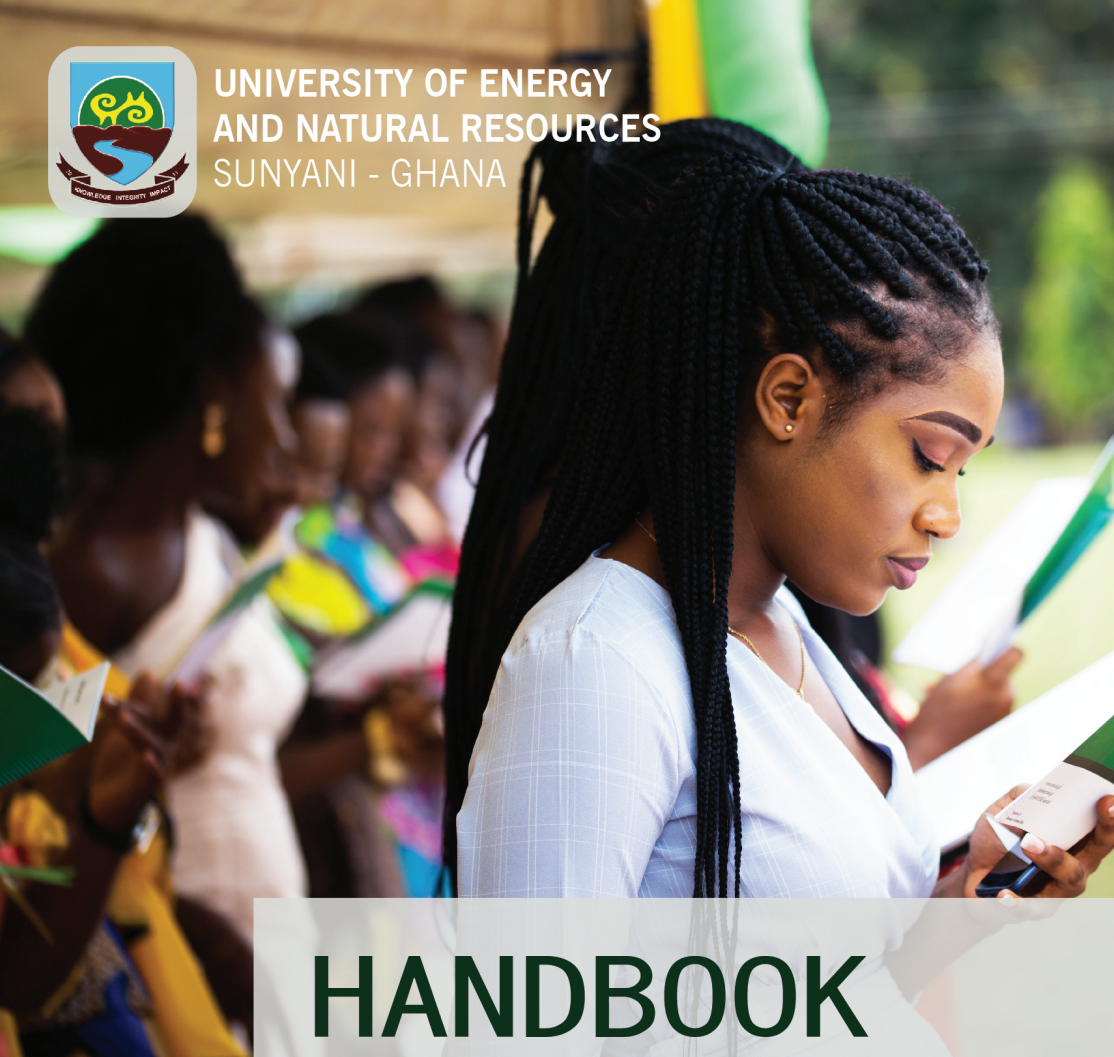




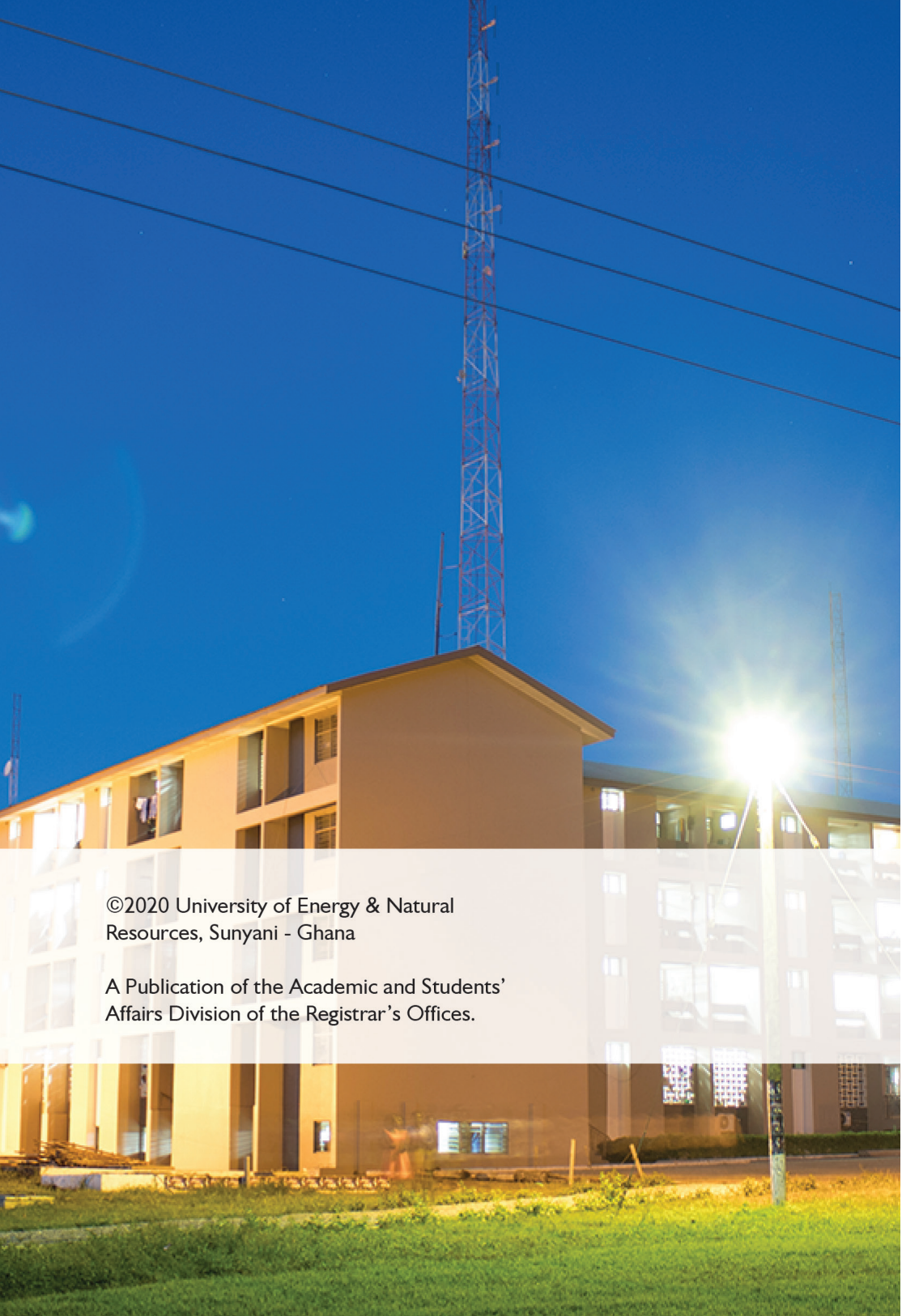
UNIVERSITY OF ENERGY
AND NATURAL RESOURCES
SUNYANI - GHANA



HANDBOOK

for **Undergraduate and Diploma**
Students on Rules and Regulations

SEPTEMBER 2020



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Resources, Sunyani - Ghana

A Publication of the Academic and Students'
Affairs Division of the Registrar's Offices.



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AND NATURAL RESOURCES**
SUNYANI - GHANA

HANDBOOK

for **Undergraduate and Diploma
Students on Rules and Regulations**

OFFICIAL CORRESPONDENCE

The Registrar

University of Energy and Natural Resources

P O Box 214, Sunyani-Ghana, West Africa

Website: www.uenr.edu.gh

Email: registrar@uenr.edu.gh

Telephone: +233 (0) 352290382

GhanaPost GPS: BS-0061-2164

UNIVERSITY LEADERSHIP

The leadership of the University is made up of principal officers and other officers.

PRINCIPAL OFFICERS	OTHER OFFICERS
Chancellor (The position of Chancellor is currently vacant) Chairman of University Council Vice-Chancellor	Pro Vice-Chancellor Registrar

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ACADEMIC RULES AND REGULATIONS FOR UNDERGRADUATE AND DIPLOMA STUDENTS

PART ONE

Preamble

This Students' Handbook contains vital information to guide students of degree and non-degree programmes on their responsibilities and regulations on programmes, examinations and guiding principles of acceptable behaviour in the University. This document takes into consideration the institutional philosophy, aims and the types of academic programmes in the University. An institutional culture has been presented to promote good order, excellence and foster teaching and learning. The Handbook contains the following:

- a. General information about the University
 - i. History
 - ii. The Vision Statement of the University
 - iii. The Mission Statement of the University
 - iv. Core Values of the University
- b. Schools, Institutes and Research Centres
- c. Student Facilities and Associations
- d. Honour Code and Regulations for Junior Members
- e. Regulations on University Examinations
- f. Regulations on Academic Programmes (Bachelor's degree, Diploma and Certificate).
- g. Policy and Procedures on Sexual Harassment

This handbook is intended to help students understand how the University of Energy and Natural Resources (UENR) is organized, what role is expected of them, and how they can make the most of their stay in the University.

Junior members accepted in status populari, otherwise referred to as "student" shall apply to any person who is enrolled, for the time being, in UENR for an approved programme of study or research.

Rules and Regulations affecting junior members shall be made by the Academic Board, in accordance with the Statutes of the University of Energy and Natural Resources and promulgated by the University Council.

In addition, each Hall/Hostel, Department, the Students' Representative Council (SRC) and Service Units of the University may issue their own rules governing the conduct of junior members within their domain, as long as they are not inconsistent with the general rules made by the Academic Board. Such

rules must be approved by the Academic Board.

Copies of all regulations shall be deposited with the Registrar, the chief administrative officer of the University.

These Rules and Regulations apply to and are binding on, all junior members. Ignorance of the rules and regulations or any public notice shall not be accepted as an excuse for any breach of them and prevent the enforcement of any approved sanctions. Every student, on enrolment, shall be required to obtain a copy of such Rules and Regulations as are, for the time being, in force.

All cases of breach of discipline will attract sanctions which may involve a fine, suspension or dismissal. The Vice-Chancellor shall be the ultimate authority on all disciplinary matters.

The University of Energy and Natural Resources, Sunyani is a pluralistic community. It is, therefore, necessary that a standard of proper conduct be adhered to so that one member's freedom does not infringe on another member's rights. Junior members are expected to maintain discipline and courtesy and refrain from actions likely to bring the name and image of the University into disrepute.

1.1 General Information about the University

1.1.1 History

The University of Energy and Natural Resources (UENR) was established by an Act of Parliament 2011 (Act 830). The University of Energy and Natural Resources (UENR) is a public funded national institution providing leadership in science, technology and management of energy and natural resources and a centre of excellence in these critical areas. The University approaches its programmes and research emphasizing interdisciplinary collaboration and taking into account the areas such as economics, law and policy, management, science, technology and engineering as well as social and political issues affecting energy and natural resources.

1.1.2 Vision

To become a world class institution for generating, advancing and applying knowledge in energy and natural resource sciences.

1.1.3 Mission

To promote the development of human resources and skills required to solve critical energy and natural resources challenges of society and undertake interdisciplinary academic, research, and outreach programs in engineering, science, economics and environmental policy.

1.1.4 Core Values

In order to realize its vision and mission the University of Energy and Natural Resources shall be guided by the following core values:

- a. Promote innovation, creativity, freedom of thought and creative expression.
- b. Operate with integrity, commitment and transparency
- c. Promote conservation of energy and the environment.
- d. Establish partnership with stakeholders in skills and knowledge generation and application
- e. Responsive to the needs of our students and partner communities
- f. Promote and incorporate sustainability concepts across all University courses/ programmes as well as exemplifying the sustainability culture by, staff, students and alumni.

1.2 Honour Code

The Honour Code is the University's statement on academic integrity and all students are required to abide by it. It articulates the University's expectations of Schools, Departments and students in establishing and maintaining the highest standards in academic work.

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

- a. students will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by Examiners as the basis of grading;
- b. students will do their part and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the honour code;
- c. Schools will also avoid, as far as practicable, academic procedures that create temptations to violate the Honour Code;

- d. While the University alone has the right and obligation to set academic requirements, it is expected that Schools, Departments and students will work together to establish optimal conditions for honourable academic work.

