to file a report under this Policy.

D. Medical Attention

After an incident of sexual assault, or any other incident of sexual misconduct resulting in injury, the victim should consider seeking medical attention as soon as possible at the closest emergency room.

E. Resources

Upon receipt of a report, the University will inform the complainant of the availability of medical, counselling and support services, and additional interim measures to prevent contact between a complainant and a respondent, such as housing, academic, transportation and working accommodations, if reasonably available.

F. Right to Pursue Criminal Charges

1. Notwithstanding what the University can or shall do, the victim has the right to file an incident report with law enforcement agency.
2. Although KNUST strongly encourages all members of its community to report violations of this Policy to law enforcement agency, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if he/she so desires.
3. A complainant may choose NOT to have law enforcement contacted and no report filed BUT still may have forensic evidence collected. (Note: The Complainant later may choose to file a police report and cooperate with a criminal investigation.) Victims of sexual assault are encouraged to request and cooperate fully with an investigation so the possibility of filing criminal charges remains an option, if they later chose to do so.
4. If a survivor does not want to make a report to police, he/she may seek civil remedies, including the filing of an application for a restraining order. For additional information about civil remedies, the survivor should contact his/her own legal counsel.
5. A complainant may file a police incident report and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decision-maker in whether the perpetrator is charged criminally, the complainant can cooperate and provide as much timely information as may be possible.

Timing of Reporting

While KNUST does not limit the time in which a report can be made, as time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, or obtaining protection from protective orders related to the incident more difficult. If a victim chooses not to make a report regarding an incident, he/she nevertheless should consider speaking with local law enforcement to preserve evidence in the event that he/she changes her/his mind at a later time.

Jurisdiction & Reporting Timeframes

Since sexual misconduct that occurs off campus may impact a person's work, academic, or co-curricular experience, KNUST assumes jurisdiction to adjudicate off campus reports of sexual misconduct if the alleged misconduct was committed by a KNUST student. In addition, the University encourages prompt reporting of sexual misconduct so that the University can respond promptly and equitably; however, the University does not limit the timeframe for reporting.

Interim and/or Protective Measures

The University may take interim and/ or protective measures at any point during an investigation. These actions are designed to eliminate the harassment/sexual misconduct and prevent its recurrence. These measures may include, but are not limited to, no contact orders, changes in

housing assignment for the Respondent and/or Complainant, removal from campus housing or grounds, academic accommodations, changes in supervisor or work location, social restrictions, changes in parking locations, increased security, and/or emotional and other support. An accused student may be issued an Interim Suspension (i.e. suspension from classes, work and other privileges or activities or from the University) until resolution of a case.

If the Respondent is a member of the University, a No Contact Order may be issued to all parties involved by the University. This will prohibit communication between the parties, including contact verbally, in writing, through technology, or by third parties. If a student has been the victim of domestic or dating violence, stalking or sexual abuse, she/he also should consider obtaining a restraining order from the Courts the University Legal office should assist in this.

Investigation & Resolution

In proceedings under this Policy, the standard of proof used to determine whether or not a violation of this Policy has occurred is a preponderance of evidence, ***which means it is more likely than not the misconduct occurred.***

The University reserves the right to bring reports forward against a student or employee and to act as the Complainant for purposes of this Policy. In addition, an individual does not have to be a member of the University to file a report under this Policy.

A. Process

1. Upon receiving a report (either verbally or in writing), the Dean of Students/Head of Counselling/Head of Security will jointly assess the report.
2. If the report and/or intake appear, upon initial assessment, to be a possible violation of this Policy, these title holders (Dean of Students/ /Head of Security) with support from the University Legal Office shall make the appropriate recommendations to the Vice-Chancellor to have the appropriate conduct board student or otherwise set up. This investigation shall proceed notwithstanding additional sanctions or otherwise imposed by the national courts.
3. The Investigative Board(s) shall conduct a thorough and impartial investigation into the facts of the case and will interview the Complainant, Respondent, witnesses or other individuals who may have relevant information, and collect any other evidence deemed relevant to the case. Preliminary and follow-up interviews will be conducted as appropriate.
 - A. **Critical Witnesses:** The Board may identify a student as a Critical Witness if he or she may have information critical to the outcome of an investigation. A Critical Witnesses may be required by the Board to appear before it. A Critical Witness who refuses to do so may be charged with ***“failure to comply with the directions of*** University officials, acting in performance of their duties
 - B. **Unavailable Witnesses:** Under rare circumstances, a signed, dated, and notarized statement of a witness who is unable to appear or who has been excused may be submitted to the Board. The decision as to whether such a document or any other alternative means of providing evidence may be considered lies solely with the Board.

