KNUST

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana

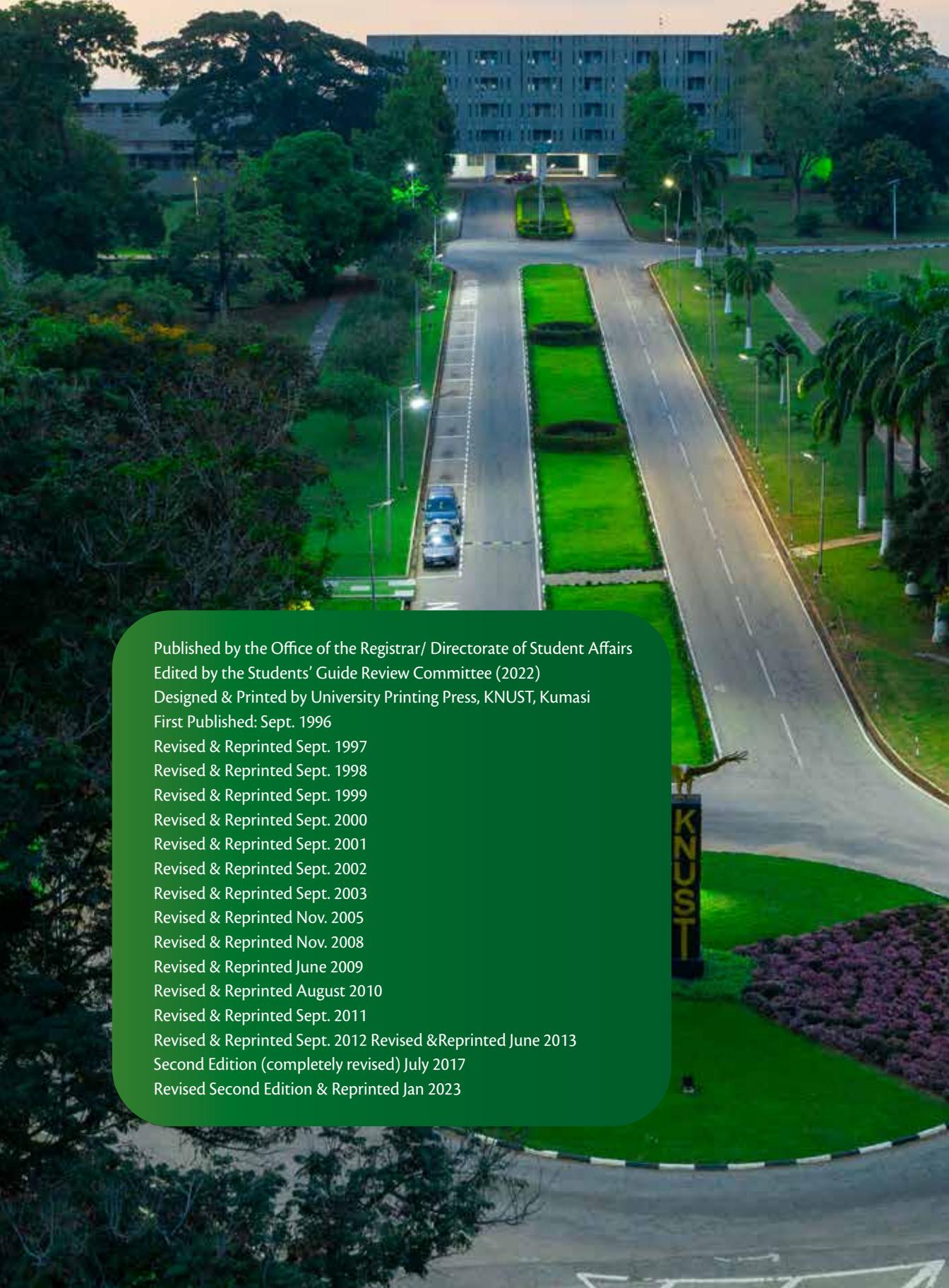# Students' Guide & Code of Conduct

KNUST

Students' Guide &
Code of Conduct

Contents

Preface

The Kwame Nkrumah University of Science and Technology, Kumasi is committed to the provision of a congenial environment where students thrive in their academic, social, and other aspects of campus life. To this end, the University must have an effective and efficient system to support students, Faculty and Administrative Professional staff who provide such support services must also understand the context and boundaries within which to operate. The University, mindful of these, has put together this Students' Guide and Code of Conduct Handbook.

The primary goal of this Guide is to provide guidance to students, especially in respect of how to obtain relevant information for their academic, professional, and personal growth within the University. It also provides information on how to seek for psycho-social support in times of difficulties. Again, the Guide provides a framework and a system to check students' conduct and discipline.

The Guide is also meant to generate positive behaviour from students to forestall negative consequences. The University on its part, will ensure that the right atmosphere is provided to promote holistic academic and personal growth. However, the efforts of the University in providing a sound learning environment would be seriously undermined if students are found to be engaged in general acts of misconduct and or proscribed conduct that tend to bring the University's name into disrepute. The reputation and integrity of KNUST as a national asset and as one of the best Universities in Africa are of utmost importance to alumni, management, faculty, and staff and must be jealously guarded.

It is my fervent hope that all students, staff, and our major stakeholders will appreciate the full intent of this Guide and apply it where necessary. We are very committed to providing the best student support to our cherished students..