1.3 Programmes

Academic programmes of the University are run by its Schools/Institutes/Centres which offer undergraduate degree and non- degree programmes viz. Certificate, Diploma and Bachelor. The University currently has the following Schools that run various programmes:

- a. School of Natural Resources
- b. School of Engineering
- c. School of Sciences
- d. School of Agriculture and Technology
- e. School of Geo-Sciences
- f. School of Management Sciences and Law

1.4 Admission Requirements

1.4.1 General Entry Requirements into Diploma Programmes

a. SSSCE/WASSCE Applicants

- i. For admission into diploma programmes in the Sciences and Engineering, applicants must possess grades A1-D7 for WASSCE holders and A-E for SSSCE holders in 3 core subjects namely English Language, Core Mathematics and Integrated Science and 3 elective subjects relevant to the choice of programme.
- ii. For admission into diploma programmes in the Arts and Social Sciences, applicants must possess grades A1-D7 for WASSCE holders and A-E for SSSCE holders in English Language, Core Mathematics and Social Studies and 3 elective subjects relevant to the choice of programme.

1.4.2 Programme Specific Requirements for Diploma Programmes

- i. For programmes leading to the award of diploma in the field of Engineering and Sciences, electives from Chemistry, Physics and Elective Mathematics or Technical Drawing/Applied Electricity shall be required.

- ii. These requirements shall be published in admission adverts.

1.4.3 General Admission Requirements for Bachelor's Degree Programmes

The University has four entry routes into Bachelor Programmes:

- i. Entry by means of SSSCE/WASSCE (Entry at Level 100)
- ii. International students (Entry at Level 100)
- iii. Entry by means of the mature students' examination (Entry at Level 100)
- iv. Entry by means of professional certificates and tertiary level diplomas depending on assessment of the diploma and performance at interview.

a. WASSCE Applicants

- i. To be admitted to any degree programme in the Sciences and Engineering, applicants must possess grades (A1-C6) in 3 core subjects, including English Language, Core Mathematics and Integrated Science and 3 elective subjects relevant to the choice of programme.
- ii. For admission into any degree programme in the Arts, Humanities and Social Sciences, applicants must possess grades A1-C6 in Core Mathematics, English Language and Social Studies and 3 elective subjects relevant to the choice of programme.

b. SSSCE Applicants

- i. To be admitted to any degree programme in the Sciences and Engineering, applicants must possess grades (A-D) in 3 core subjects, including English Language, Core Mathematics and Integrated Science and 3 elective subjects relevant to the choice of programme.
- ii. For admission into any degree programme in the Arts, Humanities and Social Sciences, applicants must possess grades A1-C6 in Core Mathematics, English Language and Social Studies and 3 elective subjects relevant to the choice of programme.

1.4.4 Programme Specific Requirements for Bachelor's Programmes

- i. **Programmes leading to award of Bachelor of Arts degrees:**
Three (3) Electives relevant to the choice of programme.
- ii. **Programmes leading to the award of BSc Engineering:**
Three (3) Electives from Chemistry, Physics & Elective Mathematics or Technical Drawing/Applied Electricity
- iii. **Programmes leading to the award of BSc Biological Sciences:**
Three (3) Electives from Biology, Chemistry, Physics or Elective Mathematics
- iv. **Programmes leading to the award of BSc Natural Resource Science:** Three (3) Electives from Biology, Chemistry, Physics, Forestry, General Agriculture, Geography.
- v. **Programmes leading to the award of BSc Earth/Geo Sciences:**
Three (3) Electives from Chemistry and Physics with either Elective Mathematics/Biology/Geography
- vi. **Programmes leading to the award of BSc Agriculture:**
Three (3) Electives from Chemistry, Physics, Elective Mathematics, General Agriculture/Biology/Forestry, Geography/ Economics

1.4.5 International Applicants

- i. **Required subjects for Sciences:** English, Mathematics, Biology Agriculture, Physics and Chemistry, Further Mathematics and one Arts subject.
- ii. **Required subjects for Arts:** English, Mathematics, Biology/ Agriculture and any three Arts subjects
- iii. **Required subjects for Engineering:** English, Mathematics, Physics, Further Mathematics and Chemistry plus Biology/Agriculture or one Arts subject
- iv. **Other Qualifications:** Other qualifications acceptable for consideration for admission include International Baccalaureate (IB), IGCSE, GCSE, American Grade 13 examinations and other external qualifications which have equivalences to the WASSCE/ SSSCE and the GCE (A Levels).

1.4.6 Mature Students

The applicant must:

- i. be at least 25 years old by 1st September of the academic year of enrolment;
- ii. show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application;
- iii. provide introductory letter from employer or show any other proof of employment;
- iv. pass Mature Students' Entrance Examinations conducted by UENR (English Language, Mathematics and an Aptitude Test). In lieu of such examinations, the applicant must show proof of credit passes in English and Mathematics in SSSCE/WASSCE or any other nationally recognized standard High School level examinations.
- v. In the case of applicants from outside WAEC Member countries, the results must be evaluated from the National Accreditation Board (NAB).

1.4.7 Professional and Post-Diploma Applicants

Candidates in this category must possess:

- i. A Diploma or Higher National Diploma (HND) or its equivalence in a relevant programme from a recognised institution
- ii. Must pass an interview organised by the Department. The University has the right to revise the admission requirements at any time when it becomes necessary.

1.5 Admissions Committee

Admissions shall be processed by the Academic and Students' Affairs Division of the Registrar's Offices in consultation with the Central Undergraduate Admissions Committee (CUAC) of the University. The composition of the CUAC as prescribed for in Schedule C 25 of the University 's Statutes is as follows:

- i. Senior Member appointed by the Vice Chancellor as Chairman

- ii. One (1) representative from each school board
- iii. Head, Academic and Students Affairs.
- iv. Representative of IT Directorate
- v. Senior/Assistant Registrar (Admission Office) as secretary in attendance.

The CUAC is mandated to consider the selection of candidates for admission into the University; make recommendations and continually advise on the review of the University's admission policy; advise on the review of the admission requirements of the University from time to time on the recommendations of Deans/Directors/HODs; and perform any other relevant functions referred or delegated to it by the Academic Board.

1.5.1

The final decision on the suitability of an applicant for admission to any programme rests with the Admissions Committee of the University.

1.5.2

The Admissions Committee will decide candidates offered admission to different programmes after considering all candidates who satisfy the conditions for admission.

1.5.3

The University reserves the right to withdraw a student or recall a certificate at any time when it is established that he/she did not meet the entry requirements at the time of admission.

1.6 Programme of Study

1.6.1

An applicant who is admitted into a Certificate, Diploma or degree programme shall be required to follow the approved programme of study over the prescribed period.

1.6.2

No change of programme will be allowed without prior approval of the Head of Department and agreed by the Head of the Department in which the new programme is situated in the case of inter-departmental programmes.

1.7 Academic Session

The Academic Session shall comprise two semesters as follows:

- i. First Semester normally from August-December; and
- ii. Second Semester normally from January-May

1.8 Structure of Semester

A semester will normally be 17 weeks' duration and be structured as follows:

- i. 13 weeks of Teaching.
- ii. 1 week of Revision and
- iii. 3 weeks of Examinations

1.9. Academic Tutor

Students shall be assigned academic tutors in every Department who shall provide counsel on course offering and progress of studies.

1.10 Course Registration

1.10.1

For a student to obtain credit in any course, he or she must be admitted into a programme and be properly registered for that course during the official registration period at the beginning of each semester.

1.10.2

The student shall plan his/ her course combinations in consultation with his/her academic advisor(s) and/Head of Department.

1.10.3

A fine shall be imposed on any student who registers during the 'late registration with fine' period as shall be approved by the appropriate authority.

1.10.4

A student who fails to register in a semester without any prior permission will be considered to have abandoned the programme.

1.10.5

In the event of 10.4 the Registrar shall write to withdraw the student for abandoning his/her programme.

1.10.6

A student who duly registers for a course but fails to take the end-of-Semester examination for that course shall be deemed to have absented himself/herself from the examination of that particular course, for which grade 'F' shall be awarded unless it is proven that occurred due to ill-health.

1.10.7

A student on Grace Period shall register for examinations 4 weeks before the commencement of examinations.

1.11 Duration of Study Programmes

1.11.1

The minimum duration for the completion of Certificate programmes shall be 2 semesters and a maximum of 3 semesters.

1.11.2

The minimum period for completion of Diploma programmes shall be 4 semesters and a maximum of 6 semesters.

1.11.3

The minimum duration of bachelor's programmes shall be 8 semesters and a maximum of 12 semesters.

1.11.4

The University may adjust these durations to satisfy new programme requirements as approved by the Academic Board.

1.11.5

These minimum and maximum periods are calculated from the first day of registration.

1.12 Inability to Complete Study Programme within Maximum Period

1.12.1

A student who is unable to complete his/her study within the maximum period allowed shall have his/her studentship cancelled.

1.12.2

Such a student may be allowed to re-apply for admission into the University.

1.13 Course Credit

1.13.1

Course Credit is the weight assigned to each course by the Department taking into consideration teaching and practical hours.

1.13.2

Courses shall have credit hours determined by the Departmental Board from time to time. Credit hours assigned to courses shall appear against courses during registration.

1.14 Coding and Numbering of Courses

1.14.1

All courses shall have letter and number codes beginning with letters signifying a Department or subject, followed by a three-digit number signifying the type of programme and the level in one of the following ranges:

- i. Certificate Courses:**
Level 100 Courses: 100-119
- ii. Diploma Courses:**
Level 100 Courses: 120-149
Level 200 Courses: 220-249
- iii. Degree Courses:**
Level 100 Courses: 150-199
Level 200 Courses: 250-299
Level 300 Courses: 350-399
Level 400 Courses: 450-499

1.14.2

The third digit in the number code shall be: Zero (0), for courses offered in both semesters; odd numbers (1, 3, 5, 7 or 9) for courses offered in the first semester and even (2, 4, 6 or 8) for a course offered in the second semester.

1.14.3

Courses in bachelor's degree programmes shall have the middle number in the three-digit number code as '5' and above whilst in certificate and diploma programmes the middle number shall be from '0' to '4' as indicated in 1.14.1 (i, ii and iii).

1.14.4

Departments shall seek the approval of the Academic Board when it becomes necessary to mount a course in a semester other than the scheduled one and provide justification.

1.15 Minimum and Maximum Workload per Semester for Fulltime Study

1.15.1

A full-time student shall be required to carry a minimum workload of 15 credits per semester and a maximum of 24.

1.15.2

Under special circumstances, a student may, with the approval of the Head of Department, be allowed to carry a workload beyond the maximum limit.

1. 16 Grading System

1.16.1

The University has adopted a fair and transparent grading system (Grade Point Average-GPA) system for all its courses.

1.16.2

Marks awarded by examiners in certificate and diploma programmes will conform to the following interpretation and grade points:

Grade	Mark (%)	Interpretation*	Grade Point (GP)
A	80-100	Excellent	4.00
B+	75-79	Very Good	3.50
B	70-74	Good	3.00
C+	65-69	Fairly Good	2.50
C	60-64	Above Average	2.00
D+	55-59	Average	1.50
D	45-54	Pass	1.00
F	0-44	Fail	0.00
Z	-	Disqualification	0
I	-	Incomplete	0
X	-	Cancelled	0

1.16.3

Marks awarded by examiners in bachelors' level will conform to the following interpretation and grade points:

Table 1: Grading System for Bachelor's Degree Programmes

Grade	Mark (%)	Grade Interpretation	Grade Point
A	80-100	Excellent	4.00
B+	75-79	Very Good	3.50
B	70-74	Good	3.00
C+	65-69	Fairly Good	2.50
C	60-64	Above Average	2.00
D+	55-59	Average	1.50
D	45-54	Pass	1.00
F	0-44	Fail	0.00
Z	-	Disqualification	0
I	-	Incomplete	0
X	-	Cancelled	0

1.17 Grade Point (GP)

18.1

A Grade Point is awarded to each grade earned by a student.

1.17.2

This is computed as the product of the number of credits for the course and the grade point obtained in that course.

1.18 Cumulative Grade Point Average (CGPA)

The cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specific time, by the total number of credits of all courses for which the student has registered up to that time.

