

# THE GAMBIA UNIVERSITY OF APPLIED SCIENCE, ENGINEERING AND TECHNOLOGY



## STUDENTS' INFORMATION AND REGULATIONS HANDBOOK

THE GAMBIA UNIVERSITY OF APPLIED SCIENCE,  
ENGINEERING AND TECHNOLOGY





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ENGINEERING AND TECHNOLOGY**

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## **IMPORTANT NOTICE TO ALL STUDENTS**

IT IS THE RESPONSIBILITY OF ALL STUDENTS TO FAMILIARISE THEMSELVES WITH THE UNIVERSITY'S RULES AND REGULATIONS, AS OUTLINED IN THIS STUDENTS' INFORMATION AND REGULATIONS HANDBOOK. IGNORANCE OF THESE POLICIES WILL NOT BE CONSIDERED A VALID EXCUSE FOR NON-COMPLIANCE. FURTHERMORE, MEDICAL REPORTS OR CERTIFICATES ISSUED OUTSIDE OF THE UNIVERSITY HEALTH SERVICES WILL ONLY BE ACCEPTED IF DULY CERTIFIED FROM A RECOGNISED HOSPITAL OR CLINIC. STUDENTS ARE EXPECTED TO ADHERE TO THESE GUIDELINES TO ENSURE A SMOOTH AND SUCCESSFUL ACADEMIC EXPERIENCE.

ALL THE UNIVERSITY RULES AND REGULATIONS AS CONTAINED IN THIS HANDBOOK TAKE IMMEDIATE EFFECT.

Dr. Olatunji Obalowu Mohammed  
Dean of student affairs  
The Gambia University Of Applied Science, Engineering And  
Technology

## Our Vision:

To be among the leading universities in the Sub-Saharan Africa, which produces Engineers, Technicians and Innovators with Entrepreneurial Mindset.

## Our Mission:

To consolidate the institution's position as a center of Academic Excellence that offers Certificate, Diploma and Degree programmes in Science, Engineering and Technology with Entrepreneurial Mindset.



Produced by the Student Affairs Unit,  
Vice Chancellor's Office,  
The Gambia University of Applied Science, Engineering and  
Technology

October, 2025

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## FOREWORD

The Gambia University of Applied Science, Engineering and Technology (USET) is dedicated to fostering the intellectual, cultural, social, and moral growth of its diverse student body, acknowledging the unique backgrounds and experiences that each student brings. Recognizing the significant impact of student behavior on academic success, the University provides this Handbook as a valuable resource to guide students in navigating the academic environment. Specifically designed to support new students, this Handbook outlines the expectations and standards that govern student conduct throughout their time at the University.

As an institution striving for excellence in Sub-Saharan Africa, the University ensures that its graduates not only meet rigorous academic standards but also embody the values of character and integrity. Students are encouraged to thoroughly familiarise themselves with the information contained in this Handbook, as it provides essential guidance for a successful academic journey and serves as a foundation for a productive and fulfilling university experience.

We extend our best wishes to all students for a fulfilling, successful, and enriching experience at USET.

Professor Nazmat Toyin Surajudeen-Bakinde,  
Vice-Chancellor,

October, 2025.

## PREAMBLE

The Gambia University of Applied Science, Engineering and Technology (USET) was established with a clear mission to:

- a. Be a center of Academic Excellence by offering Certificate, Diploma, and Degree programmes specifically in Science, Engineering, and Technology, with a strong focus on developing an Entrepreneurial Mindset.
- b. Advance learning, conduct research, and provide a high, liberal education to all persons without discrimination.
- c. Relate its activities to the socio-cultural and economic needs of the people of The Gambia.

Achieving this mission requires an environment of peace and harmony where the Rule of Law prevails. Students must demonstrate high standards of discipline, honesty, dedication, and respect for authority. As the University awards its diplomas, certificates, and degrees based on worthiness in both character and learning, you are responsible for knowing and upholding all Rules and Regulations at all times.

### 1. STUDENTS' CONDUCT

The University is primarily founded to foster the intellectual, social, and cultural growth of its students. It is also committed to promoting good character as a fundamental part of education. When a student accepts an admission offer and takes the Matriculation Oath, he/she automatically agree to follow the University's Rules and Regulations as they are updated.

This acceptance also requires the student to behave as a responsible and law-abiding member of the academic community, adhering to the highest standards and guidelines set by the University's constituted authorities.

## 2. PERSONAL AND ACADEMIC INTEGRITY

a. It is universally acknowledged that any form of dishonesty constitutes a behavioral issue that must be strictly avoided. Therefore, all students are required to adhere rigorously and consistently to the following minimum standards of personal and academic integrity:

- i. Demonstrate honesty and uphold ethical conduct throughout their academic pursuits,
- ii. Attend all lectures punctually and dress appropriately in accordance with the University's approved dress code,
- iii. Maintain a high level of orderliness and proper decorum in classrooms and lecture halls,
- iv. Complete and submit assignments honestly and on time,
- v. Accurately cite all references used in assignments,
- vi. Observe ethical standards when using the library for assignments and research.
- vii. Cooperate fully in any investigation related to allegations of dishonesty,
- viii. Take pride in upholding the University's ethical standards through speech, writing, attitude, and behaviour,
- ix. Treat all members of the University community with respect, fostering harmonious relationships in classrooms, hostels, offices, and other settings.
- x. Conduct oneself responsibly by avoiding anti-social activities, particularly cultism, as involvement may lead to expulsion or severe consequences. Prioritize positive behavior and associate with reputable company; avoid joining any unregistered groups or associations not approved by the Student Affairs Unit.

- xi. Prioritise positive behavior and associate with reputable company; avoid joining any unregistered groups or associations not approved by the Student Affairs Unit.
- xii. Maintain good personal hygiene and ensure hostel rooms are kept clean to prevent health hazards.
- xiii. Adhere strictly to the University's dress code by dressing modestly and appropriately.
- xiv. Refrain from any involvement in pornography, whether on or off campus.
- xv. Students must also:
  - a) avoid promiscuity,
  - b) refrain from cheating,
  - c) avoid conflict of interest,
  - d) avoid plagiarism or fabrication of data and ideas,
  - e) not use unauthorized aids during tests or examinations,
  - f) not falsify or alter any record,
  - g) avoid impersonation (do not allow others to use your identity).

b. All students are expected to uphold the highest standards of integrity. The University treats any unethical, immoral, dishonest, disloyal, or destructive conduct, as well as any violation of university regulations, as serious offenses.

### 3. DISCIPLINARY RULES

The rules of discipline require that a student shall:

- a. Refrain from engaging in any activity, whether individually or with others, that interferes with, restricts, hinders, or negatively impacts:
  - i. the objectives of the University as outlined in the university policy.
  - ii. the activities of others in or outside the University

- iii. the rights of any person duly authorised and lawfully present on the University premises to express any view of any subject peacefully
  - iv. person(s) duly authorised from entering, passing through, or leaving the University premises;
  - v. teaching, research and study of any kind whether private, verbal, written, mechanical or electronic of any person or persons duly authorised and lawfully present on the University premises;
  - vi. the conduct of the business of the Council or the Senate of the University;
  - vii. administration of any part of the University's affairs or business;
  - viii. execution of the official and public duties or work of the University;
  - ix. work and duties of any employee or member of the University;
  - x. speaking by authorised visitors of the University.
- 
- b. not under any guise make any post on social media platforms concerning the University without prior written consent of the Dean of Student Affairs Unit being sought and obtained;
  - c. not steal, destroy, damage, deface or vandalise or take unauthorised possession of the University property(ies);
  - d. paste or cause to be pasted indiscriminately, poster of any type anywhere in the University except at the designated areas for such purpose(s);
  - e. not simulate, forge, falsify, misuse, alter, damage or destroy any record or document (whether written, printed, magnetic, electronic, photographic or in any other form) of the University so that any false record is created or any misrepresentation made;
  - f. Not impersonate any officer or employee of the University;