Professor (Mrs.) Rita Akosua Dickson
Vice-Chancellor
January, 2023

Preamble

The Statutes of the Kwame Nkrumah University of Science and Technology, Kumasi, recognising the central role of students in the affairs of the University promulgated Statute 45 to regulate same. The Council of the University at its 268th Meeting held on 31st March 2022, took cognizance of the enhanced roles and responsibilities entrusted to the Office of the Dean of Students and elevated the Office into a Directorate, effective 1st April 2022 (Recorder No. 518 April 2022 Vol. 57 No. 1).

The Director of Student Affairs, as captured in the University Statutes, is to act as loco parentis for Junior Members. To play that role, a Student Guide is published to regulate Students' conduct and discipline and provide the needed information and support to students while in school.

The Students' Guide among others is purposed to:

» ensure the student's own physical and emotional safety and well-being;

» ensure that students are knowledgeable of, and understand activities that guarantee the acceptable standards of behaviour of students for effective governance of the University;

» ensure the welfare and protection of those in the immediate environment of the University who are affected by the university's activities;

» assure the larger community of the University's commitment to academic harmony; and

» ensure that the University's premises are safeguarded for the promotion of the academic enterprise.

The Guide also details the rights and responsibilities of students. The following are some of the highlights of the rights and responsibilities ;

Students Rights

» Students are free to pursue their educational goals and the appropriate learning opportunities will be provided by the University.

» Students have the right to establish a system of appropriate student governance organizations and elect their leadership.

» The Student Body shall have clearly defined means of participating in the formulation and application of institutional policies affecting academic and student life on campus.

» No sanctions may be imposed upon any student without notice to him/her of the nature and the cause of the charges. A fair hearing shall include; the right to hear the charges and to provide a response; to hear witnesses against him/her in either a committee of enquiry or disciplinary hearing, as the security

and safety of witnesses may permit; to present one's own statement, and to have an option to hire the services of a lawyer. The student or the guardian will cover the expense of the legal services of the lawyer enlisted.

» Students shall have the right to privacy as guaranteed by the National Constitution and implemented by the University. (Refer to the Data Protection Act.)

» Students and Student organizations registered with the University through the Directorate of Student Affairs shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately subject to the rules and regulations of the University and the Public Order Act. They shall always be free to support or oppose causes, by orderly and lawful means, which should not disrupt the regular and essential operations of the University. Students are responsible for their actions and inactions.

» The civil rights of the student will be preserved in so far as the University has any responsibility for the maintenance of those rights. Students shall have the right to petition the University to voice concerns, suggest amendments to University regulations, and modifications of University policies.

» Students have the right to access their personal records in accordance with the processes established by the University and the data protection laws of Ghana.

Students Responsibilities

» No student is permitted to interfere with the personal growth of other students.

» Each student shall be mindful of the rights of others in the enjoyment of his rights and freedoms.

» Each student must respect the authorities of the University, others, and themselves. KNUST functions based on mutual respect for rights, and mutual responsibility to protect such rights.

» Each Junior Member of the University community is equally responsible for the continued development of the positive reputation enjoyed by KNUST.

» Students are members of the University community and as such they are responsible to the greater KNUST community, of which they are a part.

It is our conviction that these institutional arrangements and processes will go a long way to support our collective efforts to continuously improve our responsibility and care for our students.

Andrews Kwasi Boateng
Registrar
January, 2023

Acknowledgment

KNUST is dedicated to assisting students to acquire academic excellence and personal development. We encourage and promote the uniqueness of each person. However, we also recognise the interdependence of all members of the KNUST Community. It is most important that we maintain an environment in which all members of the community can develop spiritually, intellectually, socially, emotionally, and physically. To meet these obligations, the University seeks to provide an environment conducive to academic endeavors, social growth, and individual self-discipline for each student. To ensure that this environment is maintained, this Guide and Code of Conduct system has been established.