4. At the conclusion of the investigation, the Board to the Vice-Chancellor who after conferring with the legal office will affirm or modify the final recommendations.

B. Appeals

All determinations, including not responsible findings, may be appealed to the Vice-Chancellor by the Complainant and/or the Respondent. Appeals are not heard in person; instead all requests for appeal must be submitted in writing to the Vice-Chancellor within five (5) business days from the date on the letter notifying the Respondent or the Complainant of the original finding. Failure to appeal within the allotted time will render the original finding final. Appeals shall be decided upon the record of the original report and upon the written appeal letter.

Appeals shall be granted only on one or more of the following grounds:

1. If the sanctions are found to be significantly disproportionate to the offense;
2. If the specified procedural error or errors in the interpretation of the University regulations were so substantial as to effectively deny the party(ies) a fair investigation;
3. If new and significant evidence becomes available which could not have been discovered by a properly diligent person during the original investigation.

The fact that one of the parties disagrees with the finding or sanction does not constitute grounds for appeal.

If the Vice-Chancellor finds no grounds for an appeal, then the decision will become final. There is no further appeal within the University.

If the Vice-Chancellor (or designee) finds grounds for appeal, then s/he may dismiss the case, change the sanction, modify the finding, or uphold the finding based on the grounds identified. The decision of the Vice – Chancellor is final. There is no further appeal within the University.

The Vice-Chancellor (or designee) will communicate decisions regarding the appeal to the Complainant and Respondent simultaneously and in writing.

The imposition of sanctions is normally deferred during the appeal process although sanctions may go into effect immediately if the Board deems it necessary. Interim measures will remain in place during the appeal process.

C. Personal Advisors

The Complainant and the Respondent each have the opportunity to be advised by a personal advisor or legal counsel of his or her choice, at his/her expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing in which the Complainant or the Respondent is required to attend. ***An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting. In addition, an advisor may not direct questions to any University administrator, party, or witness in the process. The University will never restrict who the advisor of choice can be (to include permitting an attorney to be an advisor), however, meetings and interviews will not be substantially delayed due to an advisor's availability.***

D. Time Frames

Typically, the investigation and resolution under this Policy will not exceed 60 days although the University reserves the right to exceed this time frame in order to conduct a thorough investigation or other appropriate proceedings. If the investigation does or is anticipated to exceed 60 days, the University will notify the Complainant and Respondent in writing and will advise them of the reason for the delay and the anticipated timeframe for the completion of the investigation. The University reserves the right to engage external investigators as it sees fit based on the complexity and scope of the complaint.

E. Informal Resolution

When appropriate, certain student-on-student complaints may be resolved by the Student Board Coordinator (Dean of Students or his Deputy)/ Counsellors/ Head of Security without a full investigation. Informal resolutions are only possible when the violations do not involve sexual assault or domestic/dating violence and/or may not meet the criteria for classification as a crime. ***Either party may elect to have a formal investigation of the complaint at any period prior to the resolution.*** Any of these officers will facilitate the resolution and give final sanction(s) as deemed suitable. ***Mediation will never be used in the resolution of complaints of sexual assault or domestic/dating violence.***

F. Withdrawal Prior to the Conclusion of an Investigation

The protocol established by this Policy will not be deferred due to the withdrawal from enrolment at the University of a Complainant or Respondent. Should either party decide to withdraw and/or not participate in the investigation, the process will nonetheless proceed in his or her absence. The final decision, after the Vice-Chancellors final accent will be communicated; the outcome, permanent protective measures (if any) and any sanction(s) (if any) to the withdrawn party using his or her last known e-mail and home address.

SANCTIONS

Recommended Sanctions for any form of Sexual Assault:

1. **Suspension/ Rustication:** Beginning on the date the suspension takes effect; the student may not attend classes or submit any further work for their courses. In addition, the student may not be present on the campus nor at a University-sponsored event for any reason whatsoever for a specified period of time. The student is not entitled to a refund or any tuition or fees after the scheduled refund dates.
2. **Expulsion:** Beginning on the date the expulsion takes effect, the student may never again register for classes, may never attend classes, or submit any further work for the courses in which they are currently registered. In addition, the student may never be present on the campus nor at a University-sponsored event for any reason whatsoever. The student is not entitled to any refund or any tuition or fees after the published refund dates.