Table 2: Example-Grade Point Average Calculation (Semester 1)

Course	Credit (A)	Student Mark	Equivalent Grade Point (B)	Grade Point Earned (A x B)
Course 1	3	85	4.00	12.00
Course 2	2	60	2.00	4.00
Course 3	3	75	3.00	9.00
Course 4	2	50	1.00	2.00
TOTAL	10			27

Semester Grade Point Average (GPA) =

$$\frac{\text{Total Grade Point Eraned}}{\text{Total Semester Credit}} = \frac{27}{10} = 2.7$$

Table 3: Example-Grade Point Average Calculation (Semester 2)

Course	Credit (A)	Student Mark	Equivalent Grade Point (B)	Grade Point Earned (A x B)
Course 1	3	92	4.00	12.00
Course 2	3	78	3.50	10.50
Course 3	3	81	4.00	12.00
Course 4	2	40	0.00	0.00
TOTAL	11			34.5
Cumulative	10+11=21			27+34.5 = 61.5

Semester Grade Point Average (GPA) =

$$\frac{\text{Total Grade Point Earned}}{\text{Total Semester Credit}} = \frac{34.5}{11} = 3.13$$

Cumulative Grade Point Average (CGPA) =

$$\frac{\text{Cumulative Grade Point Earned}}{\text{Cumulative Credit}} = \frac{61.5}{21} = 2.92$$

1.19 Final Grade Point Average (FGPA)

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

1.20 Student in Good Standing

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.00 whether the student has trailed or not.

1.21 Definition of Grades

1.21.1 Pass Grades: Grades 'A' to 'D'.

1.21.2 Failure Grades: F and Z constitute Failure grades

1.21.3 Non-Completion of Courses

- i. A grade 'T' shall be awarded to a student who is unable to complete a course (s) for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- ii. A grade 'T' shall also be awarded when an examiner is unable to submit results as at the time of the consideration of results by the Academic Board. In such instances, satisfactory reasons must be provided by the examiner stating the time the results will be made available.

1.21.4 Disqualification

- i. A grade 'Z' may be awarded to a student by the Vice-Chancellor and Chief Disciplinary Officer of the University upon the recommendation of the relevant committee(s). It denotes disqualification from an examination as a result of an examination malpractice or offence and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination.
- ii. A candidate awarded a grade 'Z' may be debarred from taking a University Examination for a stated period or may be expelled from the University altogether.

1.21.5 Cancellation of Examination

A grade 'X' may be awarded when it is established that a student engaged in examination malpractices. Such a student would have to retake the examination for the course(s) again.

1.22 Eligibility for Examinations

1.22.1

A student shall attend all such lectures, tutorials, seminars and practical sessions and undertake all other assignments approved by the Department.

1.22.2

A student shall be expected to attend lectures, tutorials, practical sessions and other activities prescribed for the courses for which he/she has registered, and to execute all assignments given.

1.22.3

Each Department shall, with the approval of the Academic Board, determine the requirements for any course they offer.

1.22.4

A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course.

1.22.5

In any case, a student who is absent for a Cumulative Period of 25% from all lectures, tutorials, practical sessions, and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course.

1.22.6

Such a student shall not be permitted to sit for the semester examination.

1.23 Semester Examinations

1.23.1

Each course shall normally be completed in one semester unless it is approved to run for two consecutive semesters (1 and 2), in which case the grades will be awarded at the end of the second semester.

1.23.2

Except for continuously assessed courses, a final (end of semester) examination shall normally be required as a part of every course.

1.23.3

An examination schedule showing the time and place of examination for each course shall be published each semester.

1.23.4

The marks obtained in the end-of-semester examination shall normally contribute 60 per cent of the grade for the course while continuous assessments (CA) contribute the remaining 40 per cent, except for practical or other courses which are assessed entirely by continuous assessment. The Academic Board may vary these marks allocation when the Academic Calendar is distorted due to crisis.

1.23.5

Examiners shall set question papers to reflect the credit load of the course. Time allotted to examination papers shall be as follows:

- 1-Credit Course 1 hour
- 2-Credit Course 2 hours
- 3-Credit Course 3 hours

1.24 Repeating a level

A student shall be required to repeat the Academic Year in any of the following cases:

- i. A Level 100 student whose CGPA is less than 1.00 at the end of the Academic Year.
- ii. A Level 100 student who trails 3 or more courses at the end of the mandatory re-sit examination.
- iii. A Level 200 student trailing 3 or more courses at the end of the mandatory re-sit examination.
- iv. A Level 300 student trailing 3 or more courses at the end of the mandatory re-sit examination.
- v. A student on trailing all registered courses as fail (F) in a semester.
- vi. A student on trailing all courses as incomplete (I) at the end of the first semester examination.
- vii. A student who voluntarily applies to repeat a level in order to improve academic performance.

NB: In all cases of repeating a level, the student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

1.25 Grace Period

It is a maximum period of 4 semesters for undergraduate students and 2 semesters for diploma students, immediately after the Second Semester Examination, granted to final year students to correct their deficiencies in the following situations:

- i. A final year student who at the end of the Second Semester Examination still trails any course(s).
- ii. A final year student whose performance is such that he/she has a Final Grade Point Average of less than 1.00.

1.26 Deferment of Programme

1.26.1

A student may defer the programme for whatever reason for a period of one year (2 consecutive semesters), but he/she must be granted permission by the Registrar through his/her Head of Department.

1.26.2

Such request for the deferment of the programme will normally be granted within the first four weeks of the start of the Semester.

1.26.3

A First-Year student could only be granted permission to defer the programme on medical grounds on the recommendation of the Director of the University Health Services or a Medical Officer appointed by the University.

1.26.4

On the grounds of ill-health, a student may be allowed to defer a programme for a period of up to two (2) years on the advice of the Medical Officer of the University or a Medical Officer appointed by the University

1.27 Deferment of Examination

A student may defer the programme of study upon application to the Registrar through his/her Head of Department and receive approval in writing. Deferment shall be granted on the following grounds:

1.27.1 On Grounds of Ill-Health

A student who has satisfied all the requirements, but is unable to take the main (end of semester) examination on grounds of ill health shall, on application to his/her Head of Department and on provision of a Medical Certificate issued by the Director of University Health Services, be allowed to defer the semester

examination, and shall be allowed to take the examination at the next offering.

1.27.2 On Grounds Other Than Ill-Health

- i. In cases of deferment on grounds other than ill-health, the appropriate Head of Department shall invite the applicant for an interview and advise the University through the Dean accordingly. It shall be the student's responsibility to satisfy the University beyond reasonable doubt why he/she wishes to defer the examinations.
- ii. In all cases of deferment of examinations, the applicant (s) shall obtain written responses from the Registrar before leaving the University.
- iii. In the event that a student has to defer all examinations in a semester, the student will have to defer two (2) continuous semesters including the one whose examinations are outstanding.

1.28 Declaration of Results

1.28.1

Results of semester examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester.

1.28.2

A statement of results indicating the student's performance in the examination shall be made available in the student's online portal.

1.29 Re-sit Examinations

1.29.1

There shall be Re-sit Examination at the end or beginning of every Academic Year for all students who are trailing courses.

1.29.2

A student may decide to re-register for a failed course on a future occasion. If the student re-sits and passes the examination, he/she shall be awarded the full grade earned on the occasion. The student's transcript will show the number of occasions the student took the examination for that particular course and the grades earned on all such occasions.

1.29.3

In determining the FGPA, a weighted average of all re-sit courses shall be used. For instance, a 3-credit hour course with grade “F” at first attempt and an “A” at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of the particular course.

1.30 Appeal

1.30.1

A candidate who is not satisfied with the results of any University Examination affecting him/her may request for review/re-marking by submitting an application to the Registrar through his/her Head of Department and paying the appropriate re-marking fees as shall be determined from time to time.

1.30.2

An application for review/re-marking shall be submitted to the Registrar not later than twenty-one [21] working days after the release of the said result and shall state the grounds for re-marking/review.

1.30.3

No action shall be taken on an application which is submitted outside the stipulated 21 working-day period.

1.30.4

An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be accepted.

1.30.5

The paper should be re -marked by 2 examiners appointed by the Head of Department within 14 working days.

1.30.6

The Departmental Board of Examiners shall notify the Registrar to amend the results as released in the light of the review.

1.30.7

No application whatsoever for review of course or award shall be accepted later than five (5) years after completion of programme.

1.31 Project Work

1.31.1 *Ethical Issues in Research*

- i. A student shall be expected to present his/her own research findings in his/her project document and to make reference or acknowledge the source (s) of the information.
- ii. As such s/he must not represent as his/her own idea or expression of work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to plagiarise.
- iii. Whenever you use words or ideas that are not your own in writing a paper, use quotation marks where appropriate and acknowledge your source (s). The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education and may lead to serious sanctions against you.

1.31.2 *Plagiarism*

- a. According to the Chambers 21st Century Dictionary, to plagiarise means “to copy (ideas, passages of text, etc.) from someone else’s work and use them as if they were one’s own”.
- b. In academia, plagiarism is considered academic dishonesty subject to sanctions including expulsion and other severe career damage. Plagiarism is not a crime per se but is disapproved more on the grounds of moral offence, and cases of plagiarism can involve liability for copyright infringement.
- c. Although plagiarism in some contexts is considered theft or stealing, it does not exist in a legal sense. The increased availability of intellectual property due to advances in technology has intensified the debate as to whether copyright offences are criminal.
- d. In short, people are asked to use the guideline, “...if you did not write it yourself, you must give credit.”

- e. The moral concept of plagiarism is concerned with the unearned increment to the plagiarizing student's reputation that is achieved through false claims of authorship.
- f. Within academia, plagiarism by students, researchers or professors is considered as a very serious academic dishonesty or academic fraud, and offenders are subject to academic censure, including expulsion.
- g. Some individuals caught plagiarizing in academic contexts claim that they plagiarized unintentionally, by failing to include quotations or give the appropriate citation.
- h. However, plagiarism has no place in academia and students must desist from it.
- i. While plagiarism in scholarship is an old phenomenon, the development of the internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier.
- j. Students may feel pressured to complete papers well and quickly, and with the accessibility of the internet they can plagiarize by copying and pasting information from other sources with ease.
- k. Self-plagiarism (also known as "recycling fraud") is the reuse of significant, identical, or nearly identical portions of one's own work without acknowledging that one is doing so or without citing the original work.
- l. In academia "self-plagiarism" may refer to the case of a student who resubmits "the same essay for credit in two different courses.
- m. " Self-plagiarism" involves dishonesty but not intellectual theft." Articles of this nature are often referred to as duplicate or multiple publication.
- n. In addition to the ethical issue, this can be illegal if copyright of the prior work has been transferred to another entity.

1.31.3 Sanctions for student plagiarism

The University treats plagiarism by students as a very serious offense that can attract severe sanctions including the following:

- i. Failing the course;

- ii. Suspension;
- iii. Expulsion and
- iv. withdrawal of academic degrees.

1.32 Submission of Long Essay/Project Work

1.32.1

Students may submit a Project Work or Long Essay depending on departmental requirements and guidelines.

1.32.2

School Boards shall develop their own guidelines on writing and assessment of student project work or long essay.

1.33 Requirements for Graduation

A student shall be deemed to have satisfied the requirements for graduation if: *He/ she has satisfied all General University and School requirements; He/she has accumulated the minimum number of credits required by the School including core and prescribed elective courses.*

The Schools and Departments will determine the full requirements for award of degrees in their disciplines subject to the approval by the Academic Board.

1.34 Classification of Diplomas and Degrees

All courses passed by a student shall be taken into account in the computation of the Final Grade Point Average (FGPA) for the classification of diplomas and degrees.

1.34.1

Diplomas shall be classified as follows:

- Distinction: FGPA of 3.00 – 4.00
- Pass: FGPA of 1.00 – 2.99
- Fail: FGPA below 1.00

1.34.2

Degrees shall be classified as follows:

- First class – FGPA of 3.60 -4.00
- Second class (Upper) – FGPA of 3.00 - 3.59
- Second class (Lower) – FGPA of 2.00 - 2.99
- Third class – FGPA of 1.50 - 1.99
- Pass – FGPA of 1.00 – 1.49
- Fail – FGPA below 1.00

1.35 Confirmation of Award of Diplomas and Degrees

A list of candidates who are deemed eligible for the award of diplomas and degrees shall be laid by the Registrar before the Academic Board for approval. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a diploma or degree.

1.36 Presentation of Award

Following confirmation of an award of a diploma or degree, the candidate shall be entitled to be awarded the appropriate diploma or degree under the seal of the University at a Congregation (Virtual or Face-to-Face) if the University assembled for that purpose or, failing that, to be sent the diploma or degree by registered post at the request of the graduate. The diploma or degree shall indicate the Principal Subject or Subjects offered and the class obtained.

1.37 Revocation of Diplomas or Degrees

Notwithstanding previous confirmation of an award of a diploma or degree, the Academic Board may at any time revoke the said diploma or degree, if it is established that:

- A candidate had entered the University with false qualification, or
- A candidate had impersonated someone else, or
- A candidate had been guilty of an examination malpractice for which a grade 'Z' would have been awarded, or
- That there are other reasons that would have led to the revocation of the confirmation of the award in the first place.

The decision of the Academic Board shall be communicated to the candidate and other universities. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

1.38 Dating of Diplomas and Degrees

Diplomas and degrees of the University of Energy and Natural Resources shall be dated with reference to the day of graduation. This provision shall, however, not apply to the Graduate School.