The Director of Student Affairs (*"loco parentis"*) is grateful to the following management members for their invaluable contribution to this publication; Prof. Marian Asantewah Nkansah (Deputy Director, Housing and Welfare), Prof. Akwasi Acheampong Aning (Deputy Director, Conduct and Discipline), Dr. Paul Kwadwo Addo (Deputy/Directorate Registrar), Mrs. Victoria De-Graft-Adjei (Head, KNUST Counselling Centre), Mr. Dominic Nti Buabeng (Senior Assistant Registrar, Welfare and Documentation), Mrs. Theodora Oduro (Senior Assistant Registrar, Student Support and Financial Services), Mr. Emmanuel Kwesi Andoh (Accountant), Dr. Titus Ebenezer Kwofie (Chairman, Off-Campus Senior Tutors) and all other staff of DoSA.
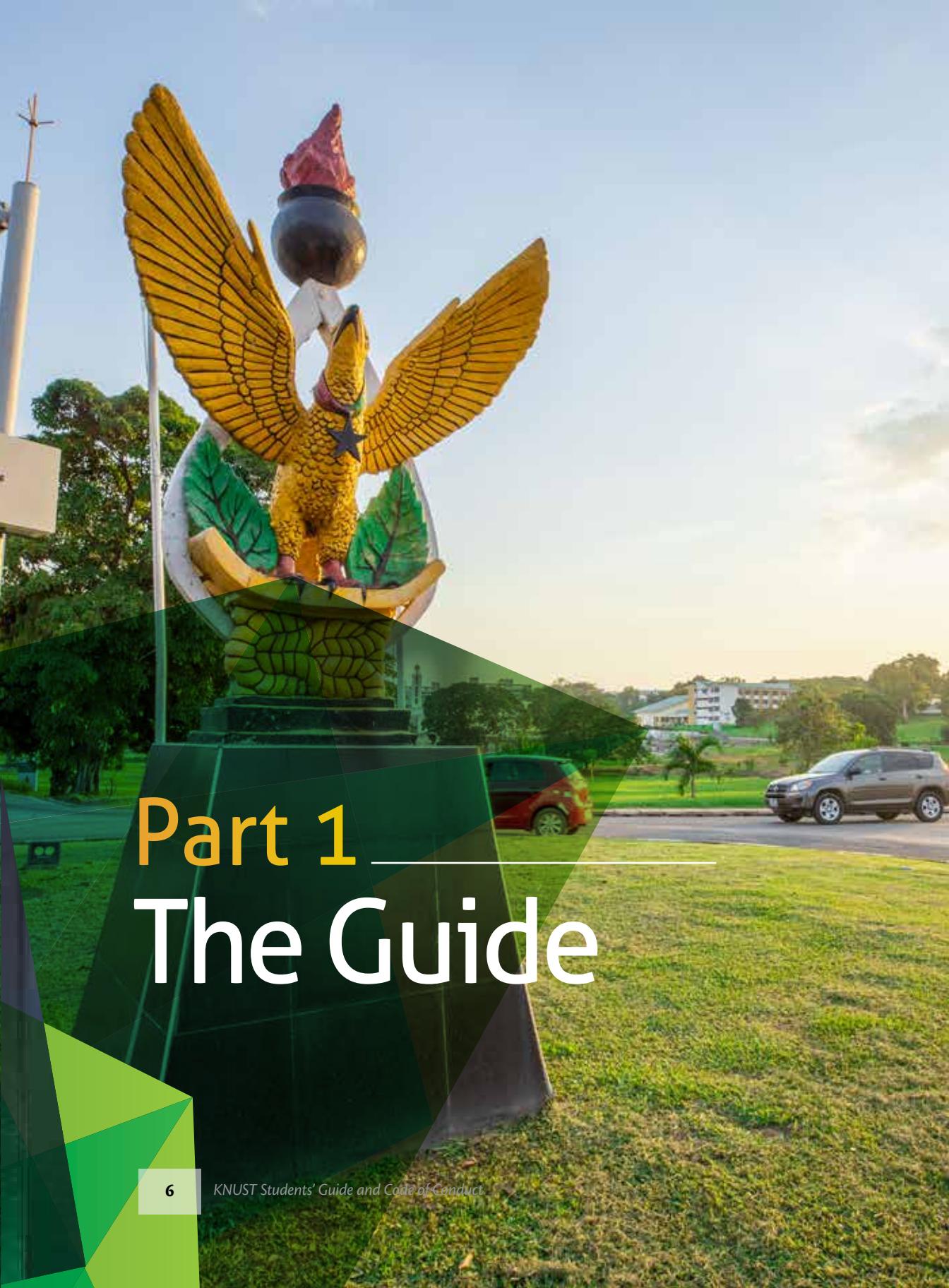
We are equally indebted to the Students' Guide Review Committee: Prof. Otchere Addai-Mensah (former Deputy Director, Conduct and Discipline, DoSA/Chairman), Prof. Francis Kofi Ampong (Chairman, Committee of Hall Administrators, CoHA/Member), Prof. James Osei Mensah (Hall Master, KNUST

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

Professor Wilson Agyei Agyare
Director of Student Affairs
January, 2023

Part 1
The Guide

A Brief History of The University

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana is a university situated in Kumasi, the capital city of the Ashanti Region of Ghana. The main university campus, which is approximately sixteen square kilometres, lies to the east of Kumasi, the Ashanti Regional capital, and is seven kilometres away from the central business district of the city. The undulating land and pleasant surroundings present a panorama of beautiful and modern architecture, interspersed with verdant lawns and tropical flora, providing a cool and refreshing atmosphere, congenial to academic work.

By a Government Ordinance of October 6, 1951, the Kumasi College of Technology was established as a public University with the Faculty of Engineering and the Department of Commerce and affiliated with the University of London. It began operations on January 22, 1952, with 200 teacher-training students who were relocated from Achimota College to form the nucleus of the Kumasi College of Technology. The College expanded enormously in academic disciplines in the years that followed. In addition to the existing programmes, the Departments of Pharmacy and Agriculture were established in 1953, followed by the Departments of General Studies, Town Planning & Building, and the Faculty of Science.

As the Kumasi College of Technology developed, it was decided that its Science and Technology status be maintained. To this end, the Teacher Training Section, excluding the Art School, was transferred to the Winneba Training College, and the Commerce Department to Achimota College, in January 1958.

In 1961, the Kumasi College of Technology was granted full-fledged university status based on the report of a commission appointed by the government to advise it on the status of the College. Consequently, the Kumasi College of Technology was converted into an autonomous University by an Act of Parliament on August 22, 1961, and named Kwame Nkrumah University of Science and Technology. The Kwame Nkrumah

University of Science and Technology was formally inaugurated on Wednesday, November 29, 1961, and began awarding its own degrees in June 1964.