Access to Electronic Mail Accounts

Students may have their privilege to use an e-mail account issued through the University revoked for a specified period of time. Specifically, students who have been suspended or expelled from the University, may have their e-mail account terminated immediately (or directly after all appeal procedures have been exhausted).

The Policy enforces non-retaliation

Retaliation, occurs when an adverse action is taken against the person who has brought the report or assisted in a resulting investigation under this Policy. It is important to note that impermissible retaliation can occur even in those circumstances where it is determined that the underlying report could not be substantiated. Any allegations of retaliation will result in an immediate investigation and appropriate action consistent with the University's due process procedures. Acts of retaliation may include, but are not limited to:

- Pressuring or enlisting the aid of third parties to have a complainant to withdraw the complaint;
- Bullying, harassment, slut-shaming or blackballing a participant in a complaint through social media or the internet;
- Lowering a grade;
- Stalking or threatening;
- Removal from classes, teams, activities;
- Employment actions such as termination, demotion, or change in schedule without cause;
- Other actions affecting a person's employment or academic or school-related activities such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance; and
- Any other action such as an assault or unfounded (i.e. baseless or falsely reported) civil or criminal charges that are likely to deter reasonable people from pursuing their rights.

NOTE: Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, "snubbing", not talking to a student, or negative comments that are justified by a student or employee's poor academic or work performance or history.

It is unlawful and a violation of University policy to retaliate against any faculty, staff member, or student who has brought a good-faith report of sexual misconduct or who has assisted in the investigation of a report of sexual misconduct. Retaliation destroys the sense of community and trust that is critical to a learning and work environment. The University considers acts of retaliation in response to such disclosures or participation to constitute a serious violation of policy, which may result in disciplinary action, up to and including dismissal, against the retaliator.

This policy does not equate Incapacitation as Consent

Individuals who are incapacitated cannot consent to sexual activity. Incapacitation renders an individual unable to understand the fact, nature, or extent of the sexual activity. Incapacitation

that renders a person mentally or physically helpless may result from intoxication or substance use, passing out, or being asleep. Consent is not present if someone is incapacitated by alcohol or drugs (legal or illegal). A person with a cognitive impairment such as a mental illness or a mental condition that renders the person incapable of understanding the nature of his or her conduct cannot consent to sexual activity.

When incapacitation occurs because of alcohol or drug use, some indicators of incapacitation may include, but is not limited to:

- Slurred speech;
- Bloodshot or unfocused eyes;
- Needing assistance to walk/stand;
- Vomiting;
- Outrageous or unusual behaviour;
- Concern expressed by others about the individual; or
- Expressed memory loss or disorientation.

An individual also may be in a state known as a “blackout” when she or he is incapacitated and likely will have no memory of the sexual activity, but may still be walking and talking. Therefore, it is particularly important that people engaging in sexual activity know each person’s level of intoxication or impairment before beginning sexual activity.

Risk Reduction

Sexual assault and sexual misconduct are never the fault of the victim. With no intent to blame complainants and in recognizing that only abusers are responsible for the acts of abuse they perpetrate, the following are some strategies to reduce one’s risk of sexual assault or harassment:

- Make sure you understand how to get and give consent. Make sure all participants have given consent prior to engaging in sexual activity and throughout the sexual activity.
- Be active in supporting a safe and respectful community. If you see others engaging in disrespectful or inappropriate actions, speak up and get involved, or contact someone else to assist.
- Practice being assertive about your boundaries. Respect the boundaries of others.
- Trust your instincts. If you feel uneasy or sense something is wrong, call for assistance.

The following strategies may help

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation;
2. **Avoid isolated areas.** It is more difficult to get help if no one is around;
3. **Walk with purpose.** Even if you don’t know where you are going, act like you do;
4. (repetitive) 4 and 10 should be put together.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable;
6. **Make sure your cell phone is with you** and charged and that you have money;

7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know;
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone;
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation;
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you can see something suspicious, contact campus security or some law enforcement immediately
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one;
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers;
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately;
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately.** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others
15. If you need to get out of an uncomfortable or scary situation, here are some things you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame;
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with;
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave;
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment.

In summary

The following sexual misconduct offences are prohibited

- | | |
|------------------------|----------------------|
| 1. Sexual Harassment | 4. Stalking |
| 2. Sexual Assault | 5. Dating Violence |
| 3. Sexual Exploitation | 6. Domestic Violence |

In addition, it is a prohibited offense to retaliate against anyone who files a sexual misconduct complaint or participates in a related investigation.