- g. Not do any other thing or act in any other manner that may negatively affect the University, members of the University Community or any other person(s).
- h. not involve in:
  - i) Character defamation
  - ii) Stealing
  - iii) Illegal possession, use and abuse of drug/substance
  - iv) Destruction of properties
  - v) Unauthorised posting on social media
  - vi) Blackmailing
- i. not disrespect any official of the University while the latter is performing his/her official assignment.
- j. not write an insulting letter to an official of the University.
- k. not by-pass the official line of communication while writing to the University Administration. The approved line of communication is through the appropriate Head of Department and the Dean of Faculty. All student grievances (other than academic matters) should be routed through the Dean of Student Affairs to the appropriate Authority. Also, correspondence from the Students' Union to the University Administration must be duly signed by both the President and the Secretary of the Students' Union before being routed through the Dean of Student Affairs Unit to the appropriate authorities.
- l. not without university approval, communicate with external agencies, governments or national/international Organisations for the purpose of soliciting financial sponsorship/aid.
- m. not be in possession of any kind of dangerous objects, weapons and harmful chemicals.

#### **4. STUDENT DISCIPLINARY COMMITTEE (SDC)**

Any student alleged to have committed any act of misconduct shall be charged with such misconduct, and shall be given 48 hours within which to respond in writing, and be subsequently requested to appear before the Student Disciplinary Committee except in cases of emergency.

Also, any student invited to the Student Disciplinary Committee (SDC) for any act of misconduct and fails to honour such invitation for three (3) times, shall be deemed to be guilty of the misconduct as charged. All decisions of disciplinary action involving students shall be communicated to the affected student(s) through the Head of Department of respective Department(s) and/or pasting same in conspicuous and designated area(s) within the Campus.

#### **5. APPEAL AGAINST DECISIONS OF UNIVERSITY ADMINISTRATION**

- (i) In all disciplinary cases, the student concerned has a right to appeal to the Council through his/her Head of Department, the Dean of his/her Faculty and the Vice Chancellor against the recommendation of the Student Disciplinary Committee which was ratified by University Administration within 48 days of the receipt of the disciplinary decision.
- (ii) Appeals shall be considered by Council through an independent Committee of Council which shall make appropriate recommendation to the Council.

#### **6. HALLS OF RESIDENCE**

##### **a. Accommodation**

- i. Due to limited number of bedspaces, accommodation will only be provided to eligible students through online balloting in the school owned hostels by the University from time to time.

The accommodation fees are as approved by the University and advertised from time to time. However, private hostels' accommodations are available for students that can afford such.

- ii. Modalities/procedures for accommodation and application shall be determined by the Dean of Student Affairs from time to time.
- iii. No student shall be accommodated on any of the campuses except he/she is in good standing and duly registered for the session.
- iv. Expelled student(s) shall automatically be ejected from any of the Hostels on the campus without a right of refund.
- v. Students in residence will be responsible for the cleaning of their rooms and for their laundry.
- vi. Any form of merchandising by students is prohibited in hostels.
- vii. Students must make their beds and always leave their rooms clean and tidy. They must be prepared to participate in room and hostel sanitation exercises from time to time as the need arises.

***b. Exeat from Hall of Residence***

- i. Students residing in Hall of Residence must not be away from the Campus without an exeat obtained from the Hall Masters/Mistresses.
- ii. In an extreme emergency, a student must leave with the Porters, a written statement indicating the destination, reasons for his or her departure and the probable duration of his/her absence.
- iii. The Porters must report to the Student Affairs Unit immediately in case of urgent reasons for a student to exit campus.

***c. Visit to Hall of Residence***

- i. A visitor to Hall of Residence shall be received by his/her host/hostess in the Students' Common Room only.

***d. Approved Hall Functions and Private Parties:***

- i. The hall authorities are responsible for the purpose to which the grounds, common rooms, rooms and notice boards in their halls of residence may be used. Permission to use these facilities must be obtained from the Dean of Student Affairs Unit in writing, through the Hall Masters/Mistresses, giving at least 48 hours' notice.
- ii. Meetings: Student or any student group wishing to hold a Meeting/Function in the Common Room of the Hall concerned must obtain an approval of the Dean of Student Affairs Unit subject to a written letter by the student through the Hall Master/Mistress to the Dean of Student Affairs Unit.
- iii. Parties: A written approval issued by the Hall Masters/Mistresses in response to an application in writing must be obtained by any individual student or group of students wishing to hold a party in the Common Room of the Hall concerned.
- iv. No parties of any description can be held in any room in the hall. All approved parties are to be held in the Common Room.
- v. Approved gatherings involving dances and drinks (water & soft drinks) must not go beyond 8.00p.m. Under no circumstance should alcoholic drinks or drugs and other related substances be served, consumed, abused or sold.

### ***e. Electrical Appliances, Fire and Fire Prevention***

- i. The use of certain electrical appliances may cause electrical faults and result in fire hazard. Therefore, under no condition must electrical appliances like boiling rings, freezer, heating coils, hot plates, and multiple outlets etc, be used in the student rooms.
- ii. Students are allowed to use rechargeable/solar lamps but not candles in the student rooms when there is power outage.

### ***f. Prohibition of sales and smoking of substances on Campus***

- i. Sales and smoking of substances are strictly prohibited on campus. Therefore, students are not allowed to smoke anywhere on campus.

### ***g. Fighting***

- i. Fighting is prohibited in the University and students are expected to desist from fighting of any form.
- ii. A student that provokes another student or person(s) without retaliation from the other student or person(s) shall be made to appear before the Student Disciplinary Committee.

### ***h. Pets***

Pets are prohibited in and around university campuses i.e. dogs, cats, fish, rabbits, tortoise, chameleons, chickens, cows, horses, birds, reptiles, etc.

#### ***i. Squatting***

No student should be found in the room that is not allocated to him/her in any of the hostels within the University.

j. Security of Personal Property Students are to safeguard their personal properties. Doors should be locked all times and the keys removed on leaving the room. Students must not leave personal property in their rooms during long vacations. Keys should be deposited with the porters. On no account should students travel out of the campus with keys. The University will not accept responsibility for loss of properties so left in the Hall of Residence.

k. Parking Any student residing in any of the Hall of Residence with cars/motorcycles/bicycles must register with the Student Affairs Unit. Motor cars, motorcycles and bicycles shall be parked in the appropriate places provided, at owners' risk.

## 7. CATERING SERVICES

Students' catering services are provided on Campus by private caterers. Some are Canteens while others are Eateries. Students are to pay for what they consume in the Canteens or the Eateries. All students are required to comply strictly with the regulations guiding the canteens and Eateries as may be formulated from time to time.

- i. The University frowns at any student who exhibits an anti-social behaviour in and around the canteens and eateries and within and outside the campus.

## 8. ORIENTATION OF FRESH STUDENTS

### *i. Orientation Activities*

The orientation of new students to the University usually takes place during the first few weeks of resumption for the session. The Academic Support Service in collaboration with the Student Affairs unit, and other departments/units, organises the orientation programme. The programme is intended to enlighten newly admitted students about university academic, social, security, school policies, library, sport, counselling, medical services, security and integrate into campus life.

Orientation also affords students an opportunity to familiarise themselves with the rules, regulations and procedures of the University. In addition, the orientation activities offer the students a singular opportunity to avoid unnecessary embarrassment. As part of the Orientation week activities, newly admitted students can meet the Registrar, Dean of Student Affairs, Deans of Faculties, Heads of Departments and Senior Administrative Officers. Newly admitted students must attend the orientation activities and sign the attendance register.

## **9. REGISTRATION OF STUDENTS**

Newly admitted students are required to commence registration processes according to the guidelines as may be determined by the University Administration. Clinic registration is considered as prerequisite for complete registration.