After the overthrow of Dr. Kwame Nkrumah, the name of the University was changed, by a decree, to the University of Science and Technology, Kumasi on February 24, 1966.

By an Act of Parliament in 1998, Act 559, the name of the University reverted to its original one, Kwame Nkrumah University of Science and Technology.

The University has expanded enormously and undergone major changes, both in infrastructure and its academic structure and disciplines.

In January 2005, the University adopted the collegiate system to allow for greater academic and administrative autonomy. Under this system, the various Faculties were condensed into six colleges, namely:

   i.   College of Agriculture and Natural Resources (CANR)

   ii.   College of Architecture and Planning (CAP)

   iii.   College of Art and Social Sciences (CASS)

   iv.   College of Engineering (CoE)

   v.   College of Health Sciences (CHS) and

   vi.   College of Science (CoS)

As a dynamic institution, the structure of the collegiate system keeps evolving, and presently, the Colleges of the University stand as:

   i.   College of Agriculture and Natural Resources (CANR)

   ii.   College of Art and Built Environment (CABE)

   iii.   College of Engineering (CoE)

   iv.   College of Health Sciences (CHS)

   v.   College of Humanities and Social Sciences (CoHSS)

   vi.   College of Science (CoS)

Aimed at bringing the quality and demand-driven tertiary education offered by KNUST to the doorstep of all, especially, the working class, KNUST established the Institute of Distancing Learning (IDL) in 2005 under the Faculty of Science with two learning centres in Accra and Kumasi. The Institute, which is now a force to reckon with, has been elevated to the status of a college with learning centres in almost all

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the regions of Ghana, and beyond the shores of Ghana.

To enhance the vibrant research culture that has attracted scholars and researchers from across the continent and beyond to the KNUST School of Graduate Studies, the University, in 2022 elevated the School to the status of a college while still retaining its name. This has given the School of Graduate Studies a lot more leverage to shoulder the over three hundred graduate programmes across all the disciplines of the University.

The University has, since 2019, been operating the Obuasi campus which is steadily growing in terms of programmes offered and student numbers.

Additionally, there are Institutes and Centres that conduct research and other development activities.

In terms of accommodation, there are six traditional Halls of Residence and several hostels on and off the University campus, in the surrounding communities. Medical students at the Komfo Anokye Teaching Hospital are housed in the Laing, Gold, VALCO, and GETFUND hostels.

To strengthen the administrative structure of the University to efficiently manage the domestic needs of the growing student population, the Office of the Dean of Students was elevated to a directorate in 2022 and named the Directorate of Student Affairs. The Directorate of Student Affairs provides greater leverage in ensuring the provision of welfare support services for students, promoting their academic success, and fostering a healthy and conducive learning environment.

The ambience of the institution, the wide variety of demand-driven programmes on offer, coupled with excellent tutoring make KNUST the obvious first-choice tertiary institution.

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana is currently a household name in science and technology education in Africa and its vision of becoming one of the top ten (10) universities in Africa is progressively on course.

In 2021, KNUST celebrated 70 years of a solitary vision that has transformed large uncultivated, and deserted plains into a world-class institution, allowing many people to benefit from a world-class university education. KNUST after 70 years continues to thrive in quality research and teaching, producing, and developing graduates and professionals and fostering partnerships with stakeholders, communities, and the world.

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Administration of The University

2.1 The Principal Officers

The Principal Officers of the University, as set out in the Statutes are:

» The Chancellor,

» The Chairman of the University Council, and

» The Vice-Chancellor.

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

2.2 Other officers of the University

Pro Vice-Chancellor

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

The Registrar

The Registrar is the Chief Administrative Officer of the University.

2.3 Governing Body of the University

The highest decision-making body of the University is the University Council.

2.4 Other Bodies

i. The Academic Board, under the University Council, is the body responsible, among others, for:

a. formulating and carrying out the academic policies of the University;

b. developing and regulating the courses of instruction and study, and supervising research;

c. regulating the conduct of examinations and the award of degrees, diplomas, and certificates;

There are Committees of the Academic Board, which normally make recommendations to it for its approval before they are implemented. These include the Executive Committee and the Residence Committee.

ii. The Welfare Services Board is responsible to the University Council through the Vice-Chancellor. The functions of the Board include:

a. Making such reports and recommendations on matters affecting the estate and the welfare services within the University and within the scope of policy approved by the Council to take such actions as the Board may deem necessary.

b. Making reports and recommendations to Council either on its own initiative or at the request of the Council on any matter referred to it by the Council.

iii. Administration at the College Level

At the college level, the Provost is the administrative head and is supported by Deans who head the various Faculties under the College and Heads of Departments who oversee activities at the departmental level.