1.39 Transcript of Academic Record

At the end of a student's programme, the University shall, at the request and payment of an appropriate fee by the student, issue a complete transcript of his/her academic record. This transcript shall show record of all courses attempted, and all results obtained.

1.40 Student Assessment of Courses and Teaching

1.40.1

The University shall receive feedback on teaching and learning as an important quality assurance process.

1.40.2

To ensure accurate assessment of teaching, mass participation by student in this feedback exercise is essential. The content and delivery of every course taught in the University shall be assessed by students in each semester that the course is taught.

1.40.3

It is mandatory for every student to ensure that the relevant assessment forms (manual or online) for each course taken in each semester are completed within the stipulated period on the Academic Calendar.

1.40.4

Normally, online or hardcopies of student assessment of lecturers and courses will commence 2 weeks to the End of Semester Examination.

1.40.5

The Quality Assurance and Academic Planning Directorate (QAAPD) shall be responsible for this exercise.

Failure to comply will attract appropriate sanctions from the Vice-Chancellor.

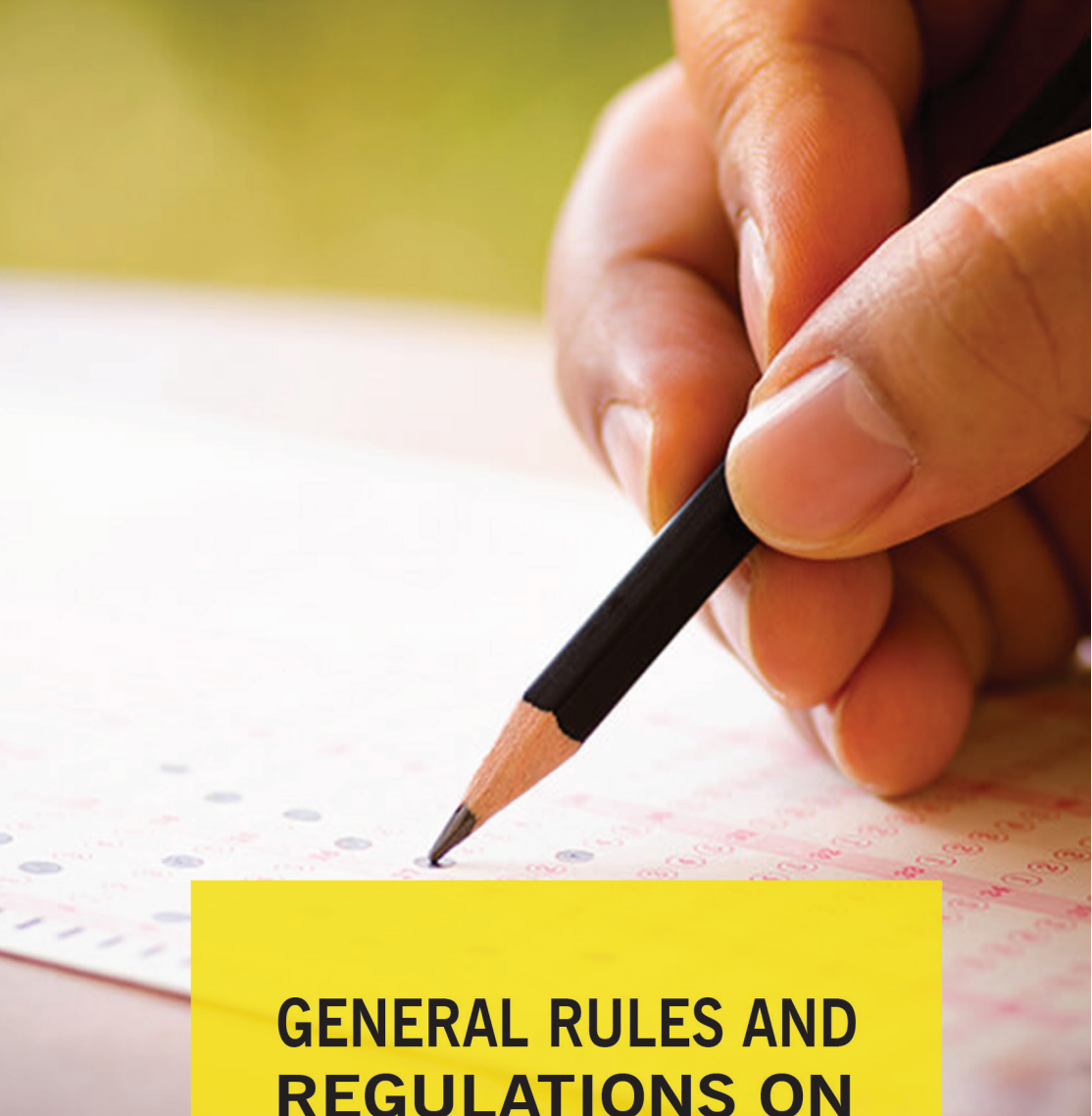
1.41 Academic Counselling

Every registered student will be assigned an Academic Tutor who should be the first to be consulted in case the student has a challenge related to his/her academics. It is the responsibility of the student to seek advice though the Academic Tutor may invite the student for academic related matters whenever the need arises. Students may visit the Counselling Centre, which addresses both academic and non-academic needs of students.

1.42 Students on Transfer

A student who applies to join UENR on transfer from another university shall satisfy the following requirements:

- i. Must meet the admission requirements of UENR;
- ii. Must submit recommendation letters and official statement of results from the current university regarding the academic performance and conduct of the student;
- iii. Must not be seeking to join the final year; and
- iv. Must meet any other School/Departmental requirements.



**GENERAL RULES AND
REGULATIONS ON
EXAMINATIONS**

PART TWO

2.1 University Examinations Instructions to Candidates

2.1.1

It is the responsibility of the student to ensure that they are conversant with the regulations on University examinations.

2.1.2

The highest level of integrity is expected and lack of knowledge of these regulations and guidelines cannot be used as an excuse against sanctions.

2.1.3

The University reserves the right to decide the mode of examination (sit-down or take-home), the date and time except that due notice will be issued and circulated for the guidance of candidates.

2.1.4

It shall be the duty of the candidate to consult the daily timetable (to be made available at least 24 hours before the examination) to ascertain the papers to be written each day and to make himself/herself available at the appointed place at least 30 minutes before the examination

2.1.5

A candidate for a University Examination must have followed the approved programme and courses as a regular or weekend mode student over the required period (at least 75% participation) and must have registered for the examination.

2.1.6

A list of students eligible for examination for courses will be published by the Registrar through the Academic and Students' Affairs Division at least four weeks before the commencement of examinations.

2.1.7

A candidate shall not be admitted to a University Examination if:

- i. She/he has not been registered for the examination;
- ii. She/he owes fees to the University but have no written permission from the Registrar to sit for the examination,

- iii. She/he is under suspension or has been dismissed from the University; and
- iv. She/he reports to Examination more than 30 minutes after its commencement.
- v. He/she failed to attend 75% of lectures.

2.1.8

It shall be the candidate's responsibility to provide for himself/herself Pen, pencil, calculator, an eraser and any other essential materials as may be approved by the Examiner.

2.1.9

A candidate shall not bring to the Examination Centre or to the washroom of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper or written information or Cellular/Mobile phones or other unauthorized material.

2.1.10

Any such material in 2.1.9 shall not be deposited at the entrance to the Examination Room or the washroom or in the immediate vicinity of the Examination Centre.

2.1.11

No student shall enter the Examination Room until he/she is invited or called and/or requested to enter the Examination Room by the invigilator (s).

2.1.12

Any candidate who is seen with lecture notes or book or Cellular/Mobile phones or any unauthorized material in the Examination Centre or in the immediate vicinity of the Examination Centre 30 minutes before the commencement in line with the reporting time of the examination shall be banned from the examination and awarded a grade 'F'.

2.1.13

A candidate shall uphold the highest standard of civility and courtesy in an examination centre.

2.1.14

A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator (s) or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate, if found guilty of the offence by the Examination Malpractices Investigation Committee, shall be awarded a grade 'F'.

2.1.15

A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator (s) to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offense to destroy evidence of unauthorized material.

2.1.16

An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator (s), carry on him a valid student identity card which shall be placed on the examination table to enable the Invigilator (s) to ascertain the identity of the person writing the examination.

2.1.17

The Invigilator in consultation with the Chief Invigilator shall reserve the right to refuse any candidate without a valid (student) identity card entry to the Examination.

2.1.18

A candidate who tries to conceal his/her identity by wilfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.

2.1.19

No communication between candidates is permitted in the examination hall. In this respect

- i. A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination;
- ii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
- iii. A candidate shall not disturb or distract any other candidate

- during an examination.
- iv. A candidate may attract the attention of the Invigilator(s) by raising their hands.
 - v. A candidate shall not eat, smoke or drink any alcoholic and non-alcoholic beverages in the Examination Room.

2.1.20

Candidates may leave the examination room temporarily, and only with the express permission of the Invigilator (s). In such cases, the Invigilator will be required to satisfy himself/herself that a candidate does not carry on his/her person any unauthorized material.

2.1.21

A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an Attendant designated by the Invigilator (s).

2.1.22

A candidate who finishes an examination ahead of time may leave the Examination Room with the permission of the Invigilator (s) but not earlier than thirty minutes from the commencement of the examination, after surrendering his/her answer booklets. The candidate shall not be allowed to the Examination Room after he/she leaves. A candidate shall not also be allowed to leave the exams room 15 minutes to the end of the exams.

2.1.23

At the end of each examination, candidates should ensure that they do not take away any answer booklets, whether used or unused, from the Hall.

2.1.24

Candidates should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator (s).

2.1.25

A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade 'F'.

2.1.26

The following shall not be accepted as reasons for being absent from any University Examination:

- i. mis-reading the timetable;
- ii. forgetting the date or time of examination;
- iii. inability to locate the examination hall;
- iv. sleep;
- v. failure to find transport;
- vi. pregnancy

2.1.27

A breach of any of the foregoing regulations made for the conduct of University Examination may attract one or a combination of the following sanctions:

- i. a reprimand;
- ii. loss of marks
- iii. cancellation of paper (in which case zero shall be substituted for the mark earned);
- iv. withholding of results for a period;
- v. award of grade 'F'

2.1.28

A grade 'Z' leading to failure in the entire semester's examination, shall be awarded whenever it is established that a candidate (s) had attempted to gain an unfair advantage in an examination. Further sanctions may include:

- i. being barred from a University Examination for a stated period;
- ii. being barred from a University Examination indefinitely;
- iii. suspension from the University;
- iv. expulsion from the University.

2.1.29

Approved examination results of students shall be made available in the students' portal.

2.1.30

It shall be the responsibility of the candidate to consult the student portal for results of any examination taken.

2.1.34

A candidate who is not satisfied with the results of a University Examination may request a review by submission of an application to the Registrar upon payment of an appropriate review fee.

2.2 Examination Malpractice

2.2.1

Examination offences shall be understood to include an attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates.

2.2.2

These shall include refusal on the part of a candidate to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by rules of a particular examination, smoking, eating and drinking excluding water, leaving an Examination Room without permission of the Invigilator, or refusal to follow instructions.

2.2.3

The Chief Invigilator or any Examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations.

2.3.4

On the advice of the Registrar, the Vice-Chancellor shall constitute a Committee on Examination Malpractice to investigate all malpractice cases that have come to his/her attention.

2.2.5

The Examinations Malpractices Investigation Committee set up by the Vice Chancellor shall review all reports received in connection with examination malpractice or offences.

2.2.6

On the basis of its review, the Vice Chancellor and Chief Disciplinary Officer may impose sanctions.

2.2.7

A grade 'Z' shall be awarded wherever it is established that a candidate has attempted to gain an unfair advantage in an examination or has misconducted himself/herself in an examination.