### ***Instruction on Presentation of Names***

Students are required to present their names (maximum of three names including the surname) in the following approved style: surname first in capitals, then other names e.g. ABDULKADIR, Moses Mendy.

## **10. UNIVERSITY HEALTH SERVICES**

As part of the registration process, students are required to register with the Health Centre. Newly admitted students must undergo a medical examination at the point of entry.

Please note that The Gambia University of Applied Science, Engineering, and Technology (USET) is planning to establish a Healthcare Centre, and updates will be provided to students as plans progress.

To facilitate this process, new students should obtain a Certificate of Medical Fitness from a recognized hospital or clinic, confirming their medical suitability to participate in university activities.

## **11.MATRICULATION, MATRICULATION NUMBERS AND IDENTITY CARDS**

### ***a. Matriculation***

Only students who have satisfied the minimum admission requirements of the University are matriculated as students at the University. On the Matriculation Day, each of the newly admitted students swears to the Matriculation Oath which shall be provided by the University. Violation of the Matriculation Oath is a very serious offence.

### ***b. Use of Matriculation Number***

Each student is assigned a Matriculation Number upon registration. No official document of any student will be regarded as valid unless it carries the student's assigned matriculation number.

No previously matriculated student in the University should matriculate a second time. On no account must any student produce or reproduce another student's matriculation number or non-existing matriculation number as his or her own.

### ***c. Identity cards***

- i. Each matriculated student of the University is issued an official student Identity Card, valid for the period indicated on the card and which should be renewed as appropriate. The Identity Card must be worn with the appropriate faculty branded lanyard on the neck at all times when on campus. Students may be required, at any time, to identify themselves upon request by authorised University officials, acting in the performance of their duties.

Some University facilities are open only to students who are able to show valid identity cards. No student will be admitted to the Library, Lecture Rooms, Examination Venues, Administrative Building, Counselling & Human Development Centre, Student Affairs Unit, Laboratories, Hall of Residence etc. without the Identity card. The cost of each identity card is determined by the University from time to time.

**ii. Loss of Identity Card:**

- a. A student who loses his/her Identity Card must report in writing to the Deputy Registrar (Academic Affairs) through his/her Level Adviser through the Head of Department, through the Dean.
- b. An application for the issuance of a new identity card must be endorsed by the Security Unit of the University and Dean of Student Affairs accompanied by a Police Report and Affidavit on loss of identity card.
- c. New identity cards will be issued on payment of a sum which shall be determined by the University from time to time.
- d. A temporary I.D. Card shall be issued by the faculty officer to any student who misplaced his or her I.D. Card after he/she must have complied with a & b above.

**iii. Submission of Identity Card:**

Student leaving the University upon completion or before completion (relocation, transfer, misconduct etc.) of his/her programme must return the Identity Card to the Deputy Registrar (Academic Affairs) through his/her Faculty Officer or Dean of Student Affairs Office, respectively.

**iv. Misuse of Identity Card:**

It is an offence for students to misuse their own Identity Card or other students' Identity Card either by way of transfer or impersonation.

## 12. UNIVERSITY LIBRARY

### a. Office Hours

The USET Library is open to students upon proper registration with the Library. The opening hours are:

Monday – Friday	-	9.00 a.m. - 7.00 p.m.
Saturday	-	9.00 a.m. - 2.00 p.m.
Sunday	-	5.00 p.m. - 7.00 p.m.

The library is closed on Public Holidays. The University Librarian shall reserve the right to extend the operation hours during examination period as may be deemed fit. Currently the Library is open 24 hours around examination periods.

## 13. TRANSPORT SERVICES

The Gambia University of Applied Science, Engineering, and Technology (USET) is developing subsidised transport services for students. Details of the service, including routes, schedules, and costs, will be communicated to the Student Union and made available to students. The subsidised fare will be determined by the University and may be adjusted periodically.

The USET Transport Board, operating under the Directorate of Works and Maintenance, will oversee the transportation services, ensuring convenient and reliable routes options for students.

## 14. REGULATIONS GOVERNING THE CONDUCT OF UNIVERSITY EXAMINATIONS

### A. Eligibility

All students who are duly registered for courses in a given semester are eligible to sit for examinations in those courses except students in the following categories:

- a. A student who absents himself/herself from the University for more than six weeks in any semester without official permission shall be deemed to have voluntarily withdrawn from the University;
- b. A student who fails to attend up to 70% practical/Lecture hours;

***B. Instructions to Students:***

- i. Students shall always ensure that they acquaint themselves with the examination regulations and instructions to students.
- ii. Students shall attend the examinations punctually at the time scheduled for their papers. Students arriving more than half an hour after the examination has started shall not be admitted to the examination hall.
- iii. Students shall bring with them to the examination hall their own ink, pens, rulers, erasers and pencils, and any other materials which are permitted by these regulations (as stated hereunder). Accordingly, students are warned in their own interest to ensure that lecture notes, text books, jotters, bags, mobile phones, wristwatches and other related prohibited items are not brought into the examination venue. Students are advised not bring such to the examination venue. Examination venue includes the hall and its surrounding.
- iv. Students must sign the attendance register at the beginning of each paper.
- v. Having signed the attendance register, no student shall leave the examination hall without submitting his/her answer script.
- vi. No student shall leave the examination hall for whatever reason without informing the invigilator.

- vii. To ensure orderliness in the examination hall, seats shall be arranged according to the number of groups taking examinations at each particular time and students shall not enter the hall until they have been checked of their identity cards and other relevant documents. Students shall keep strictly to the sitting arrangements to avoid confusion. Chairs arranged in the halls used for examination purposes should not, under any circumstances, be removed. Students wishing to do some revision before the commencement of an examination shall do so outside the examination hall.
- viii. While the examination is in progress, communication of any kind between/among students is strictly prohibited and no student should be found to be giving or receiving irregular assistance.
- ix. Silence shall be observed in the examination hall and the venue. The only permissible way of attracting attention of the invigilator is by raising of hand.
- x. The use of scrap paper, writing or jotting on question paper is prohibited. All rough work shall be done in the Answer booklet and crossed neatly through. Supplementary answer sheets, which shall not be supplied until at least half-an-hour after the commencement of the examination shall be attached to the main answer booklet even if they contain only rough work.
- xi. Students taking Mathematics or Engineering Drawing and similar courses shall bring their own Mathematical or drawing instruments, which may include compass and dividers, protractors, diagonal scales and set squares. Personal copies of Mathematical/Statistical Tables are allowed in the examination provided there are no inscriptions on them.

- xii. Before handing in their scripts at the end of the examination, students shall satisfy themselves that they have inserted, at the appropriate places, their matriculation numbers and the numbers of the questions answered. Except for the question paper and any other materials, they may have legitimately brought with them (as indicated in rules B(iii) and (xi) above), students shall not be allowed to remove or mutilate any paper or material supplied by the University.
- xiii. Students shall use their matriculation numbers for examinations. (Students who are in doubt of their correct matriculation numbers are advised to confirm from the Senate and Examinations Office).
- xiv. Students shall not be allowed to submit their answer scripts in the first thirty minutes and last fifteen minutes of any examination.
- xv. Students shall remain seated while invigilators organise the collection of answer scripts.
- xvi. Students shall write their names, matriculation numbers, department and sign against them on the attendance sheet.
- xvii. Students intending to use calculators in any University examination should observe the following regulations:
- i. Students shall be permitted the use of nonprogrammable electronic calculators only;
  - ii. The Calculator must be small (hand-held) battery/solar operated;
  - iii. A student shall not borrow another student's calculator during the examination as this practice shall be construed as giving or receiving irregular assistance during the examination;

- iv. Instruction manuals, including calculator packets and containers are prohibited in the examination hall as these often contain useful mathematical formulae and methods;
- v. On entry into the examination venue, the calculator shall be switched off and its memory be made blank;
- vi. Only one calculator per student is allowed;
- vii. Students shall make available to the invigilators for inspection, their calculators, mathematical/statistical tables, drawing boards on entry into the examination hall and at any time during the examination. A contravention of any of these regulations shall be treated as examination misconduct.