APPENDIX M Policy & Procedure for handling student emergencies

1. Introduction

The stress of University life and the normal developmental issues of late adolescence and early adulthood place some students under emotional and psychological pressure which, if not properly handled, can lead to undesired consequence with implication for the larger University community. The Kwame Nkrumah University of Science and Technology (KNUST) has faced, and continue to wrestle with, various student issues. It is for this reason that the University needs clear and functional guidelines for handling student-related issues.

At the KNUST, there are many outfits dedicated to students' welfare aside the KNUST Counselling Centre (KCC) which primarily serves the emotional and psychological needs of students. These include the under-listed:

1. The Office of the Dean of Students
2. Student Affairs
3. Chaplaincies
4. KNUST Security Services
5. Students' Representative Council (SRC)
6. University Hospital
7. Hall Tutors and Administrators
8. College Administrators and Lecturers

The main thesis of this protocol is that an "all hands on deck" approach must be the most viable option if the University is to be successful in combating and efficiently responding to the myriads of student needs, challenges and crisis.

Therefore, the following lines of communication are suggested for the reporting and disclosure of the under-listed student-related issues:

- A. Academic and financial issues
- B. Medical, non-psychological issues
- C. Suicide/Death issues
- D. Psychological, social/behavioural issues
- E. Counselling referrals/Walk-ins

2. Lines of Communication

A. ACADEMIC AND FINANCIAL ISSUES

I. REGISTRATION, DEFERMENT, CHANGE OF PROGRAMME AND WITHDRAWAL

The Student Guide contains clear guidelines on all of the above student needs – registration, deferment, change of programme and withdrawal. All university offices and personnel whose services are implicated for a smooth facilitation of these student needs are entreated to familiarize themselves with the stipulations in the Student Guide. These regulations/processes are not reiterated here in this protocol.

- Regulations regarding Registration of courses are outlined in the Students' Guide and Code of Conduct. However, if a regular/fee-paying/parallel student is not able to register due to financial challenges, the student should report to the *Head of Department (HOD)*, *Finance Office* and the *Dean of Students (DOS)*. The *DOS* communicates back to the *Finance Office*.

If a student has a financial problem, related or unrelated to registration, the student reports to the *DOS* who refers the student to the *Student Affairs* for necessary action.

- The protocol on deferment of programme for any reason is clearly specified in of the Students' Guide.
- The protocol on issues pertaining to change of programme is captured in **Page 58** of the Students' Guide.
- On **Page 62** of the Students' Guide, the protocol on withdrawal issues is clearly outlined.

However, if the aforementioned academic and financial issues have any underlying psychosocial implications, the KNUST Counselling Centre (KCC) is consulted through the respective *College Counsellor* as illustrated in the diagram below.

B. MEDICAL, NON-PSYCHOLOGICAL ISSUES

Similarly, regulations and procedures for students concerning medical issues are clearly specified in **Page 52** of the Students' Guide.

If the student's medical condition has an emotional or psychological component, then the *medical personnel* consults and/or refers the case to the *Counselling Centre* for support. Walk-in cases at the *KCC* needing medical attention will be referred to the *Tech Hospital*. A follow up of such cases will be done by *KCC*.

C. PSYCHOSOCIAL ISSUES

The *KCC* is committed to the emotional and psychological wellbeing of students. Therefore, all such cases are to be referred to the Centre. However, since there are many other university offices/ personnel that interact and work with students, it is important that the various offices/personnel have a clear guide on how to communicate with each other for effective and timely response.

- In the case of a suicide attempt leading to death

- Or a suicide attempt that DOES NOT lead to death but hospitalization, in both cases the following line of communication is recommended:

In the case of a suicide attempt leading to death in the hall or hostel either on or off campus, the witness or roommate should inform the *Hall Assistant/Hostel Manager*. The *Hall Assistant/ Hostel Manger* informs the *hall or hostel administrators*. Depending on the nature of the case and what is needed, the *Hall /Hostel administrator* will inform the *Office of the Dean of Students*, the *University Hospital*, and the *Security* simultaneously. All things being equal, the sequence of communication from the *Hall/Hostel* must be through the *Office of the Dean of Students*. This Office must be in the lead of all information management and reporting to outside bodies.