2.2.8

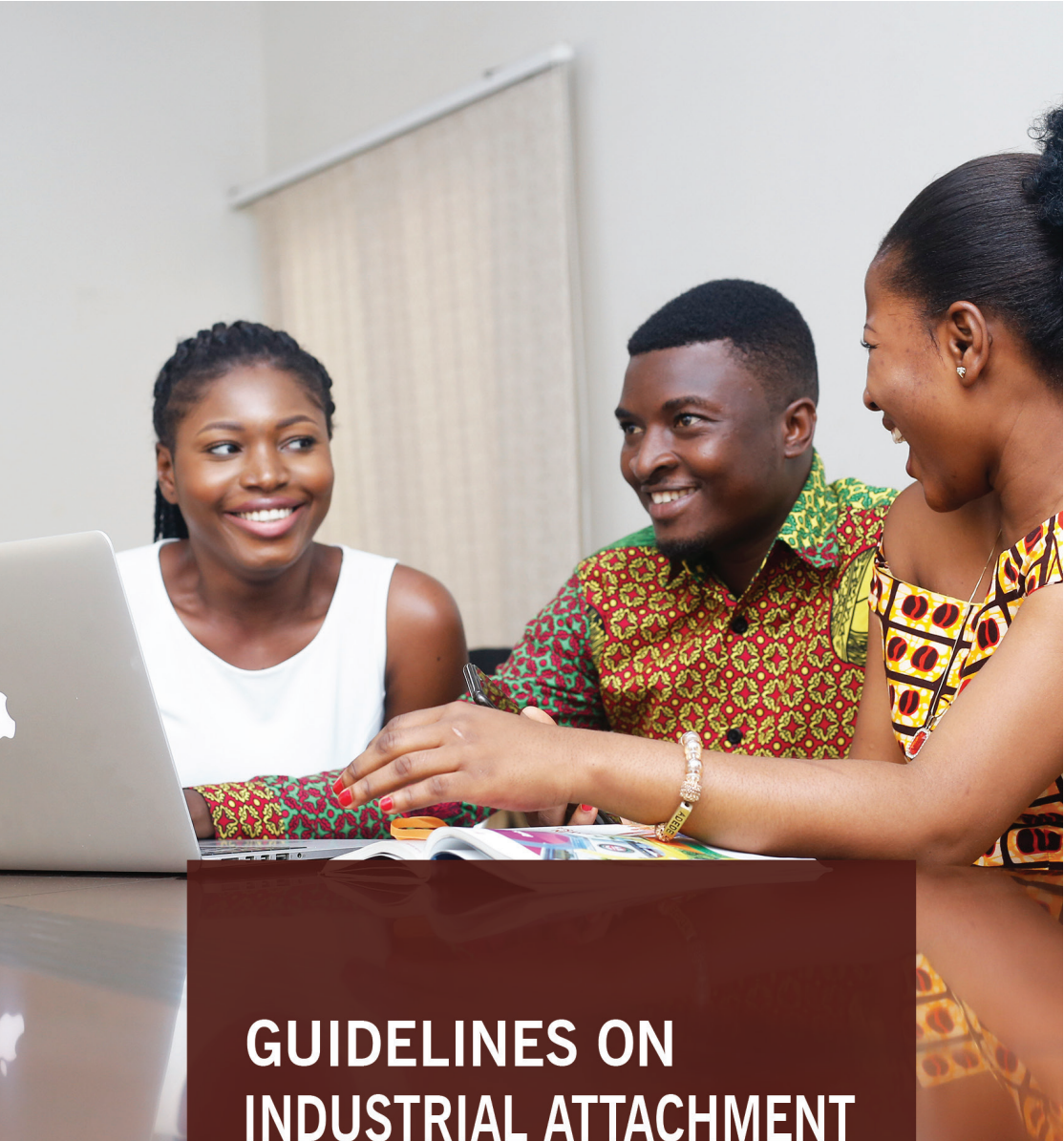
Such a candidate may be debarred from taking a University Examination for a stated period or indefinitely or expelled from the University.

2.2.9

In all instances of examination malpractices or offences a formal report from the Examinations Malpractices Investigation Committee shall be made to the Academic Board.

2.2.10

The Academic Board may review all such reported cases and may vary the sanctions.



GUIDELINES ON INDUSTRIAL ATTACHMENT

PART THREE

3.1 Introduction

The University of Energy and Natural Resources has a general policy that seeks to ensure that all its graduates are practically equipped to be able to handle all challenges so far as the management of the nation's energy and natural resources is concerned. It is because of this ambition that industrial attachment is compulsory for all students and carries appropriate credits approved by the Academic Board. It is organized in collaboration with appropriate public and private in various sectors within our mandate areas. Students are attached to relevant institutions for hands on practical training for specified period. Supervisors undertake institutional visits to the institutions of attachment to assess students' performance and progress. There are also supervisors for the students at the place of attachment who send their assessments in confidential cover. Students come back to campus to make a final presentation of their experiences on attachment and present written reports. There is also field practical training at our various field stations.

The aim of the industrial attachment is to ensure that before students leave the University, they would be equipped to be able to use fundamental knowledge and skills gained practically to solve the nation's problems pertaining to the management of its energy and natural resources. The programme will also assist students in developing the core skills in job creation and employment-related experiences that are valued by employers, professional organizations and academic institutions. It is envisaged that after the programme, students can easily identify their various fields of interest and specialization and develop it thereupon.

3.2 Principles of the Industrial Attachment Programme

- i. Industrial attachment is an important component of curriculum in the University of Energy and Natural Resources.
- ii. All students of the University shall be encouraged to embark on industrial attachment during the long vacation or as may be determined by the department.
- iii. The aim of the industrial attachment is to make training relevant to the job requirements of industry.
- iv. The Industrial attachment experience for students will help them work as part of a team and develop adequate hands-on practical, communication and interpersonal skills.

- v. It will enable students to identify areas of the host organisation that can be leveraged for creating their own jobs.
- vi. This will help students unleash their entrepreneurial skills by starting their own businesses, even while in school.

3.3 Objectives

The objectives of the industrial attachment include the following:

- i. Developing the practical communication skills and or competencies of students;
- ii. Building and strengthening strong partnerships with industry;
- iii. Building and developing the students' personality and understanding between individuals and groups and between groups and groups in work situations;
- iv. Developing students' work attitudes such as self-confidence, maturity and punctuality;
- v. Offering students, the opportunity to identify areas of career development and new areas of interest;
- vi. Orienting students to work ethics and processes; and
- vii. Helping students practice theoretical knowledge.

3.4 Implementation of Industrial Attachment Guidelines

- i. All students of UENR shall undergo industrial attachment at recognized institutions approved by the Academic Board.
- ii. Students may be attached to relevant institutions in the first, second and/or third years of study during the long vacations except in some Schools where industrial attachment will be done in the second semester of the third year.
- iii. There may also be practical training at UENR field stations where appropriate.
- iv. Industrial attachment shall not be undertaken in the final year.
- v. Industrial attachment shall carry appropriate credits approved by the Academic Board.

- vi. The Vice-Chancellor shall ensure that MOUs are initiated and established with collaborating institutions where students will receive practical training.
- vii. There shall be established the Industrial Attachment Committee to govern the operations of the programme.
- viii. The Industrial Attachment Committee shall perform the following functions but not limited to:
 - formulating and review policies and MOUs on industrial attachment for approval by the Academic Board;
 - identifying host institutions where students can receive practical training;
 - monitoring the students' progress and performance and advise the Academic Board; and
 - constantly assessing the adequacy of facilities in collaborating institutions and make recommendations to the Academic Board.

3.5 Academic Supervisors' Visits

Each student shall be assigned a supervisor (s) from UENR and the host institution to monitor and assess the students' performance and progress. The Academic Supervisor from UENR shall undertake institutional visits and:

- i. hold informal discussion with the student to facilitate understanding of the context of the attachment;
- ii. hold discussion with the host supervisor; and
- iii. deposit a copy of the feedback form with the host supervisor. This form will be the tool by which the host supervisor will assess the student and will form an important component of the final assessment.

3.6 Attachment Report

- i. Each student shall submit a written report on the industrial attachment for assessment.
- ii. Each School shall provide its own format for attachment reports

to reflect the peculiar needs of the Schools.

- iii. The academic supervisor shall grade the report based on the accepted format by assessing the completeness of presentation with evidence of technical writing skills.

3.7 Appointment of Industrial Attachment Officer and Coordinator

3.7.1 Industrial Attachment Officer

- i. There shall be an Office of Industrial Attachment to be headed by an Industrial Attachment Officer not below the rank of Assistant Registrar appointed by the Vice-Chancellor.
- ii. The industrial attachment officer shall perform the following functions but not limited to:
 - Develop and maintain networks with industry in relation to placing students on industrial attachment;
 - Manage the day-to-day affairs of the industrial attachment office;
 - Represent the Office on committees or other bodies as may be required;
 - Develop and maintain relationships with employers and other support agencies;
 - Provide Management and academic Schools with regular update of the outcomes of industrial attachment and help identify issues that may impact on the success of future industrial attachments;
 - Assist the industrial attachment coordinator to ensure successful industrial attachment; and
 - Provide any other services that may be determined by the Vice-Chancellor.

3.7.2 Industrial Attachment Coordinator

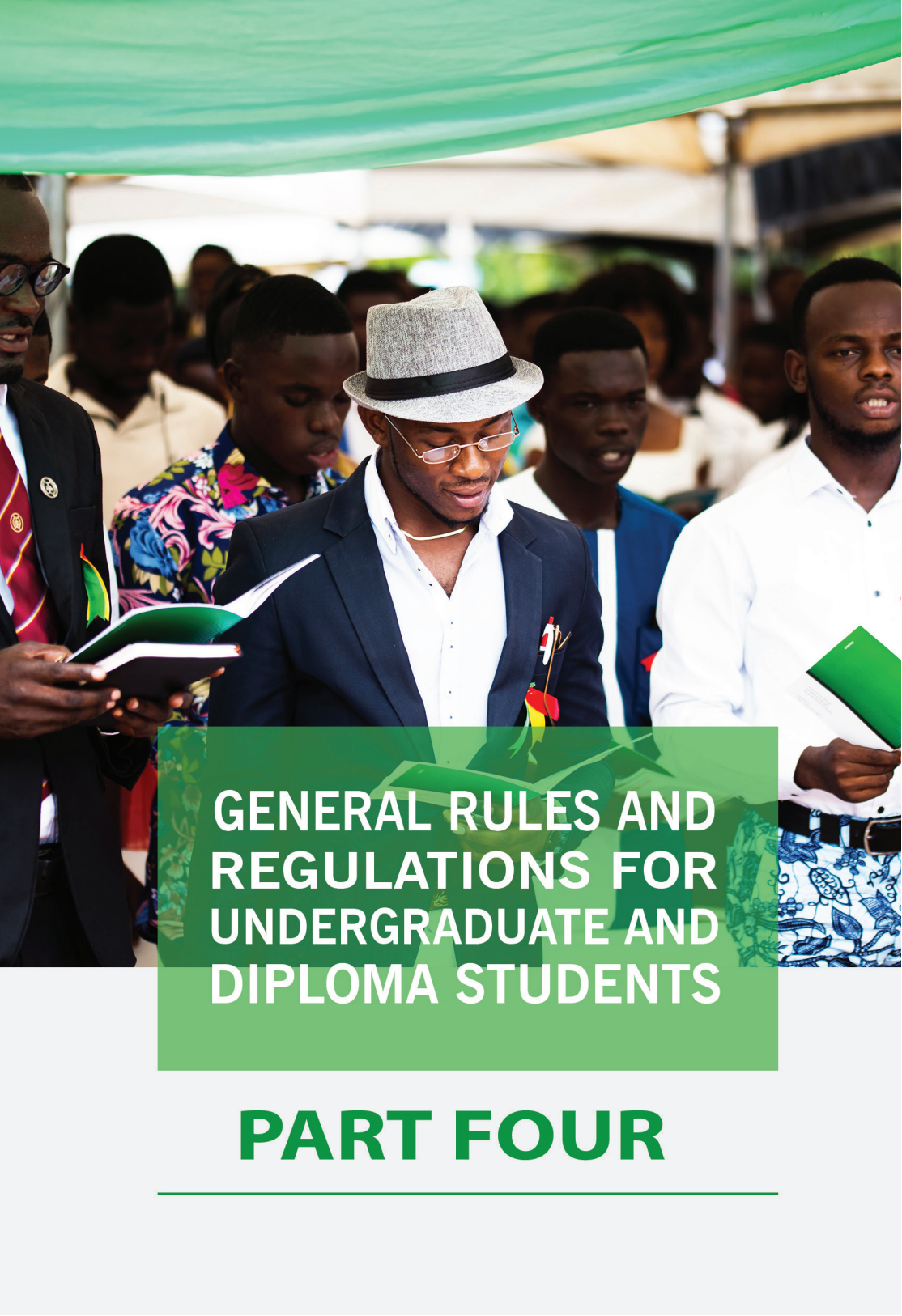
- i. The Vice-Chancellor shall appoint a Senior Member (teaching) as the Coordinator for the Industrial Attachment Programme.

- ii. The Industrial Attachment Coordinator shall perform the following functions but not limited to:
- Liaise with the Industrial Attachment Officer and Academic Departments to find industrial attachment placement for all students;
 - Visit students in the host organisations and hold informal discussions with students and host supervisors;
 - Organise in collaboration with the Industrial Attachment Officer, pre-attachment seminars for students; and
 - Liaise with all academic supervisors who have been assigned students to address any concerns.

3.8 Code of Conduct

All students on industrial attachment must promote the good image of the University. Students must in all cases abide by the code of conduct of UENR and the host organisation.

Any student who flouts rules and regulations in the host organisation will face the appropriate sanctions.



**GENERAL RULES AND
REGULATIONS FOR
UNDERGRADUATE AND
DIPLOMA STUDENTS**

PART FOUR

4.1 Admission and Registration with Halls/Hostels of Residence

4.1.1 Fresh Students

The policy of the University of Energy and Natural Resources, Sunyani (UENR) requires all freshmen to the University to live in on-campus halls/hostels of residence. In the case where the University is unable to provide accommodation for all freshmen, such students will have to find their own accommodation outside campus.