### **C. Examination Code of Conduct, Offences and Penalties**

#### ***i. Code of Conduct:***

Students shall:

- i. not introduce or attempt to introduce into examination venue hand bags, books, notes, mobile phones, electronic devices, instruments (i-pad/i-pod, flash drives and any other storage device) or other materials or aids that are not permitted;
- ii. not enter any examination venue with any inscriptions on any part of the dress or body whether or not such inscription bears relevance to the examination;
- iii. not pass or attempt to pass any information from one person to another during an examination;
- iv. neither act in collusion with any other candidate(s) or person(s) nor copy, nor attempt to copy from another candidate, nor engage in any similar activity;
- v. only use their matriculation numbers for examination, (no names should be written);

- vi. not be allowed to leave an examination venue until after 50% of the time allocated for that particular paper has expired;
  - vii. not write any University examination on behalf of any other student, nor other people write any University examination for them;
  - viii. not to be in possession of incriminating material(s) either used or not at the examination or involved in any other serious examination misconduct including impersonation before, during or after an examination; and
  - ix. in the case of CBT examinations, students must be orderly and abide by the rules or guidelines prevailing at the Centre.
- ii. Procedure for Investigating Alleged Examination Misconduct
- a. Any student caught in any examination irregularities shall be required to sign and submit to Chief Invigilator, a written statement in the Examination hall and venue.  
Failure to make a written statement shall be deemed to be an admission of the charge against such a candidate.
  - b. The Chief Invigilator shall report any such action taken to the Dean through the Faculty Examination Coordinator (Sub-Dean) immediately after the completion of the examination by other students, but not later than 12 hours after the examination.
  - c. The Dean shall, within 48 hours of receiving a report, set up a panel of not less than three academic staff to investigate the alleged examination misconduct. The report of such investigation shall be made available to the Registrar within two (2) weeks, and he shall on the basis of the recommendation(s), determine whether or not the matter should be processed to the Students' Disciplinary Committee.

- d. The Students' Disciplinary Committee shall, within four (4) weeks of receiving such a report, investigate and recommend the penalty in cases of proven misconduct to the Vice-Chancellor.

### **iii. Penalties**

- a. In a situation where a student sits for an examination in a course not registered for, no score shall be recorded for such a student.

## **D. Examination Leakage**

Where the Dean or Director has reason to believe that the nature of any question or the content of any question paper may have become known before the date and time of the examination to any person(s) other than the examiners and any official of the University authorised

to handle the examination question paper, he may order the suspension of the examination or cancellation of the question paper or the setting of a new set of questions. He shall then investigate the leakage and report the matter to the Vice-Chancellor.

## **E. Absence from Examination**

- a. Students shall present themselves at such University Examinations for which they have registered under these Regulations. Students who fail to do so for reasons other than proven ill-health, accident or any proven emergencies shall be deemed to have failed the particular examination. Misreading/ignorance of the time-table and such other excuses shall not be accepted as a satisfactory explanation for absence or lateness.
- b. A student who falls ill during examination period should report in writing to the Dean of his/her Faculty through his/her Head of Department and or the University Health Services.

## F. Make-Up Examinations

A “Make-Up” Examination is an examination specially arranged for a student or a group of students who could not sit for the normal examinations due to ill-health or any other unavoidable circumstances. Each case shall, however, be treated on its merit.

- a. A student who is absent from an examination on account of ill-health confirmed by medical evidence from a recognised hospital/clinic, may be given a makeup examination in the course(s) missed, based on approved guidelines by Senate or take the regular examination when it is next available as his/her make-up.
- b. Recommendation for make-up examination to the Senate shall be by the Faculty Board provided that:
  - i the ill-health has been reported to the Dean through the Head of Department; and
  - ii the student has obtained a written report from the Director of Health Services or his/her designated officer which either:
    - a) is dated prior to the end of the examination, or
    - b) provides evidence that the student was hospitalised during the period of the examination
- c. Make-up examinations shall normally be conducted within the three (3) weeks and other processes concluded not later than five (5) weeks of the following semester.

## G. Determination of Result

### *i. General*

A student shall be deemed to have passed a first-degree examination if he/she has satisfied Senate in all the requirements for the examinations (including all General Courses). A student who had been referred in any of these requirements shall be deemed to have passed that examination when he/she has fulfilled the requirements.

**ii. Pass Mark**

The pass mark shall be 40% in all Colleges and Institutes.

**iii. Make-up Examination**

Following the conclusion of such examinations (normally within the first five (5) weeks of the new semester) the updated good-standing result of such candidate shall be processed through the Deputy Registrar (Academic Affairs) to Senate for approval.

**iv. Procedure for Result Verification:**

- a) The student completes online "Result Verification Form" available on the University website.
- b) The student submits the form to his/her Head of Department for onward transmission to the Deputy Registrar (Academic Affairs).
- c) The HOD, within one week, shall issue to the student, the verified result either confirming the old score or reflecting the new one. A copy shall also be forwarded to the Deputy Registrar (Academic Affairs).
- d) Where a review occurs, the HOD is under obligation to give reasons and forward a copy of the Verification Report through the Dean to the Director of Academic Planning Unit and Deputy Registrar (Academic Affairs).
- e) In case the student is still not satisfied with the result, he/she shall obtain a Re-mark Request Form from the Deputy Registrar (Academic Affairs). The Form shall be filled and submitted to the same office.

## 15. STUDENTS' CLUBS AND ORGANISATIONS

### a. Recognition of Clubs and Organisations:

Students' Clubs and Organisations will only be recognised after the prospective Clubs/Societies must have satisfied the following:

- i. Submission of duly prescribed completed Application Forms to Dean, Student Affairs.
- ii. Submission of letters of undertaking from a staff Adviser/Patron.
- iii. Submission of the Clubs' objectives and constitution, which must be in agreement with the objectives and constitution of the University.
- iv. Every Club/Association must renew its registration at the beginning of each session with the Student Affairs Unit.
- v. All Writers' Clubs and names of their magazines/journals, writers or columnists, must be registered in the Student Affairs Unit and approval must be obtained before publications commence.
- vi. Approval for a change of name of any registered associations must also be obtained from the Student Affairs Unit before the commencement of operations under the new names.
- vii. Approval must be duly obtained for any programme by any registered association before commencement.
- viii. All duly registered Clubs and Associations in the University are normally expected to be affiliated to the Students' Union of the University.
- ix. Association holding event outside the university campus must also obtain security approval and attach same to the request to the Dean of Student Affairs Unit.
- x. Approval of the Dean of Student Affairs Unit must be duly obtained for any excursion visit outside the campus

### **b. Activities Involving Guests from Outside the University:**

In keeping with the University's traditional commitment to freedom of enquiry and the pursuit of truth, students' organisations are allowed to organise activities featuring guest speakers of their choice from within and outside the University. However, the University has an obligation to ensure that activities on the campus are conducted in appropriate manner with requisite protocol. Whenever a President, Governor, Minister, Commissioner, Head of Diplomatic Mission or other dignitaries from outside the University are to be invited, the Dean of Student Affairs must be informed in writing and approval obtained at least four weeks before inviting the guest to the University.

### **c. Guidelines and Regulations for Campus, Media Organisations and Student Campus Journalism**

- i. No Media organisation shall operate as Campus Media Organisation unless it is duly registered with the Student Affairs Unit and obtain a written document to that effect.
- ii. Any student who wishes to practice as a freelance campus Journalist shall register his or her real names, aliases, pen names as well as his or her credentials with the Student Affairs Unit.