The day-to-day operations of the Colleges are undertaken by the College Registrars with the support of Faculty Registrars and administrators for the Departments.

iv. Students' Participation in Administration of the University

Students' governance finds expression in the Students' Representative Council (SRC) and the Graduate Students' Association of Ghana - KNUST (GRASAG) which operates under the SRC to advocate for students' welfare. They participate in the administration of the University through their representatives on the various boards and committees of the University.
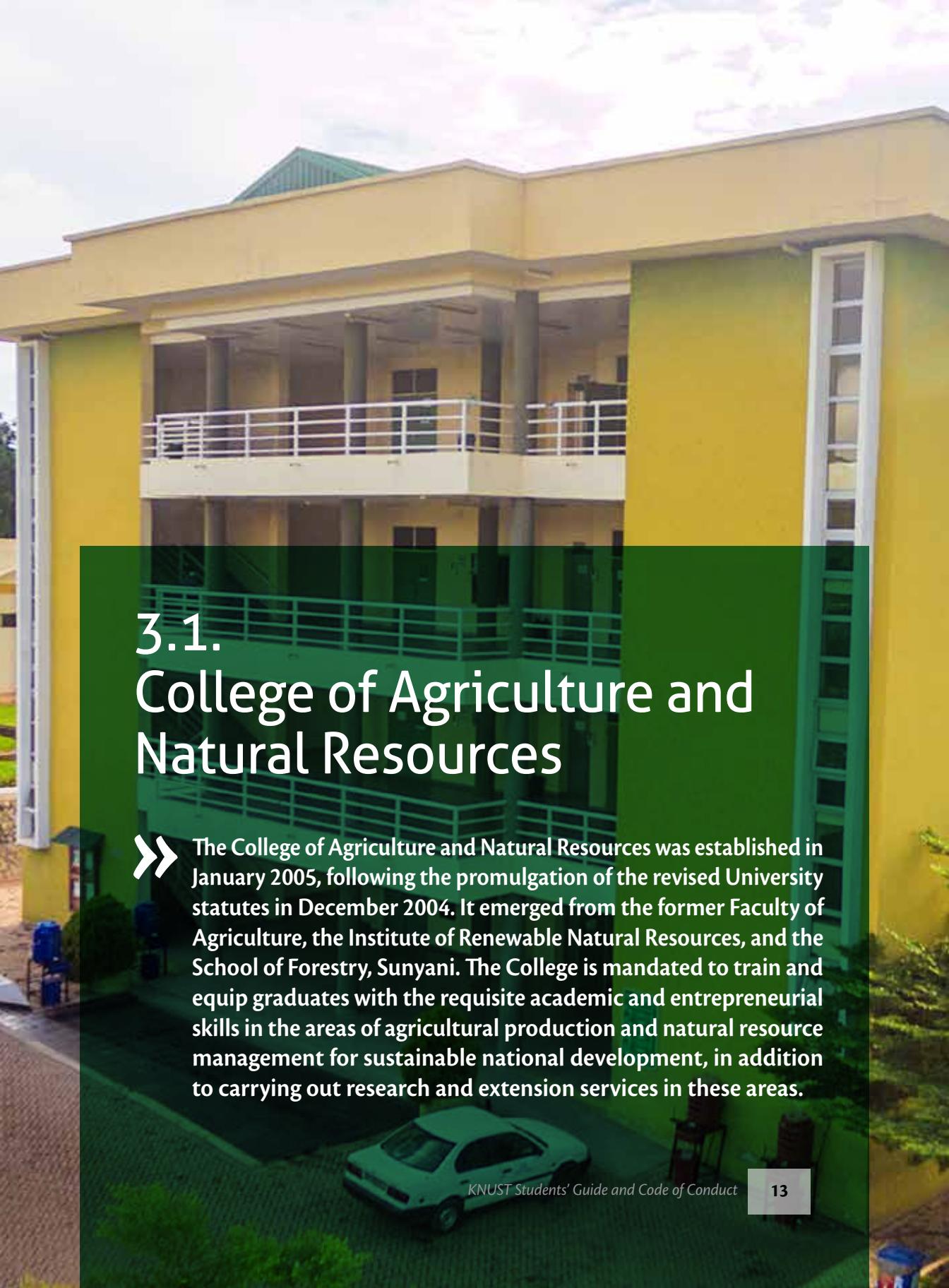
3

Colleges

There are presently six (6) colleges and the Institute of Distance Learning which has the status of a college. These are:

> » **College of Agriculture and Natural Resources (CANR)**
> » **College of Art and Built Environment (CABE)**
> » **College of Engineering (CoE)**
> » **College of Health Sciences (CHS)**
> » **College of Humanities and Social Sciences (CoHSS)**
> » **College of Science (CoS)**

3.1.
College of Agriculture and Natural Resources

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

Faculties/Departments

The College has two Faculties with ten Departments and three Research Centres. These are:

Faculty of Agriculture

i.   Department of Agricultural Economics, Agribusiness, and Extension

ii.   Department of Animal Science

iii. Department of Crop and Soil Sciences

iv.   Department of Horticulture

Faculty of Renewable Natural Resources

i.   Department of Agroforestry

ii.   Department of Fisheries and Watershed Management

iii. Department of Forest Resource Technology

iv.   Department of Silviculture and Forest Management

v.   Department of Wildlife and Range Management

vi.   Department of Wood Science and Technology

Research Centres
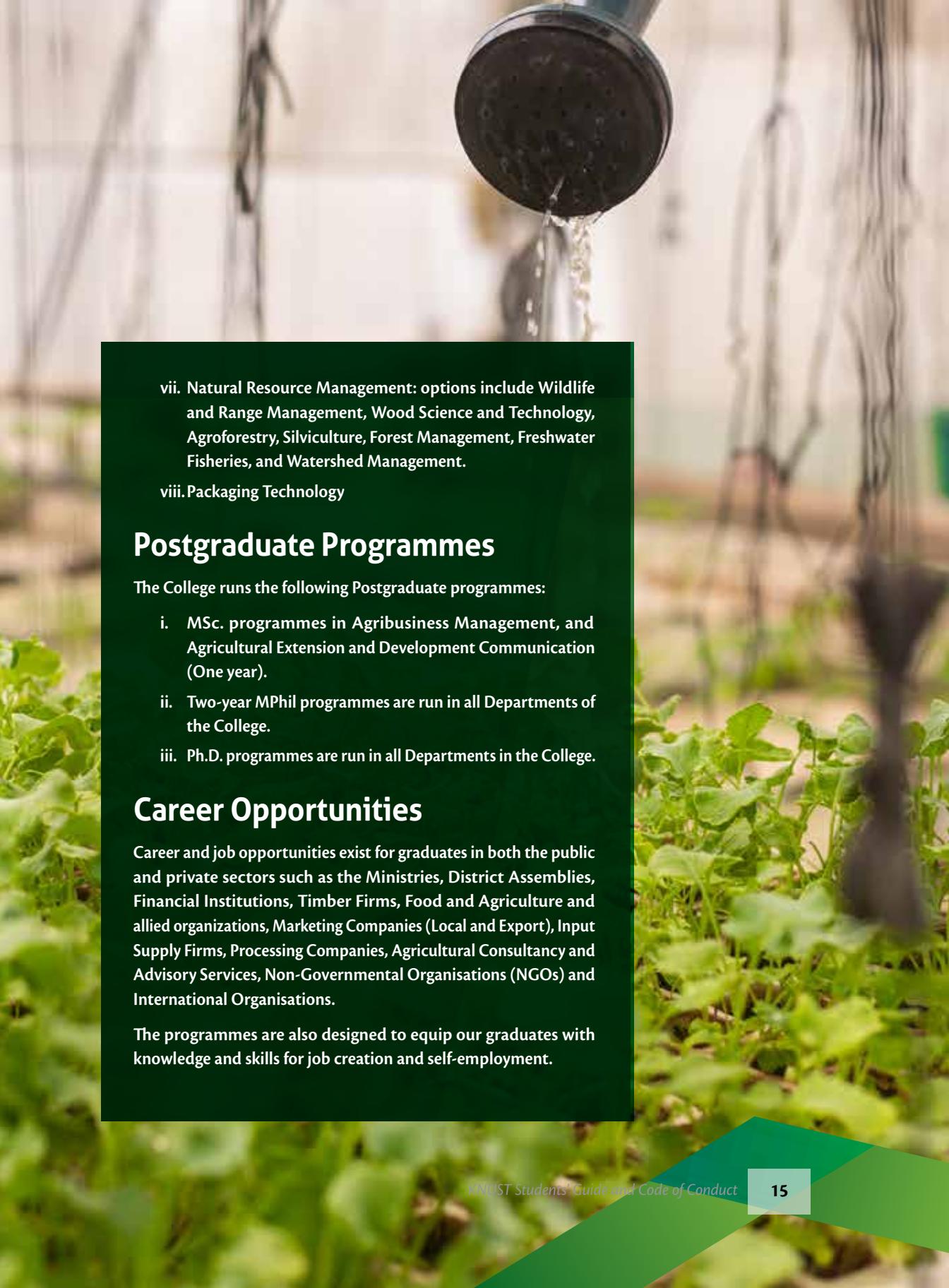
The College has three Research Centres namely:

i.   Agricultural Research Station, Anwomaso

ii.   Bureau for Integrated Rural Development (BIRD)

iii. KNUST Dairy/Beef Cattle Research Stations, Boadi

Undergraduate Programmes

The Departments of the College through its Faculties run the following four-year undergraduate programmes leading to the award of Bachelor of Science (BSc.) degrees in:

i.   Agribusiness Management

ii.   Agricultural Biotechnology

iii. Agriculture, with options in Animal Science, Horticulture, Crop and Soil Sciences, Agricultural Economics, Agricultural Extension, Rural Sociology, and Agricultural Mechanization

iv.   Aquaculture and Water Resource Management.

v.   Forest Resources Technology

vi.   Landscape Design and Management

vii. Natural Resource Management: options include Wildlife and Range Management, Wood Science and Technology, Agroforestry, Silviculture, Forest Management, Freshwater Fisheries, and Watershed Management.