In the event of death, information to the family or any disclosure to close relatives or significant others must be done through the *Office of the Dean of Students*. The *Counselling Centre* can be contacted to manage the crisis and handle the emotional and psychological needs of family and significant others as and when necessary.

If there is unsuccessful suicide attempt (no death, but hospitalization), still the *Office of the Dean of Students* takes the lead role in reporting and disclosure. But either the *hospital* or the *DOS* may inform the *Counselling Centre* for the follow up case management.

The recommended protocol is diagrammed below:

- When a student dies at the KNUST Hospital, the *hospital administrator* reports to the *DOS* who informs the *Students Affairs* section. The *DOS* discloses to family or significant others. The nature of the death occurrence may or may not call for counselling services.
- In the case of the death of a parent/guardian of a student, again the suddenness of the occurrence and or the nature of death may require counselling before the disclosure to the student who in this case is considered a minor and might be more emotionally vulnerable. Therefore, the following line of communication is recommended:

D. PSYCHOLOGICAL, SOCIAL/BEHAVIOURAL ISSUES

In the event of physical assault, drug use, romantic relationship issues, conflicts between roommates and theft cases in the halls, hostels on and off campus or lecture halls, the victim/witness reports to the *Hall/Hostel authorities or lecturers* around.

If the issue is threatening, the authorities will report to the *DOS* and the *KNUST Security Services*.

If the issue is more emotional, the authorities will consult and refer to the *KCC*.

In the case of injuries as a result of the assault, the authorities report to the *KNUST Security Services, University Hospital* and the *DOS*.

E. COUNSELING REFERRALS

Ø STAFF

In the case of staff, the *HOD* reports the issue to *Human Resource Development (HRD)* who will refer the staff to *KCC* for assessment and recommendation.

Ø STUDENTS

If the case involves a student, the *HOD* or *DOS* refers the student to *College Counsellor*. After assessment, the *Counsellor* reports back to the referral source with recommendation.

Ø OTHER WALK-IN CLIENTS

If a student comes to the KCC and presents with financial issues, the *Counsellor* assesses the student, makes recommendations and refers him/her to the *Student Financial Support Office*.

The *Counsellor* assesses the student and presenting problem and refers to the appropriate office for necessary action and support services.

3. FOLLOW-UP

All persons and offices dedicated to student welfare on the university campus are encouraged to do a follow up on cases they refer to any other office for intervention and support services. This way all stakeholders would be, as much as is possible, well informed and on the same page about the referred case. The concerted effort of all outfits would be a step in the right direction and go a long way in consolidating a more effective response to student needs and challenges.

APPENDIX O**Smoking & Tobacco Policy**

This policy applies to all areas on campus including buildings on KNUST campus, and student housing. This policy applies to all faculty, staff, students and guests on campus

1. Policy

KNUST recognizes the negative risks associated with the use of tobacco and smoking products and will provide as close to a smoke-free environment as practicable for its community. The rights of non-smokers to maintain a healthy teaching and learning environment will take precedent over the choice of some to use tobacco and smoking products on campus.

2. Guidelines

- a. Smoking and use of tobacco products is prohibited in all interior and exterior areas of campus.
- b. Tobacco use including but not limited to smokeless tobacco, hookah (shisha), cigars, pipes, cigarettes, and electronic cigarettes are not permitted on University grounds.
- c. Sales of smoking and/or tobacco products are prohibited on KNUST property.
- d. Smoking is prohibited in all University owned or operated vehicles. e. Advertising by tobacco companies is strictly prohibited.

3. Enforcement

KNUST appreciates the cooperation from all smokers and non-smokers to observe and follow this policy.

- a. First offense/interaction – If a KNUST community member sees an individual violating the Smoking and Tobacco policy, please respectfully inform them that this is a tobacco free campus. If the individual is not compliant, notify the Department of Security.
- b. Repeated Violations/Non-Compliant Situations – Faculty, staff, and students repeatedly violating this policy should be brought to the attention of the Department of Security. In these circumstances, faculty and staff will likely be referred to Human Resources and students to the Student Conduct system.

4. Implementation and Communications

- a. Signage appropriately located around the KNUST campus will assist with communication of this policy.
- b. Copies of this policy will be distributed to faculty, staff and students via the broadcast e-mail system.
- c. KNUST believes in promoting the health and well-being of our students, faculty, and staff. In conjunction with this purpose, the University believes that it is necessary to adopt a smoke free environment policy that will be accomplished in phases and reviewed on an annual basis to determine the appropriate timing of this transition.