## **16. FINAL YEAR SIGN-OUT:**

### **a. Student should not**

- i. engage in any noisy and disturbing activities such as involvement of DJ, playing of drums, trumpeting, and playing loud musical instruments around administrative and academic environment; and
- ii. be involved in any form of reckless driving alone or in convoy
- iii. engage in activities like inscription on another fellow student dress, pour water or liquid drink all in the name of any celebration on campus.

***b. However, wears with student names at the back and old school dressing is not prohibited in as much as it did not violate the university dress-code.***

- i. A group of students who wishes to operate and practice as a freelance Journalist or as Writers Club, or Media Organisation must comply with relevant Sections of the Students' Information and Regulation Handbook on Campus.
- ii. Every Campus Media Organisation or Writers Club registered with the Student Affairs Unit shall come up with an Editorial Board consisting of two members of such organisation and must be registered every session with the Student Affairs Unit from time to time.
- iii. The Editorial Board of every Media organisation or Writers Club, registered with the Student Affairs Unit, may consist of at least two members of the Media Organisation or Writers Club concerned.
- iv. It shall be the duty and responsibility of every freelance campus Journalist or Writers' Club or Media Organisation, blogger or interest group to verify the veracity or otherwise of any news item before it is published.
- v. Six copies of any journal, magazine or write-up published by a campus Journalist shall be deposited with the Dean of Student Affairs before or at the time of release of such a journal and the receipt be duly acknowledged.
- vi. Members of a Campus Media Organisation or Writers' Club shall, for the purposes of disciplinary action, be individually and collectively held responsible for any: malicious, false and libelous publication published within or outside the University Campus and concerning any staff member, students, or group in the University Community.

- vii. Any freelance Journalist shall be held solely responsible for any false and libelous publication made by him or her in his/her name against and concerning any staff member, student(s), or group in the University Community.
- viii. No Press Organisation shall direct a libelous or injurious article to any staff member, student(s), or group(s), in the University Community.

## **17. REGULATIONS GUIDING RELIGIOUS ACTIVITIES ON THE CAMPUS**

- a. Students are free to belong to religious Organisations of their choice in accordance with the Constitution of The Gambia, right to freedom of religion.
- b. No religious sermon/witnessing sermon should be undertaken in places not authorised for that purpose. For example, no religious, witnessing sermon or preaching should be conducted in the cafeteria, canteen, eateries, lecture rooms, theatres, library, buses, public vehicles, car parks etc.
- c. Room to room and within the room preaching/witnessing is not allowed in the hostels.
- d. Religious Organisations are free to use designated University facilities for their religious activities but not in any academic facilities like lecture theatres, classroom, laboratories. However, permission must be obtained in writing from the Dean of Student Affairs Unit, before using such venues.
- e. Students' Organisations or individual(s) are not allowed to paste or display religious or any type of banners, posters, literature, slickers, etc. anywhere on campus, except with the written permission of the Dean of Student Affairs.

## 18. STUDENTS DEMONSTRATION AND PROTEST

The University recognises the crucial importance of maintaining open communication and dialogue in the process of identifying and resolving problems, which may arise from the dynamic of life in the University. Equally important, however, is the legitimate rights of any member of the community to dissent, to disagree, to hold different opinion, or to think differently from others. This is an integral aspect of university education and academic freedom. However, the University maintains that the following regulations be satisfied:

- i. Student Organisations shall give an advance notice to the Dean of Student Affairs Unit of at least 7 days about the place, nature, methods, date and time of the commencement of the action before embarking on any demonstration, protest etc.
- ii. Students shall not use University property for any form of demonstration.
- iii. When a demonstration takes place on Campus, the University reserves the right to use legitimate means to protect life and property on Campus.
- iv. Before students demonstrate outside the campus, they must obtain Police clearance and security on their own, like any other citizens, before such demonstration and that such students shall be responsible for their own action.
- v. Students' Organisation must give an advance notice of at least two weeks to the Dean of Student Affairs Unit in anticipation of a lecture free day in commemoration of any students' yearly celebrations. The University reserves the right to approve or disapprove such applications.
- vi. No form of violent protest will be condoned by the University and any student found to have contravened this provision shall be made to face the consequences of his/her actions.

## 19. ANTI-SOCIAL ACTIVITIES INSIDE AND OUTSIDE THE CAMPUS

### **a. Possession of Dangerous Weapons:**

Possession of dangerous weapons like guns, knives, daggers, swords, grenades, acid, etc. in the hostel or around the University premises is forbidden. Any student caught in possession of any of these weapons shall be made to appear before the Student Disciplinary Committee.

### **b. Secret Societies:**

- i. Is an Organisation, group or confraternity about which activities, event, inner functions or membership are concealed.
- ii. It is to be noted that the word “Secret Society” shall include any association of two or more persons whose aims and objectives are not publicly or officially disclosed, published, registered or otherwise made known to the University Authorities; but whose activities or manifest secrecy, mysticism, pervasion, coercion, violence, fraud, immorality, drunkenness, lawlessness and related anti-social activities or behaviour.
- iii. Any student found identifying with or belonging to, operating or canvassing for membership of or partaking or participating or joining and/or in other manner associating with any secret society and unregistered association within and outside the USET shall be made to appear before the Student Disciplinary Committee.

### **c. Public Disturbance within the Campus**

Public Disturbance means source of sounds when it is unreasonably disturbing or interferes peace, comfort or endangers public’s safety and health.

- i. No student shall engage in any noisy and disturbing activities such as playing of drums, trumpeting, and playing musical instruments around administrative and academic environment without permission from Student Affairs Unit.

- ii. No student shall be involved in any form of reckless driving alone or in convoy.

The generality of our students are peace-loving, well-behaved, and purposeful in their efforts to achieve the objective of their studentship. The entire community should therefore note that the University, through the ambience of its regulations, shall deal with any discovered case(s) of misconduct and anti-social behaviours while cases of criminality would be handed over to the Police. While the University community continue to enjoy the required peace and progress, the University will spare no effort in bringing miscreants to book.

## 20. DRESS CODE

All students are hereby reminded that there is a DRESS CODE put in place by the University which must be observed at all times.

The University is determined to continue to impact positively on its students not only intellectually but also morally in pursuit of its avowed commitment to the development of TOTAL BEING.

To this end, it will award its degrees to only deserving students who have been found worthy not only in learning but also in character. Students are therefore strongly advised to exhibit good behaviour and dress decently at all times.

### A. MALE STUDENTS SHOULD NOTE THAT:

- i. the hair should not be coloured (except it is natural colour);
- ii. the hair should be well kept and groomed always;
- iii. the haircuts should not carry inscriptions;
- iv. curled hair is not acceptable;
- v. Plaiting, weaving or braiding of hair are not acceptable; and
- vi. beards must be well kept.

**B. FEMALE STUDENTS SHOULD NOTE THAT:**

- i. weaving, plaiting, braiding, fixing and wigs are acceptable;
- ii. hair extensions with colours such as Blue, Green, White, Yellow, Red, Pink and Purple or a combination of any of these colours are not acceptable;
- iii. hair must be neatly packed and weaved;
- iv. all wears must be below the knee level;
- v. pencil trousers are allowed but must be complemented with tops that cover the butt line; and
- vi. all traditional and corporate wears that do not reveal sensitive parts of the body are acceptable.

The mode of dressing of a student speaks volumes about him or her. In other words, one's appearance influences people's perception of one's person. Students should, therefore, always dress responsibly to command respect. All students must refrain from wearing INDECENT CLOTHINGS, if they must be accorded respect and protect their dignity.

EVERY STUDENT MUST HANG STUDENT I.D. CARD ON HIS/HER NECK.