4.1.2 Student Reservation and Contract for University Housing Form

All freshmen would receive a link for online accommodation reservation from where they can make room reservations prior to reopening. This online link will be sent together with the offer of admission. Freshmen, upon reopening, shall sign the lease documents containing all the terms of conditions pertaining to living in the hall/hostel.

4.1.3 Continuing Students' Eligibility to University Halls/Hostels of Residence

The University may provide accommodation for continuing students. In the event the University is unable to find accommodation for continuing students, all continuing students studying in the University will have to look for private accommodation. However, some categories of students may be eligible for consideration for on-campus accommodation for reasons such as sports, student leadership positions as well as health and disability issues:

a) Sportsmen and Sportswomen

The Sports Directorate shall compile the list of all sports men and women in good standing. The approved list, signed by the Chairman of the Sports Committee, shall be submitted to the Office of Dean of Students before the end of the Academic Year. The approved list shall be forwarded to the Hall/Hostel Manager (s) for consideration and room allocation the next Academic Year.

Such applicants shall complete **Continuing Student Reservation and Contract for University Housing Form**. This must be completed and submitted to the Hall/Hostel Manager of student's hall of affiliation by 31st May (i.e., before students leave campus for the second semester break)

b) Students with Health and Disability Issues

Students with Health and Disability Issues shall apply by completing the Health/Disability Student Reservation and Contract for University Student Housing Form before the end of the Academic Year for consideration for on-campus residential accommodation.

c) Students in Leadership Positions

Continuing students elected or appointed to the following leadership positions shall be considered for residential accommodation at their halls/hostels that maintain rooms for their portfolio:

<p>i. SRC Leadership</p> <p>President</p> <p>Vice President</p> <p>Secretary</p> <p>Financial Secretary</p> <p>Local NUGS President</p> <p>Local GNATOC Chairman</p>	<p>ii. Appointed</p> <p>Public Relations Officers</p> <p>Judicial Board Chairman</p> <p>Electoral Commissioner</p> <p>Entertainment Chairman</p> <p>Local Welfare Chairman</p> <p>SRC Chaplain</p> <p>SRC Imam</p> <p>Chairman, Sports Union</p> <p>Audit Board Chairman</p> <p>Women's Commissioner</p> <p>Transport Committee Chairman</p>
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4.2 General Rules for Students Living in University Halls/Hostels

Junior Members offered accommodation are expected to move into residence and sign the necessary residential contract forms.

Any Junior Member offered accommodation but reports after the first week,

without valid reasons stands the risk of losing the accommodation to students on the waiting list. A student who is offered Hall/Hostel accommodation but who decides to stay off campus must, in writing, inform the Hall/Hostel Manager. No student shall, under any circumstance; either transfer his/her Hall/Hostel accommodation to any other student or accept such an illegal offer. Any student who breaches this rule shall either pay a fine or lose the residential offer.

4.3 Orientation for Fresh Students and Student Leaders

4.3.1 *Fresh Students*

There shall be a compulsory Orientation Programme for fresh students at the beginning of the academic year. The purposes of the Orientation Programme are summarized as follows:

- a. welcome the fresh students and help them to adjust and adapt to university life;
- b. expose them to facilities available in UENR to make university education a rewarding experience;
- c. advertise the rules and regulations that govern the relationship between the students and SRC;
- d. get students to know their rights, privileges, obligations and responsibilities in relation to university authorities and statutory bodies.

4.3.2 *Student Leaders*

To improve the quality of student governance, there shall be orientation for newly elected Students' Representative Council (SRC), Junior Common Room Council (JCRC), Local executives of the National Union of Ghana Students (NUGS) and Hall/Hostel executives at the end of the second semester when they are elected into office. The purpose of the orientation may be summarized as follows:

- a. expose student leaders to general administrative procedures in the university.
- b. train student leaders in financial administration.

4.4 Dresses for Ceremonial Occasions

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

- a) Matriculation
- b) Congregation
- c) Other occasions as required

For **Matriculation** and all other UENR official functions, all Junior Members shall wear very decent dresses of their choice and not academic gowns.

For **Congregation**, depending on status, all Junior Members shall wear gowns of the following colours:

Congregation Gown Colours

Category	Colour
Undergraduate Gowns	Black
Masters Gowns	Blue
Doctoral Gowns	Wine

All Junior Members are required to wear the recommended School Hood bearing the colour prescribed on the academic dress appropriate to their status.

The recommended UENR School Colours are as follows:

School Hood Colours

School	Colour
Natural Resources	Green
Geo-Science	Brown
Arts	Orange
Sciences	White
Agriculture and Technology	Maize
Engineering	Yellow

4.5 Accounts of JCRCs, Clubs and Associations

The JCRCs, Associations and Clubs shall draw their annual budget that shall be subject to approval by the Hostel Council in the case of the JCRCs and by the patron(s)/Dean of Students Affairs in the case of Clubs and Associations. For the composition of Hostel Council, see UENR Statutes.

There shall be three Signatories to their Accounts, namely: either the Dean of Students/Hostel Manager/Hostel Fellow/Patron; the President; and either the Financial Secretary or Treasurer.

Expenditure Guidelines for JCRCs, Clubs and Associations. The approved budget by the Hall/Hostel Council in the case of the JCRCs and by the Patron(s)/Dean of Students in the case of Clubs and Associations shall be the basis for all expenditure and the Hall/Hostel Manager shall approve all expenditure.

When the need for expenditure arises, the following steps shall be followed:

- i. The Committee that wants to incur the expenditure must ensure that the expenditure has been provided for in the approved Budget.
- ii. The Committee President/Secretary should submit a memorandum seeking approval for the expenditure from the Hall/Hostel President. The president would need to consult the approved budget to ensure that the provision for expenditure has been provided for.
- iii. When the expenditure (Memo) is approved by the Hall/Hostel President, the committee's President/Secretary obtains at least three pro-forma invoices for the item(s) to be purchased/or quotations if it is civil works, attach them to the approved memo and submit both for the consideration and approval by the Dean of Students. The Dean of Students in consultation with the Procurement Officer shall select the supplier from among the three pro-forma invoices that are genuine and appropriate.
- iv. After the two signatures have been appended, the Financial Secretary shall raise a payment voucher which shall be checked and approved by the Vice President (this is indicated by his/her signature).

- v. The Treasurer writes a cheque to be signed by the Hall/Hostel JCRC signatories to the account (Dean of Students/Hostel Manager/President and Financial Secretary or Treasurer).
- vi. The Committee's President/Secretary collects cheque from the Treasurer.
- vii. When item is received, the Audit Committee Chairperson checks receipt to ensure its genuineness and that it is written in the name of the Hall/Hostel JCRC.
- viii. The Financial Secretary receives all records for safe keeping.

4.6 Channels of Communication

All students shall follow laid down procedure to have their academic and non-academic requests met and their complaints resolved. No student or group of students shall deal directly with the Vice-Chancellor except through the procedure and channels, starting from the top of each sub-section, as shown below:

4.6.1 Academic Matters

- i. Class Secretaries/Representatives
- ii. Academic Tutors
- iii. Head of Department
- iv. Dean of the School if it is an inter-departmental matter
- v. Pro – Vice-Chancellor/Registrar if it is an inter-School matter.

4.6.2 All Academic Matters Affecting Students Collectively

- i. Departmental Student-Staff Consultative Committee.
- ii. Departmental Board.
- iii. School Board (if it is an inter-Departmental matter).
- iv. University (Student-Staff Consultative Committee).

4.6.3 Non-Academic Matters

- i. SRC/GRASAG
- ii. Dean of Students' Affairs
- iii. Registrar
- iv. Pro – Vice-Chancellor
- v. Vice-Chancellor

4.6.4 Hostel Matters

a) Students as a Collective Body

- i. JCRC
- ii. Hostel Administrative Assistant
- iii. Hostel Manager
- iv. Dean of Students' Affairs.
- v. Registrar
- vi. Pro – Vice-Chancellor
- vii. Vice-Chancellor

b) Individual Students

For all requests, notifications and complaints from individual students, the channels are the:

- i. Hostel Administrative Assistant
- ii. Hostel Manager
- iii. Dean of Students' Affairs (if the matter is still unresolved).
- iv. Registrar
- v. Pro Vice-Chancellor
- vi. Vice-Chancellor

c) Non-Residential Students

For all requests, notifications and complaints from individual Non-Residential students, the channels are the:

- i. SRC,
- ii. Dean of Students' Affairs,
- iii. Registrar'
- iv. Pro Vice-Chancellor
- v. Vice-Chancellor

d) Junior Common Room Council (JCRC)

All JCRC requests and notifications affecting students of a Hostel as a group shall go to either the Hall/Hostel Manager.

Cases requiring redress of grievances should go to the Hostel Council. Any unresolved problem in a Hostel should be referred to the Students Residential Management Committee by the Hostel Council and copied to the SRC.

e) Student Representative Council (SRC/GRASAG)

All requests, notifications and redress of grievances affecting the student body as a whole should pass through the Dean of Students' Affairs to the appropriate officer. Where a special committee exists, grievances should be channelled through this Committee in the first instance.

4.7 Appeal

As a last resort, appeals on inter-School matters may be made to the Vice-Chancellor and, if necessary, to the University Council .

4.8 Arrangements at the End of Semester

All Junior Members accommodated in Halls of Residence are expected to stay in residence till the end of the semester. Any member, who by necessity, has to leave before the end of semester must seek permission in writing from the Hostel Manager.

UENR officially closes on the last day of the semester. Residential students shall leave the Halls within 24 hours of that day, unless an exemption has been granted by the Hostel Manager. Failure to comply will attract the commercial rate in force at the time for each day the student holds the key.

Every residential student must sign a Residence Book before departure. All residential students are to leave their vacation contact addresses at the Porters' Lodge of their Halls of Residence before going down at the end of each semester.

No residential student is permitted, under any circumstance, to go down with the key to his or her room or leave his/her belongings in his/her room during holidays.

All keys must be deposited at the Porters' Lodge with the Porter on duty. Any violation of this rule will result in sanctions from the University.

In the case of a student not handing over the key, he/she will be surcharged with the cost of replacement with a new lock, while the Hall/Hostel authorities will not be responsible for any loss or damage to belongings left behind.

Vacation accommodation may be granted to a student only on application to the Hostel Manager.

A student who has been granted permission to stay in residence during vacation shall abide by the laid-down regulations of the University.

4.9 Arrangements for Final Departure

Upon final departure from the University, either on completion of a programme of study or for any other reason, a student must obtain a Clearance Form duly endorsed by the University Librarian, Hostel Manager, Head of Department and finally, the Finance Officer. The clearance form shall be available in the Office of the Hostel Manager.

4.10 Regulations on Keys, Visitors and Exeat

- i. Residential Junior Members shall deposit their room keys at the Porters Lodge whenever they are leaving their Hall/ Hostel of Residence. A student who loses the key to a room will be required to pay for its replacement.
- ii. No residential student shall keep a duplicate key to his/her room. Breach of this rule shall lead to loss of the residential status.
- iii. Residential students shall not be allowed to live in the Hostels of Residence with their families or friends. Any breach will lead to loss of the accommodation.
- iv. Residential students travelling outside campus shall sign a Departure Book at the Porters' Lodge. Upon their return, such students are required to check in by making appropriate indications in the Arrival. The University shall be absolved of any responsibility and/or assistance arising out of any breach of this regulation. In addition, such students shall be given written warning by the Hostel Manager.
- v. In their own interest, any student travelling should have his/ her UENR Identity Card on him/her. She/he may find it useful in times of trouble or in cases of emergency.
- vi. All external visitors to a Hall shall sign a Visitors Book at the

- Porters Lodge on arrival and sign off when leaving.
- vii. Visitors who fail to comply may be refused entry.
 - viii. No visitor(s) will be allowed to stay in the Hall of Residence after midnight.
 - ix. Students who harbour unauthorized visitor(s) shall first be given written warning by the Hostel Manager.
 - x. Persistent offender(s) shall lose their residential status.

4.11 Activities of the SRC, Halls and Clubs

- i. All statutory, recognized and approved student bodies; clubs, societies and associations shall submit their programmes of activities including those for the hostel week celebrations, and budgets to the Dean of Students' by the end of the second semester.
- ii. Hall/Hostel Week Celebrations shall take a maximum of three days within the week.
- iii. The Dean of Students shall use the individual programmes to prepare a composite student calendar of activities.
- iv. Lectures are not to be interrupted until after 3.00 p.m.
- v. Student bodies that do not comply shall be banned from organizing any activity in subsequent academic years.

4.12 Hostel Meetings, Games and Competitions

Students, residential and non-residential, are required to attend Hall/Hostel Meetings and participate fully in games and competitions. Students who participate actively in Hall/Hostel activities shall be considered for additional privileges as deemed appropriate.