viii. Packaging Technology

Postgraduate Programmes
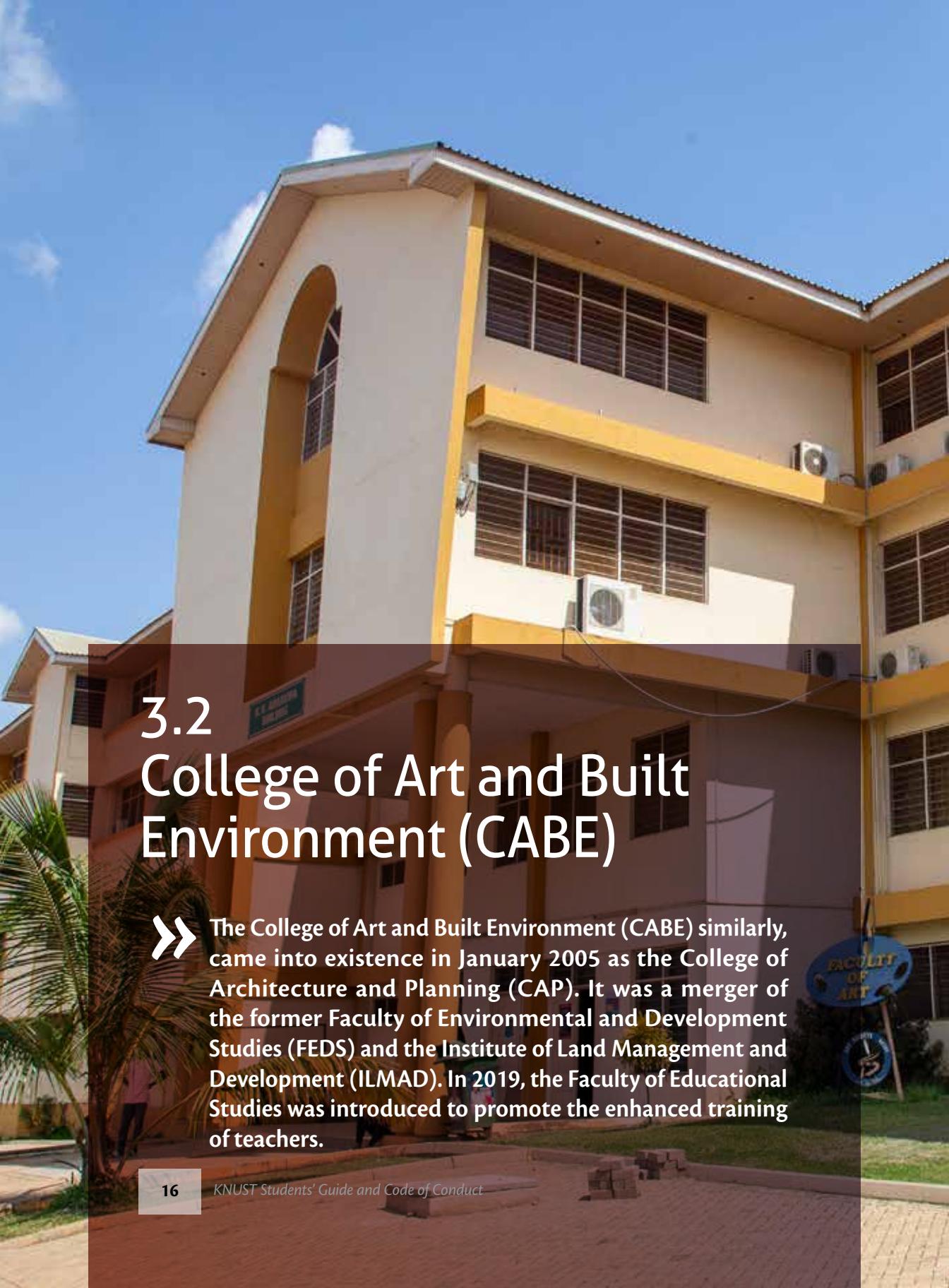
The College runs the following Postgraduate programmes:

i. MSc. programmes in Agribusiness Management, and Agricultural Extension and Development Communication (One year).

ii. Two-year MPhil programmes are run in all Departments of the College.

iii. Ph.D. programmes are run in all Departments in the College.

Career Opportunities

Career and job opportunities exist for graduates in both the public and private sectors such as the Ministries, District Assemblies, Financial Institutions, Timber Firms, Food and Agriculture and allied organizations, Marketing Companies (Local and Export), Input Supply Firms, Processing Companies, Agricultural Consultancy and Advisory Services, Non-Governmental Organisations (NGOs) and International Organisations.

The programmes are also designed to equip our graduates with knowledge and skills for job creation and self-employment.

3.2
College of Art and Built Environment (CABE)

» **The College of Art and Built Environment (CABE) similarly, came into existence in January 2005 as the College of Architecture and Planning (CAP). It was a merger of the former Faculty of Environmental and Development Studies (FEDS) and the Institute of Land Management and Development (ILMAD). In 2019, the Faculty of Educational Studies was introduced to promote the enhanced training of teachers.**

Faculties /Departments

The College comprises three Faculties, 12 Academic Departments, and 2 Research Centres.

Faculty of Art

    i.   Department of Communication Design

    ii. Department of Industrial Art

    iii. Department of Integrated Rural Art and Industry

    iv. Department of Painting and Sculpture

    v.   Department of Publishing Studies

Faculty of Built Environment

    i.   Department of Architecture

    ii. Department of Construction Technology and Management

    iii. Department of Land Economy

    iv. Department of Planning

Faculty of Educational Studies

    i.   Department of Educational Innovations in Science and Technology

    ii. Department of Teacher Education

Research Centres

    i.   Centre for Educational Research and Development (CERD)

    ii. Centre for Settlement Studies

Undergraduate Programmes

The Departments in the College run four-year undergraduate programmes leading to the award of Bachelor of Science (BSc.) degrees in:

i. Architecture

ii. Ceramics Technology

iii. Construction Technology Management

iv. Development Planning

v. Fashion Design

vi. Human Settlement Planning

vii. Land Economy

viii. Quantity Surveying and Construction Economics

ix. Real Estate

x. Textile Design and Technology

There are also Bachelor of Fine Art/ Bachelor of Science degrees in

    i.   Ceramics

    ii.   Painting and Sculpture

There are Bachelor of Art degrees in

    i.   Communication Design

    ii.   Integrated Rural Art and Industry

    iii.   Metal Product Design and Technology

    iv.   Publishing Studies

The Faculty of Educational Studies runs a Diploma in Education (Sandwich) and also awards a Bachelor of Education (B.Ed) in Junior High School Education with specialisation in:

i. Mathematics	v. Visual Art
ii. Science	vi. History
iii. ICT	vii. Geography
iv. Agricultural Science	

Postgraduate Programmes

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

The Faculty of Art runs MA, MFA, MPhil, and Ph.D. programmes in various disciplines.