**C. UNACCEPTABLE WEARS**

You are hereby required to note that the following constitute inappropriate mode of dressing that will not be tolerated in the University environment (including Lecture Halls, Library, Laboratories, Examination Venues, Seminar Rooms, Faculties and Administrative building as well as in university vehicles):

- i. Dress that exposes any sensitive parts of the body e.g. cleavage, chest, back, navel, thigh and armpit (clothes that reveal the armpits when hands are raised e.g. sleeveless/half sleeves);

- ii. Tight fitting wears;
- iii. Transparent/see Through Wears;
- iv. Tattered Jeans/Ripped Jeans;
- v. T-shirts with obscene inscriptions, depicting immorality, hooliganism, cultism, etc.;
- vi. Indelible markings and body tattoos;
- vii. Leggings/Jeggings trousers with short top;
- viii. Skimpy dresses e.g. Spaghetti, Camisole only, body hugs, topless blouse and shorts;
- ix. Bathroom slippers not acceptable within the administrative and academic areas;
- x. Heavy make-ups;
- xi. Sagging trousers;
- xii. Wearing of earrings by male students;
- xiii. Rumpled and dirty clothes;
- xiv. Skin/ear piercing by male students;
- xv. Hair plaiting or weaving by male students.

#### **D. PENALTY**

Violation of the Dress Code as prescribed by the University is a serious act of misconduct which shall attract a strong warning by the Dean of Student Affairs Unit and/or may be made to appear before the Students' Disciplinary Committee, if consistent.

#### **THE WAY YOU DRESS DETERMINES THE WAY YOU ARE ADDRESSED**

### **21. LINE OF COMMUNICATION FOR REPORTING CASES OF SEXUAL ASSAULT**

#### ***Sexual Harassment***

Sexual harassment is a non-consensual sexual activity which ranges from unwanted touching to rape, unsolicited sexual advances, verbal and non-verbal conducts that forcefully or subtly lure a student into sexual relationship. This includes:

***i. Non-Verbal Sexual Harassment such as:***

- a. Unwanted suggestive gestures,
- b. Displaying sexually explicit images,

***ii. Physical Sexual Harassment***

- a. Display of inordinate affection towards the opposite sex and unwanted physical contact like touching, forceful kissing, groping, pecking, fondling and assault,
- b. Acts of sexual violence that shows physical aggression or harm towards other individual for the purpose of sex.
- c. Use of authority to coerce a student for sexual gain.
- d. Rape/sexual assault

***iii. Cyber Sexual Harassment***

- a. Cyber Sexual bullying that invokes sexual comments, blackmails, use of nudity, threats or taunts projected to intimidate, harass a person through social media.
- b. Watching of pornography on the campus
- c. Sending of nude pictures to others

It is expected that staff and students who experience any form of sexual harassment are to use the following medium to report:

- a. Dean of Student Affairs
- b. Dean of the College or Director of the Institute
- c. Head of Department (HOD)
- d. Director, USET Counselling and Human Development Centres

The following channels of communication can be utilised by any student who is sexually harassed:

- i. Direct to the Vice-Chancellor
- ii. Dress Code Committee

## 22. USE OF THE UNIVERSITY STUDENTS UNION BUILDING (SUB)

The SUB and the Common Rooms are supposed to be relaxation centres for all students. In order to forestall unwholesome use of the Student Union Building (SUB), the underlisted conduct in the usage of the SUB must be complied with:

- i. There should be no smoking in the building or its premises.
- ii. Gambling in whatever form is prohibited on our campuses including Student Union Building, Common rooms, and within Halls of Residence.
- iii. Students are not permitted to turn the SUB or offices to a place of abode.

Violation of these rules constitutes a misconduct liable to disciplinary action.

## 23. USET COUNSELLING AND HUMAN DEVELOPMENT CENTRES

In order to prevent unnecessary rise in the rate of anti-social activities among students and to encourage positive thinking and actions that would promote the attainment of academic pursuit and total well-being of the students, the University has made provisions for students to receive proper guidance and counselling from professional Counsellors. These Counsellors are housed in the University Counselling and Human Development Centre. Students are therefore encouraged to consult them as frequently as possible for guidance/counselling on matters affecting their personal, academic and socio-personal life.

USET Counselling and Human Development Centre provide services which can enhance student's competency and effectiveness. In order to meet the psychological needs of the members of the University community especially the students, the Centre provides guidance and counselling services based on the following areas:

- a. Educational/Academic Counselling
- b. Career and Vocational Counselling
- c. Personal-Social Counselling
- d. Marriage and Family Counselling
- e. Health Counselling
- f. Research and Other Related Activities
- g. Individual and group counselling
- h. Behavioural management, and
- i. Human Development and life skills training.

## 24. RECREATIONAL CENTRES ON CAMPUS

The Gambia University of Applied Science, Engineering, and Technology (USET) is planning to establish state-of-the-art recreational centres, including:

- A sports complex for various sports and activities
- A fitness centre for students to stay active and healthy
- A club house for socializing and relaxation

Updates on the development and implementation of these recreational centres will be communicated to students as plans progress, ensuring that they are informed and involved throughout the process.

## 25. SANCTIONS FOR VIOLATION OF REGULATIONS

The following are some of the sanctions which may be imposed for violation of University regulations or Code of Conduct:

### a. Fines

The Dean of Student Affairs (DSA) and Hall Masters/Mistresses may impose implementable fines (see Appendix A) for certain categories of offences committed in the Halls of Residence. Offences committed in other locations of the University which attract fines will be dealt with by the appropriate authority. Failure to pay the fine within 7 clear days after the imposition of such fine shall lead to such student appearing before the Student Disciplinary Committee (SDC).

**b. Restitution**

Restitution means that a student must pay for damage done to, loss or misappropriation of the University property or the property of other members of the University community. Such restitution is imposed on any student who alone, or through group concerted activities, organises or participates in the events which cause damage or loss.

**c. Reprimand and Warning**

A student may be reprimanded or and warned for violation of University rule and regulations. If he/she were to commit further breaches of discipline in future, his/her present offence would be taken into consideration in the course of future hearings when a penalty for that subsequent breach is under consideration.

**d. Suspension/Rustication**

Any student suspended/rusticated must withdraw from the University for the stated period, and shall further comply with any other condition(s) or requirement (s) related to the suspension/ rustication.

**e. Expulsion**

Any student expelled ceases to be a member of the University and loses all rights and privileges of membership. It may also require the payment of compensation in some cases.

**26. CONCLUSION**

If any form of misconduct is not captured by this Students' Information and Regulations Handbook, the Students' Disciplinary Committee may exercise its discretion to apportion appropriate sanctions taking into consideration the circumstances of each incidence.

Violations of any of the University Rules and Regulations by any student(s), member(s) of the Students' Union Executive Committee or any other Organisations/clubs or individual(s), may lead to imposition of fine, restitution, reprimand/warning, suspension/rustication or expulsion of any or all offending officials, and/or individual(s) concerned from the University, in addition to other disciplinary measures deemed appropriate.

It is hoped that students will continue to sustain the confidence reposed in them by adhering strictly to these Rules and Regulations thereby leading to propagation of the good name of the University. We wish you a successful stay in the University.