4.13 Noisemaking

- i. Students shall maintain, at all times, a kind of environment that supports the basic academic enterprise.
- ii. To maintain a suitable academic environment, it is desirable

that the campuses of the University are kept as quiet as possible, at all times.

- iii. Students shall not make undue noise on the campuses of UENR especially from 10.00 p.m. to 6.00 a.m. This rule may be relaxed for purposes like the Hostel Week Celebration.
- iv. Radios, stereophonic instruments and musical instruments may be used in a manner that will create no nuisance to others and subject to such regulations as may be made by the Hostel Councils.
- v. If regulation is not observed, the privilege may be restricted or in serious cases, withdrawn by the Hostel Manager.
- vi. Club, society, religious and political meetings shall not be held in students' rooms.
- vii. Breach of any of these regulations shall attract a fine, to be determined from time to time by the Hall Council in the first instance and loss of residential status for subsequent breach.

4.14 Drunkenness

- i. Drunken and disorderly behaviour on any UENR campus constitutes a serious breach of discipline.
- ii. Habitual drunkenness on campuses or in town, especially if accompanied by disorderly or scandalous behaviour shall be considered as bringing UENR into disrepute.
- iii. No student shall be under the influence of alcohol during lectures, games, competitions and other activities approved by the University.
- iv. Any student breaching any of these regulations will first be given a written warning by the Hostel Counsellor or Head of Department, as appropriate.
- v. If the student persists in drunken and disorderly behaviour, the Hostel Counsellor or Head of Department shall recommend his/her suspension in the first instance and dismissal in the case of repetition of the offence.

4.15 Smoking

- i. Smoking is forbidden in all public places on campus. Offenders will be warned in writing by the Dean of Students' Affairs.
- ii. Smoking is not allowed in students' rooms. Breach of this rule will lead to loss of residential status.

4.16 Damage or Modifications to UENR Property

- i. Students shall not make attachments of any kind to any University property, e.g. furniture and fittings.
- ii. Students shall not interfere with the electrical installations in their rooms or any part of the University.
- iii. First offenders will be warned in writing, by the Hostel Manager. Subsequent breaches will lead to loss of residential status.
- iv. Students are liable for any loss of or damage to, furniture, fittings or equipment of any kind caused by them.
- v. Breach of any of the rules will attract a penalty (to be determined by University authorities), in addition to payment of cost of repairs or replacement.

4.17 Transfer of UENR Property

- i. No Student shall displace or transfer UENR property of any kind, e.g. furniture and fittings, without prior written permission from the appropriate authorities e.g. Head of Department, Estate Officer, Lecturer or Hostel Manager.
- ii. Sanctions, including cost of replacement, loss of residential status, suspensions and dismissal, shall be applied for breach of any of the regulations.

4.18 Use of Appliances

The following appliances may be used in the Halls/Hostels:

- i. Tabletop electric stoves with regulators. Where these are used, safety measures should be taken to prevent the outbreak of fire
- ii. Maximum of 2 Fridges in a room
- iii. Computers (PCs and Laptops)
- iv. Maximum of one microwave in a room

The use of the following appliances is, however, prohibited:

- i. Washing machines
- ii. Gas cookers
- iii. Electric stoves of all types, except tabletop stoves with regulators
- iv. Hair dryers
- v. Electric sewing machines

The use of combustible substances, such as petrol or gas, by students in the Halls/Hostels and other unauthorized premises of the University is prohibited.

Students found using any of the prohibited appliances or combustible substances will lose their residential status, after being warned in the first instance.

4.19 Keeping the Environment Clean

It is expected that all students will keep the environment clean and tidy at all times and refrain from degrading the surroundings.

Littering of the environment with plastics and waste materials is prohibited.

Any student who throws water from the balcony to the ground, degrades the environment or throws litter around will lose his/her residential status.

Other sanctions such as written warning or suspension shall be imposed by the University authorities on both residential and non-residential students who breach rules.

4.20 Publication

The following shall govern all student publications:

- i. The Dean of Students' Affairs shall be informed of any intention to produce a student publication and approval shall be duly given by the Registrar before publication.
- ii. Copies of each publication shall be deposited with the Vice- Chancellor and Registrar.
- iii. Each issue of a publication shall indicate the names of the editor (s), members of the Editorial Board and the publishers.
- iv. Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- v. The Editorial Board shall ensure that no publication has elements of obscenity, derogatory and libellous statements, personal attacks, falsehoods or any statement that may cause disaffection or disharmony.
- vi. Students or organisations who wish to paste posters or hang banners on Campus must seek permission from the Registrar.
- vii. The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

4.21 Communication with Government Ministers and Officials, High Commissions/ Embassies, the Press, Individuals and Organizations Outside UENR

- i. Students are not allowed to have direct communication with the Press, any Government Minister(s) and Officials, Embassies, High Commissions, individuals and organizations on any matter affecting UENR life, policy and administration.
- ii. All formal communication on the University should be forwarded, through the Dean of Students to the Registrar.
- iii. All formal communication with Government Minister(s) and Officials, Embassies/High Commissions, the Press, Organizations and individuals outside UENR should be to the Registrar who will issue covering letters for them.

4.22 Demonstrations, Rallies, Processions (DRAP) Either on or Off Campus

- i. Students wishing to organize, start or end a DRAP on any of the campuses of UENR shall seek permission, in writing, from the Registrar through the Dean of Students' Affairs, with copies to the SRC President (if he/she is not the organizer).
- ii. The written application should reach the Registrar, at least, 72 hours before the DRAP is due to commence.
- iii. The application shall state the purpose of the DRAP, the name (s) of the organizer (s), the organizing body and the duration of the DRAP.
- iv. A DRAP shall be held at a place or places approved by the Vice-Chancellor and all route marches shall avoid obstructing the flow of traffic and the movement of pedestrians.
- v. During a DRAP, nothing shall be done or said that may provoke violence.
- vi. The organizers of a DRAP shall be held jointly and severally responsible for any act of violence or breach of University rules and regulations that occurs during the DRAP.
- vii. Participants in a DRAP shall be held collectively and individually responsible for any act of lawlessness or destruction that occurs.
- viii. The Vice Chancellor may prescribe conditions, restrictions or limitations that he considers appropriate in any given situation.
- ix. Students wishing to organize a DRAP outside the campuses of UENR shall notify the Registrar in writing, through the SRC President and the Dean of Students' Affairs.
- x. Students wishing to stage' a DRAP outside the campuses of UENR shall inform the police, in writing, through the SRC President and the Dean of Students' Affairs, with copies to the Vice-Chancellor, Pro Vice-Chancellor, Registrar and the SRC President for their information.
- xi. Participants and organizers of a DRAP outside the campuses of UENR shall be deemed to have familiarized themselves with the laws of the country on DRAP.

- xii. No DRAP shall be allowed between the hours of 6.00 p.m. and 6.00 a.m. Exceptions may be granted depending upon the circumstance.
- xiii. The granting of permission to embark on a DRAP shall not prejudice the position of the University vis-a-vis the objectives of the DRAP.
- xiv. The authorities of UENR shall grant group exeats to participants in DRAPs staged outside the campuses only after satisfying themselves that adequate notice has been given to the Police.
- xv. Before a DRAP begins, any student who disagrees with the move and wishes to be disassociated from it may do so by writing to the Hostel Manager or Academic Tutor disassociating himself/herself from the particular DRAP.
- xvi. Every member is expected to use the officially approved channels of communication, and to follow the laid-down procedures to resolve grievances.
- xvii. In the case of the presentation of formal petitions or resolutions or organization of protests, the residence of the Vice-Chancellor and other principal officers of UENR are out of bounds.
- xviii. All formal negotiations should take place in the offices of such officials or at designated venues.
- xix. In all matters of negotiation, the Central Administration will meet only the accredited representatives of recognized student organizations in UENR and agreements reached are deemed to be binding on all members.
- xx. Contravention of any of the regulations on DRAP shall attract a fine, suspensions or dismissal.
- xxi. In addition, any damage caused to University and/or non-University property shall be repaired or replaced by the offending student (s).

4.23 Clubs and Societies

Student clubs and societies shall be of two kinds. They shall be:

a) Approved Societies

These are clubs, societies, organizations or associations whose objectives help UENR in the attainment of its broad objectives (e.g. Departmental Clubs, Cadet Corps, etc.).

b) Recognized Societies

These are clubs, societies, organizations or associations that help in the promotion of the individual's own desire and aspiration (e.g Religious Organizations, Old Students Associations, Regional Associations like YORSA, BASU, ICT Club).

All other clubs, societies, organizations or associations that do not conform to 4.22 (a and b) will not be licensed to operate. These include those based on tribal, native towns and ethnic groupings; groups that practice occultism, homosexuality, lesbianism and other socially unacceptable behaviours in Ghana.

All applications or requests, on behalf of a new club or society, for recognition or approval, shall be submitted to the Registrar, through the SRC President and the Dean of Students' Affairs.

The application shall state the names of founding members, officers and patrons. It shall also include the constitution of the club or society and its proposed activities:

- i. With the exception of subject Associations, a Society, Union or an Association can be given the mandate to operate, only if it is open to all students.
- ii. The mandate to operate shall be withdrawn if the Association or Society is found to be operating contrary to its approved objectives or not in accordance with 4.22 (a and b)

Every approved or recognized society must have a Senior Member (s) of the University as its Patron (s).

The Treasurer of each approved society must present to the Registrar, through the Dean of Students' Affairs, a detailed annual financial statement.

The annual financial statement must be duly signed by the Financial Secretary, the President and a Patron of the society.

Every year the name of the Executive members of each society shall be forwarded to the Dean of Student Affairs and the SRC President.

Cases that require settlement of grievances shall first be referred to the Patrons of the Club or Society.

Unsolved grievances shall be referred to the Dean of Students' Affairs.

4.24 Invitation of Guest Speakers and Artistes

Before any group or club plans to invite guest speakers or artistes from outside the University to address a meeting or provide entertainment, a formal written request must be made to the Registrar, through the Patron(s), or SRC President and the Dean of Students' Affairs.

No such invitation shall be made until written permission has been issued by the Registrar.

4.25 Arms and Ammunition

No student is allowed to possess on Campus any form of arms or ammunition whether licensed or unlicensed.

4.26 Drugs

Possession of/ and indulgence in hard drugs on any part of the University premises are prohibited.

4.27 Use of Private Vehicles

Any Junior Member who wishes to use or keep a vehicle in the Hall/Hostel must inform the Hall/Hostel Manager.

The use of such vehicles is a privilege enjoyed at the sole risk of the persons concerned. The privilege will be withdrawn if it is abused.

The University does not provide garages for students' vehicles, however, car parking for vehicles shall be provided on campus which may be used by students on permission. Car parks will be clearly labelled to state the users.

4.28 Identity Cards

Identity Cards (ID) will be issued to all Junior Members admitted to programmes in the University.

Each student of UENR should endeavour to carry on him/her the Identity Card of the University.

In case of deferment of programme, suspension, dismissal or withdrawal, the student concerned shall surrender his/her identity card to the Registrar.

Students who return to continue with their programmes shall apply for a new identity card, to reflect the new expiry date, on payment of the appropriate fee.

4.29 Rules, Discipline and Sanctions

- Officers in the University with direct responsibility for the discipline of Junior Members in the Halls/Hotels are the Hall/Hostel Managers. The Dean of Students shall be notified of any action (s) taken.
- Disciplinary measures shall be taken by the authorities of the Hall/Hostel against any student violating Hostel regulations.
- Deans of Schools and Heads of Department are responsible for discipline in their respective Schools and Departments.
- It shall be an offence by students to disobey these officers in the discharge of their official duties.
- A Junior Member who flouts the Statutes and Regulations of the University shall be disciplined, only with the consent of the Vice-Chancellor.
- The operation of University Regulations is without prejudice to the Application of the general laws of the land which apply also to all persons in the University.
- If a student violates any Regulations of the University outside his/her Hall/Hostel of Residence, it shall be reported to the Dean of Students' Affairs who will apply the appropriate sanction and notify the Hall/Hostel Manager concerned to sanctions applied.
- For serious offences (or offences involving a group of

students Dean of Students' Affairs shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the Vice-Chancellor.

- It shall be an offence for a Junior Member or group of Junior Members to 'pond' any person in the University, no matter the form the 'ponding may make.
- If disputes arise between students from different Halls/Hostels, the Hall/Hostel Managers concerned shall resolve the dispute.
- Should attempts of the Hall/Hostel Managers fail, the matter shall be referred to the Dean of Students' Affairs.

4.30 Sanctions

The following offences shall attract the sanctions listed under them:

4.30.1 Theft

- i. Loss of residential status.
- ii. Refund of the stolen item (s).
- iii. Suspension or dismissal from UENR, depending on the gravity of the offence.