## APPENDIX A

### LIST OF OFFENCES AND SANCTIONS/PUNISHMENTS UNDER THE USET STUDENTS' INFORMATION AND REGULATIONS HANDBOOK

S/ No	UNIVERSITY RULES OF CONDUCT CATEGORIES	OFFENCES	REMARKS	SANCTION/ PENALTY
	PERSONAL AND ACADEMIC INTEGRITY	Dishonesty: Plagiarism, Conspiracy, false declaration, bribery, Impersonation etc. See Sections 2 a(i-xiv) & b	False declaration Suppression of information Concealing of Information Copying from another student test or homework Changing a graded score whether manually or online Falsification of records Blending and pairing	Expulsion  Expulsion  Expulsion  Expulsion
		Violating Dress Code, See Section 20	Indecent dressing on campus	Warning/ 2nd warnings/ Suspension for a semester
		Failure to cooperate with University Authority, See Sections 3, & 4	Refusal to show or reveal identity card Refusal to cooperate or abide by regulation of the University Insubordinations	Warning  Rustication for a session

		Unregistered association. See Section 2 in conjunction with 15 and 19	Established as a member or has a link with an unregistered association within and outside (detrimental to the image of the university) the University.	
		Fighting See Section 6g	Fighting could take different shapes and forms which include below: i) Provocation (Verbal/Physical Altercation) ii) Combatant iii) A case of One fighting iv) A case of Two fighting	i) Suspension for a semester ii) Expulsion iii) Expulsion iv) Expulsion
		Violation of alcohol & drug policies on campus See Sections 3h(iii), 6d(v) and f	Refers to various actions or behaviours that contravene rules, regulation or laws related to substance usage. The consumption, possession, distribution and usage of illegal substances, including but not limited to cocaine, heroin, marijuana, codeine, alcohol and cigarettes.	Suspension for a semester & a letter of rehabilitation from recognised government rehabilitation centre or Expulsion based on degree of culpability.

		Violence against others See Sections 2a(x), 7(i), 19	Any anti-social behaviours or misconduct including, but not limited to using abusive language with another person.	Warning/ Suspension for a semester
		Pornography See Sections 2a(xiii) 21iii(b)	Exposing the nude of another students, including yourself. Anything sent out for sexual arouser. Anything showing the explicit representation of sexual activities in images or in writing. Promiscuity Same gender relationship.	Expulsion
		Falsification of Official document (hard or soft copies) See Section 3	Alteration or modification of a document that is done for an illegal purpose/false impression.	Rustication for a session
		Disloyalty with the constituted authority See Section 2	This is a student or group behave in a manner that is inimical to the image of the University. Abiding by every university decision and policies which shall be reviews time to time.	Warning/ Rustication for a session depending on the gravity of the act.

		Destructive Behaviours See Section 3b	Actions or behaviours with an intention of causing harm or damage to oneself, others or property e.g. physical aggression, verbal abuse or vandalism of University properties or self-disruptive tendency.	Expulsion
		Unethical and Immoral Behaviours  See Sections 3a(xiv) & 3b	Action or conduct that goes against established moral principle and standard of the University e.g. dishonesty, fraud, harassment, exploitation, damage, deface, Vandalisation, disrespect, forgery, misuse, impersonation (parody, imitation) etc.	Rustication for a session/Expulsion
		Unauthorised post on social media platforms See Section 3b in conjunction with 21(3)a	Students are not allowed to make any post on the social media about the University without the written approval from appropriate authority duly sought and obtained.	Rustication for a session

		Stealing See Sections 2, 3C & h(ii)	Unauthorised possession of any properties anywhere including those of the University Community and outside the campus	Restitution and Expulsion
		Extortion  See Section 2b in conjunction with 3h(vi)	Act of Extorting another person and including coercion, intimidate, threat, bribery, blackmailing etc.	Restitution plus Rustication for a session / Expulsion
		Character defamation  See Sections 2b & 3 h(i)	An act of making false statements against another that could damage his/her reputation whether in spoken or written.	Rustication for a session
		Failure to appear before Student's Disciplinary Committee See Section 4	Any student invited to the Student Disciplinary Committee (SDC) for any act of misconduct and fails to honour such invitation, shall be deemed to be guilty of the offence so charged.	Expulsion

		<p>Possession of weapons/objects - anything that is harmful that can be injurious to another person. See Section 3m in conjunction with Section 19 (a)</p>	<p>The act of having control or ownership of a weapon such as fire-arms or other harmful objects.</p>	<p>Expulsion</p>
		<p>Channel of Communication; Line of communication  See Section 3k</p>	<p>No student or group of students shall bypass the official line of communication while writing to the University Administration. The approved line of communication is through the appropriate Head of Department and the Dean of Faculty. All student grievances (other than academic matters) should be routed through the Dean of Student Affairs to the appropriate authority of the University.</p>	<p>Warning</p>

		<p>Restriction of communication to outside community</p> <p>See Section 3l</p>	<p>Students are not allowed to make communication with external agencies, governments or national/ international Organisations for the purpose of soliciting financial sponsorship/aid without express approval of the appropriate authority duly sought and obtained.</p>	<p>Suspension for a semester/ Rustication for a session</p>
	Hall of Residence	<p>Usage of electrical appliances</p> <p>See Section 6e</p>	<p>High energy consuming appliances are highly prohibited.</p>	<p>Fines, Ejection from the hall or Rustication for a session</p>
		<p>Refusal to participate in collective or individual cleaning of the room by student(s).</p> <p>See Section 6a</p>	<p>Refusal to carry out routine cleaning exercise in one's room or poor personal hygiene practice by individual/ group which could inflict serious health hazard on other students within the hall of residence.</p>	<p>Warning/ Community Service or Suspension from the hostel for four (4) weeks.</p>

		<p>Hostel racketeering</p> <p>See Section 6</p>	<p>Set of illegal activities aimed at commercial profit that may be disguised as a legitimate business deals.</p>	<p>Rustication for a session</p>
		<p>Exit from the school premises without an exeat.</p> <p>See Section 6b</p>	<p>Student residing in Hall of Residence must not be away from the hostel without an exeat obtained from the Hall Masters/ Mistresses for the approved period. In extreme emergency, a student must leave with the Porters, a written statement indicating destination, reasons for his or her departure and the probable duration of his/her absence.</p>	<p>Blacklisting from securing campus accommodation/ Suspension from the school hostel for two (2) weeks</p>
		<p>Visitation into Hostels by nonstudent, opposite sex, and at unauthorised time.</p> <p>See Section 6</p>	<p>Visitors to hostel are limited to the common room areas only, regardless the relationship and gender.</p>	<p>Warning</p>

		<p>Squatting</p> <p>See Section 6</p>	<p>Any student found in a hostel room not officially allocated to him/her shall be ejected from the Hall of Residence. Any such offender shall further face disciplinary action for dishonesty and cheating. Any student who aids and abets squatter(s) shall equally be ejected from the hostels and further disciplined for dishonest practice.</p>	<p>Ejection</p>
		<p>Unauthorised meetings and parties in the hall of residence</p> <p>See Section 6</p>	<p>Events are regulated by the Student Affairs Unit where approval must be sought and it is expected to be held in accordance with guided rules and regulations of the University.</p>	<p>Suspension for a semester</p>

		<p>Pets of any kinds not allowed on campus</p> <p>See Section 6h</p>	<p>Common examples of Pet animals are; cat, fish, rabbit, tortoise, chameleon, chicken, cow, horse, bird, reptiles are prohibited in and outside university campuses.</p>	<p>Suspension for a semester/ Rustication for a session</p>
		<p>Harassment &amp; bullying</p> <p>See Sections 2b &amp; 21</p>	<p>Harassment is any unwanted behaviours, physical or verbal (or even suggested), that makes a reasonable person feel uncomfortable, humiliated, or mentally distressed. Sexual Harassment Bullying involves intentional behaviours meant to harm or intimidate somebody e.g. verbal taunt, physical aggression or social exclusion.</p>	<p>Warning, Counselling, and Rustication for a session depending on the gravity of misconduct. Based on the University policy on sexual harassment.</p>

	Finance Related Offences	Tender and payment- failure to pay for consumable and nonconsumable services. Like repayment of loan and debt and only payable in Dalasis currency. See Sections 2b & 3a	Refusal to pay for legitimate transaction on and off campus. Refusal to pay bad loan within the period agreed by parties involved.	Restitution and Rustication for a session.
		Fraudulent activities related to the University finances.  See Sections 2b & 3a	Financial misappropriation and misconduct from the part of student	Restitution and Rustication for a session
		Misappropriation or theft of fund by person entrusted with them. See Sections 2 and 3	Fraudulent act	Rustication for a session
		Misrepresentation or deception to obtain financial gain. See Sections 2 and 3	Financial crime	Rustication for a session
		Concealing the source of illegally obtained funds.  See Sections 2 and 3	Financial misconduct	Rustication for a session

		Trading in PONZI Scheme See Sections 2 and 3	Financial misconduct	Expulsion
		Offering and accepting something of value to influence decision. See Sections 2 and 3	Financial misconduct	Expulsion
		Abuse of power for personal gain  See Sections 2 and 3	Gross misconduct	Cessation of office
		Obtaining money or property through coercion or threat.	Misconduct	Expulsion
		Using someone personal information without consent for financial gain.  See Sections 2 and 3	Gross misconduct	Rustication for a session

		Unauthorise use of ATM card. Stealing somebody's (student or staff) ATM card and its password. See Sections 2 and 3	Misconduct	Expulsion
	Orientation and Matriculation	Failure to attend orientation and matriculation programmes.  See Section 8a	Misconduct	Warning/ loss of admission / Suspension for one semester
		Unauthorised usage of matric number or another student Matric number See Section 11b	Violation of matriculation oath.	Rustication for a session / Expulsion
	Student Identity Card	Refusal to use ID card by a student  See Section 11c(i)	Misconduct	Warning
		Wrongful use of ID card by Student. See Section 11c(iv)	It is an offence for students to misuse their own Identity Card or other students' Identity Card either by way of transfer or impersonating.	Rustication for a session / Expulsion

	University Health Services	Undue delay/ Failure to register with the University Clinic See Section 10a	Incomplete registration	Loss of admission
		Impersonation in the clinic or elsewhere by using other students' clinic identity cards is a very serious offence  See Sections 2a(g), 11c(iv)	Misconduct	Suspension for a semester
	Internet and Technology Abuse	Internet and technology mis-use such as unauthorise access to University computer and network (hacker). See Sections 2 and 3	Cyber bullying, stalking, hacking	Cyber bullying, stalking, hacking
		Distribution of malwares and viruses.	Violation of copy right laws through unauthorise downloading and sharing files.	Rustication for a session / Expulsion

	EXAMINATION OFFENCES	Any student that attempts to pass any information from one person to another during an examination. See Section 14c(i)	Communication of any kind between/ among candidates and or giving or receiving irregular assistance while examination is in progress shall be treated as examination misconduct.	Expulsion
		Examination leakage See Section 14d	Any student caught in possession of any examination materials prior to the examination. Any question paper known before the date and time of the examination to any other than the examiners and any official of the University authorised to handle the examination question paper shall be treated as examination misconduct/ malpractices.	

		<p>Impersonation during examination See Section 14c i (g)(h)</p>	<p>Not allowed to write any University examination on behalf of any other student, nor other people write any University examination for them. In a situation where a student registered or not for a particular course writes an examination on behalf of a student in an examination hall or CBT centers shall be treated as examination misconduct.</p>	<p>Expulsion</p>
		<p>Failure to observe silence in the examination hall, the use of scrap paper, writing or jotting on question paper, removal or mutilation of any paper or material supplied by the university during examination shall be treated as examination misconduct. See Section 14c</p>	<p>Any person who smuggles into the examination hall prepared answers sheet, inscription on any examination materials, part of the body, shirt or any apparel worn whether relevant or not shall be treated as examination misconduct.</p>	<p>Expulsion</p>

		<p>The use of mobile phone, borrowing another candidate's calculator during the examination (giving or receiving irregular assistance during the examination). A contravention of any of these regulations shall be treated as examination misconduct. See Sections 14biii &amp; c</p>	<p>Examination Malpractice</p>	<p>Expulsion</p>
		<p>Student who fails to present himself/herself for the course registered after 30mins of the commencement of examination without permission shall deemed been absent from the examination. See Sections 14b &amp; c</p>	<p>Students who fail to do so for reasons other than proven illhealth, accident or any proven emergencies shall be deemed to have failed the particular examination. Misreading/ ignorance of the time-table and such other excuses shall not be accepted as a satisfactory explanation for absence.</p>	<p>Deemed to have failed the examination</p>

		Exchange of answer sheets between students during exam or any other written materials shall be treated as examination misconduct. See Sections 3b, 14b & c	Examination malpractice	Expulsion
		Exchange of question paper among students on which answer have been written shall be treated as examination misconduct. See Sections 2b, 14biii		
		Any student caught copying from textbook, note, prepared answers, phone and fellow students shall be treated as examination misconduct. See Section 14ci(d)	Examination malpractice	Expulsion

		Any student in possession of textbook, notes or any written materials whether relevant or not to the examination venue. See Section 14ci(a)	Examination malpractice	Expulsion
		Possession of handsets with or without a battery or power in the examination hall and venue See Section 14ci(a)	Examination malpractice	Expulsion
		Any student who aids, abets or spy on another candidate script during examination See Section 14ci	Examination malpractice	Expulsion
		Refusal to submit answer sheet having registered on the attendance sheet at the end of the examination. See Section 14ci	Misconduct	Deemed to have failed the examination

		Any student who tampers with other answer sheet (mischievous handling, hiding, tearing etc.) See Sections 14 b & ci	Examination Malpractice	Expulsion
		Any student who is caught for examination malpractices and refuses to fill examination malpractices form shall be charged with examination misconduct.  See Section 2b	Examination Malpractice	Expulsion
		Assault, battery or harassment of others for noncooperation during examination.  See Section 2b	Examination Misconduct	Expulsion
		Any student who sits within a close range of a place where implicating material is found	Examination Malpractice	Rustication for a session/Expulsion

	Journalism and social media Regulations	Publication of defamatory and malicious materials on individual (s) and institution(s) by students' club and organisations/ associations See Sections 2b, 3h	Violation of any of these regulations shall lead to the proscription of the Press Club and members concerned.	Rustication for one session
		Failure to register writers' clubs and names of their magazines. Writers or columnists with students' affairs unit. See Sections 2b, 16 a & b	Violation of any of the above rules shall attract severe penalty, The Executive members, member or individual of such clubs/Organisation or individual shall be made to face disciplinary action.	Proscription of the club and rustication of members for a session
		Interfering with the course of dispensing of discipline of student(s) through frivolous writing or other actions will be liable for obstruction of the university from performing its lawful duty. See Section 2b	Any group of student(s) or individual(s) who interfere with the course of dispensation of discipline on students through frivolous writing or other actions will be liable to obstructing the University authority from performing its authorised duty.	Rustication for a session

		Failure to register freelance journalism and campus media organisation, publication of defamatory and malicious materials on individual(s) and institution(s) by students' clubs and organisations/ associations. See Sections 2b, & 16b	It shall be unlawful for any student of the University to practice as a freelance campus journalist within the University campus without first registering his or her name with the Student Affairs Unit. The media through which the false/ libelous publication was made shall also be punished.	Rustication for a session
		All cases of stealing, mutilation or defacement of Library books. See Sections 3a,c	Misconduct	Expulsion
	Safety and Security on Campus	Violation of safety regulation within the campus such as passage, driving, parking etc. See Sections 2b, 6j	Misconduct	Suspension for a semester

		Belonging and or aiding unregistered societies; public disturbance within the campus. See Sections 2b, 19b and 19c	Misconduct	Expulsion
		Breach of confidentiality  See Section 2b	When private information is disclosed to a third party without the owner's consent.	Suspension for a semester
		Unauthorised protest within and outside the campus is highly prohibited. See Section 18i-vi	Violation of oath	Rustication for a session

		<p>Conducting religious activities in an unauthorised place(s) and time, use of public address system for religious activities in an unauthorised worship centre(s) and time, pasting religious or any other type of banners, posters, literature, stickers etc. Without written permission obtained from the dean of student affairs. See Section 17</p>	Misconduct	<p>Suspension for a semester/ Rustication for a session</p>
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