4.30.2 Embezzlement of Students' Fund

(E.g. Embezzlement of funds for SRC, JCRC, Clubs/Societies, Religious Groups, etc.)

- i. Refund of the embezzled funds.
- ii. Suspension or dismissal from UENR, depending on the gravity of the offence.
- iii. Withholding of results.

4.30.3 Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug use/Peddling Blackmailing and Recording/Circulation of illicit content including videos and pictures

- i. Suspension or dismissal from the University, depending on the gravity of the offence. Any offence the Criminal Code considers felony shall attract outright dismissal, and as misdemeanour, suspension for one academic year. The University may refer the matter to the Police for further investigation.
- ii. Withholding of results for a period determinable by the Academic Board.

4.30.4 “Ponding” of a Student

- i. Suspension or dismissal from UENR, depending on the gravity of the offence.
- ii. Withholding of results for a period determinable by UENR Academic Board.
- iii. Compensation to victim.

4.30.5 Unauthorized Transfer of UENR Property (e.g. Furniture, Fittings)

- i. A fine determinable by the University.
- ii. Habitual offenders shall be suspended.

4.30.6 Mutilation or Unauthorized Removal of Library Books, Refusal to Pay Fines Imposed

- i. A fine of not less than three (3) times the going prices of the book(s)
- ii. Withholding of results for a period determinable by the Academic Board.
- iii. Suspension or dismissal from the University depending upon the gravity of the offence.

4.30.7 Non-Vacation of Room or Taking Away Keys During Holidays

- i. Loss of residential status
- ii. Rent payment at the going commercial rate for the number of days and the number of beds in the room.
- iii. Withholding of semester and/or final results for refusal to pay.

4.30.8 Damage to UENR Property

- i. Repair or replacement of the property damaged and/or rustication and repair
- ii. Suspension or dismissal should the culprit refuse to repair or replace the property.
- iii. The University reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property.
- iv. The culprit shall also bear the cost involved in the recovery exercise.

4.30.9 Anonymous Letter Writing

- i. No student should engage in anonymous letter writing. Students with any grievances should properly/document them for dialogue and discussion through the appropriate channel of communication.
- ii. Breach of this regulation shall attract outright dismissal, if the writer (s) is/are found.

4.31 Appeal

- i. Any Junior Member who is aggrieved by any disciplinary action taken against him/her may appeal to the Dean of Students' Affairs/through his/her Academic Counsellor for a review.
- ii. The appeal shall be lodged within seven days of the notification to him/her of the sanctions imposed on him/her.
- iii. The Dean of Students' Affairs, upon the receipt of the appeal

may request a re-consideration of the case by the appropriate authority.

- iv. Should the student still remain unsatisfied, he/she can appeal to the Vice-Chancellor through the Dean of Students' Affairs.

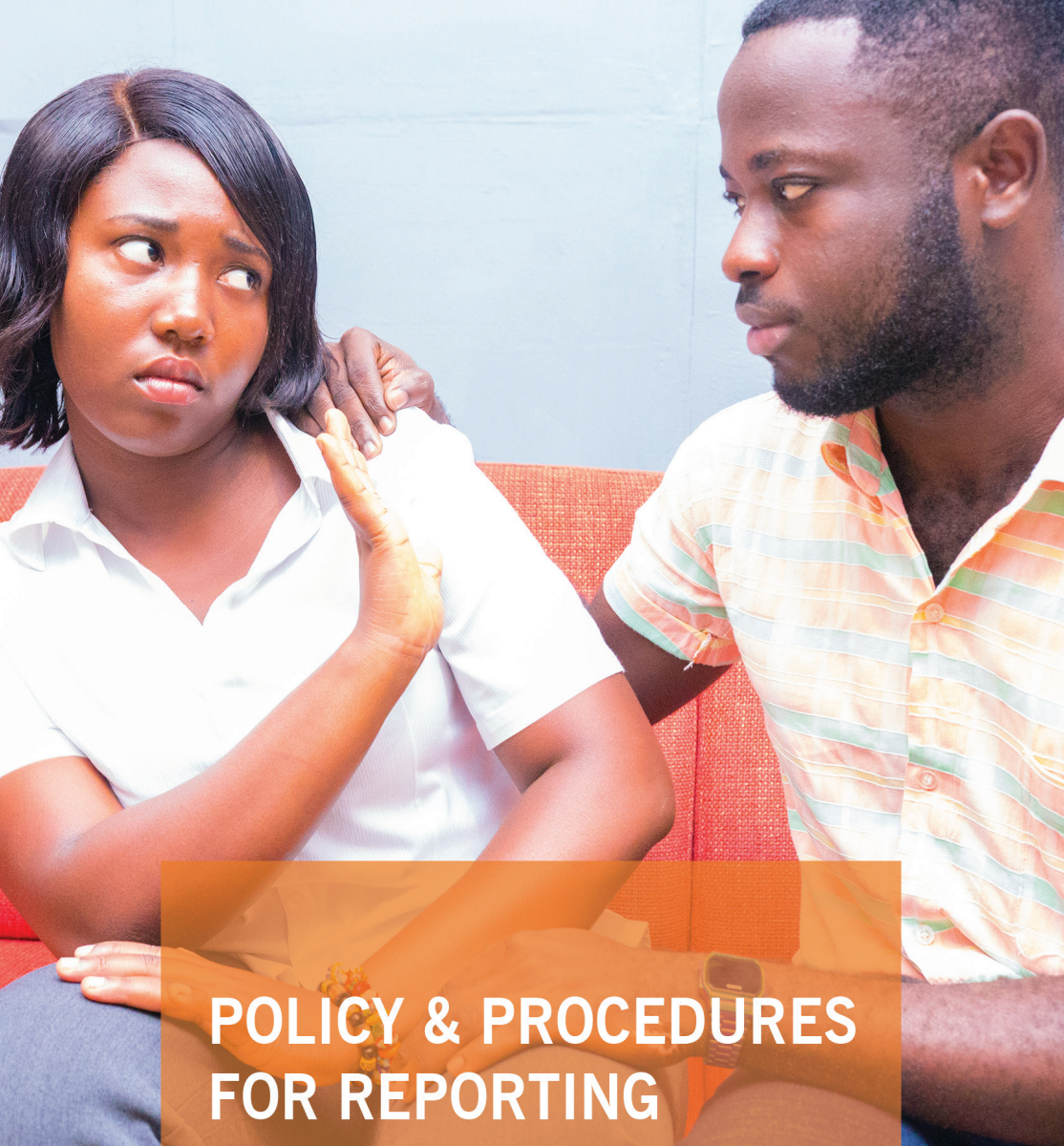
4.32 Change of Name

4.31.1

Upon admission to the University a student shall be addressed by the names used in applying for admission. Students shall use these names till completion of their programme of study. However, female students, upon marriage may apply to the Registrar to have their name changed to include the surname acquired. The application shall be supported by official marriage certificate and a change of name gazetted.

4.31.2

Students of the University shall not be allowed to make changes to date of birth.



**POLICY & PROCEDURES
FOR REPORTING
SEXUAL HARASSMENT**

PART FIVE

5.1 Preamble

The University of Energy and Natural Resources is committed to the pursuance of its objectives in an environment which is supportive of all students as well as teaching and non-teaching staff. Since sexual harassment subverts the vision and mission of an institution, it is considered a serious offence and shall not be countenanced by the University because it:

- i. is discriminatory in nature and is forbidden by the laws of Ghana – The 1992 Constitution;
- ii. harms the health and general well-being of victims;
- iii. may create a hostile and stifling environment which may run counter to the realisation of the goals of the University;
- iv. may affect the interest and work performance of staff/students;
- v. may affect a student's progress in a course or programme; and
- vi. may affect one's appointment, promotion and access to any privileges offered by the University to staff.

5.2 Statement of Principle

- i. Sexual harassment in every form is prohibited by the University
- ii. It constitutes a punishable offence
- iii. As much as academic freedom and the right of every member of the University Community to the freedom of expression is permissible, these actions ought to be free from bias and harassment.
- iv. Every member of the University – students, teaching and non-teaching staff – shall have access to its facilities and services without harassment.
- v. All persons in responsible positions shall ensure that their positions do not become tools for demanding sexual favours or coercing others into unwanted relationships.
- vi. Sexual harassment violates the basic human right of its victims.
- vii. All records regarding complaints or harassment shall be

treated with the most confidentiality.

- viii. Reported cases which are proven not to be harassment shall go through the existing grievance handling procedure.
- ix. The University shall be mindful of complaints which may be false. Such malicious action shall constitute grounds for disciplinary action to be taken against the complainant.

5.3 Purpose of the Policy

- i. To raise the level of awareness of the University Community of the illegality of the act.
- ii. To eliminate sexual harassment from the learning/working environment.
- iii. To provide an atmosphere that shall be free from any form of harassment and to establish a much more gender friendly atmosphere.
- iv. To encourage members of the University Community to change any negative attitude they may have towards the opposite sex.

5.4 Jurisdiction

- i. The policy shall apply to all staff and students, as well as all who transact business with the University.
- ii. All parties involved in any given case shall be treated fairly.
- iii. Where the issue involves a lecturer and his or her student, necessary arrangements shall be made for a disinterested party to co-supervise or mark the examination script, course work or dissertation of the student.

5.5 Definitions

Sexual harassment includes but not limited to the following:

- i. Unlawful and discriminating acts with sexual connotations.
- ii. Unwelcome physical contact.

- iii. Suggestive comments with sexual connotations.
- iv. Unwelcome derogatory remarks (sexual in nature).
- v. Unwelcome request for sexual encounters and favours.
- vi. Indecent assault or rape.
- vii. Threats – of academic failure or promise of academic success or other rewards in exchange for sexual favours.
- viii. Sexist jokes which cause psychological distress.
- ix. Unwanted sexual attention of a persistent nature made by a person who knows or ought reasonably to know that such attention is unwanted.
- x. Gender based bullying or intimidation.
- xi. Indecent exposure
- xii. Recording and circulation of illicit content including nude pictures or videos of students or staff.

The list is not exhaustive. Behaviours which are acceptable to some people may be offensive to others. The point of view of the complainant, and not the intention of the perpetrator, will guide the advisers or committee in deciding whether a reported incident amounts to sexual harassment or not.

5.6 Reporting Procedures

Any member of the University community may seek advice or informal assistance from the Counselling Unit.

No formal action shall be taken until a written complaint has been lodged with the Registrar.

There are two options available to a complainant namely:

- a. Informal – Advisers will mediate between the parties involved to settle the matter amicably.
- b. Formal – The matter shall be brought before an Investigation Committee.

5.6.1 Informal

- i. Any member of the University Community who thinks or feels that he/she has experienced any form of sexual harassment should, as a first step, express his/ her disapproval of the act if he/she thinks it is possible to do so. The individual should, however, contact the University Counsellor who will monitor the process to ensure that the problem is resolved amicably within seven days of the occurrence or complaint of the incident.
- ii. The complainant may, on the other hand, contact any of the Advisers to serve as a mediator.
- iii. The respondent shall be required to render an unqualified apology to the complainant, with a promise not to repeat the alleged offensive act, intimidate or victimise him/her. The apology could be verbal or written.
- iv. It will be pointed out to the respondent that taking reprisals against the complainant for the step taken is also an offence and will complicate matters for him/her.
- v. But, if the informal complaint is not the first that is being made against a respondent, the Counsellor, with the consent of the complainant, shall initiate the necessary action using the formal procedure.

5.6.2 Formal

When attempts at resolving a complaint, without recourse to formal procedure fails, the following guidelines shall apply:

- i. Clearance shall be sought from the Vice-Chancellor before formal proceedings commence.
- ii. Where a complaint is established to be false, the matter shall be referred to the Vice-Chancellor. Necessary consultations shall take place after which the matter shall be dealt with under the appropriate disciplinary procedures laid down in the University.
- iii. On the other hand, if a complainant feels that unfair treatment has been meted out to him/her, he/she may appeal

to the Vice-Chancellor who will deal with the matter.

- iv. In making a formal complaint, the complainant shall submit in writing, details of the alleged harassment, indicating time, date, how it happened and names of witnesses (if any). The complainant may also indicate the type of remedy he/she seeks.

5.7 Time Limit

- i. A written complaint must be filed within one month of the occurrence of the alleged harassment.
- ii. Where the complaint consists of a series of related incidents the time limit shall be within two months of the most recent incident.
- iii. If, after one month of filing the complaint, a complainant fails to initiate proceedings, all records pertaining to the incident shall be destroyed.
- iv. Within three working days of receiving a written complaint, the Counsellor will inform the respondent of the complaint that has been lodged against him/her.

5.8 Sanctions

- i. If it is established that the unwanted act did take place, appropriate disciplinary action in the Statutes of the shall be taken against the respondent.
- ii. Sanctions shall range from reprimand and suspension to dismissal. The gravity of the offence shall determine the form the punishment should take.
- iii. Recording and dissemination of nude videos and/ or pictures shall attract outright dismissal from the University.

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