The Faculty of Educational Studies runs Master of Education in General Education and Art, Master of Science (MSc.), Master of Philosophy (MPhil), and Doctor of Philosophy (Ph.D.) Programmes.

Career Opportunities

Department of Architecture

The Public Service including Local Government, Land Use and Spatial Planning Authority (LUSPA) employs products from this Department as Development and Project Officers; Private Firms; and Financial Institutions. Other job opportunities are in Real Estate and Academic Institutions. Graduates can also go into private practice.

Department of Construction Technology and Management

Employment opportunities exist in the following areas: Construction Organisations, Consulting Companies in the Construction Industry as Quantity Surveyors, Construction Managers, and Cost

Estimators among others. Graduates can also secure jobs in the Banks and Ghana's Real Estate Development market.

Department of Land Economy

Job opportunities are in the following areas: Land Sector Agencies like the Lands Commission, Land Valuation Board, and Office of the Administrator of Stool Lands. Employment is also available in the Estate Management outfits of both public and private organizations. The emerging Estate Development Companies also have room for Land Economists. After a specified number of years in the field, the land economist can go into private consultancy after satisfying the requirements prescribed by the General Practice Division of the Ghana Institution of Surveyors.

Department of Planning

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

Faculty of Art

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

3.3
College of Engineering

>> The College of Engineering emerged from the former School of Engineering. It comprises three faculties with eleven academic Departments and six Research Centres.

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

Faculty of Civil and Geo-Engineering

- Civil Engineering
- Geological Engineering
- Geomatic Engineering
- Petroleum Engineering

Faculty of Electrical and Computer Engineering

- Computer Engineering
- Electrical and Electronic Engineering
- Telecommunications Engineering

Faculty of Mechanical and Chemical Engineering

- Agricultural and Biosystems Engineering
- Chemical Engineering
- Materials Engineering
- Mechanical Engineering

Research Centres

i.   KNUST Engineering Education Project (KEEP)
ii.   Regional Water and Environmental Sanitation Centre, Kumasi (RWESCK)
iii. Technology Consultancy Centre (TCC)
iv.   The Brew-Hammond Energy Centre (TBHEC)
v.   Transport Research and Education Centre, Kumasi (TRECK)
vi.   West African Science Service Centre on Climate Change and Adapted Land Use (WASCAL)

Undergraduate Programmes

Undergraduate Programmes offered in the College are:

i. Aerospace Engineering	vii. Computer Engineering
ii. Agricultural Engineering	viii. Electrical/Electronic Engineering
iii. Automobile Engineering	ix. Geological Engineering
iv. Biomedical Engineering	x. Geomatic (Geodetic) Engineering
v. Chemical Engineering	xi. Industrial Engineering
vi. Civil Engineering	xii. Marine Engineering

xiii. Materials Engineering

xiv. Mechanical Engineering

xv. Metallurgical Engineering

xvi. Petro-chemical Engineering

xvii. Petroleum Engineering

xviii. Telecommunication Engineering

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

Postgraduate Programmes

The College runs Postgraduate programmes in various fields leading to the award of MSc, MPhil. and Ph.D. degrees.

Career Opportunities

Graduates from the College of Engineering have a wide range of job opportunities including the following: General Engineering, Agriculture, Manufacturing industries, Teaching and Research, Consultancy, Sales and Management, Banking and Investment, Food Processing Industry, Private Enterprise, and Rural Development Projects.

3.4
College of Health Sciences

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

Faculties/Departments

Faculty of Pharmacy and Pharmaceutical Sciences

i. Department of Pharmacy Practice
ii. Department of Herbal Medicine
iii. Department of Pharmaceutical Chemistry
iv. Department of Pharmaceutics
v. Department of Pharmacognosy
vi. Department of Pharmacology

Clinical Medicine

i. Department of Anaesthesiology and Intensive Care
ii. Department of Child Health
iii. Department of Community Health
iv. Department of Eye, Ear, Nose, and Throat
v. Department of Medicine
vi. Department of Obstetrics and Gynaecology
vii. Department of Radiology
viii. Department of Surgery

School of Medicine and Dentistry

i. Department of Adult Oral Health
ii. Department of Anatomy
iii. Department of Basic and Diagnostic Oral Sciences
iv. Department of Behavioural Sciences
v. Department of Child Oral Health and Orthodontics
vi. Department of Clinical Microbiology
vii. Department of Community Dentistry
viii. Department of Molecular Medicine
ix. Department of Oral and Maxillofacial Sciences
x. Department of Pathology
xi. Department of Physiology

Faculty of Allied Health Sciences

i. Department of Medical Diagnostics
ii. Department of Medical Laboratory Technology
iii. Department of Nursing
iv. Department of Sports and Exercise Sciences

School of Public Health

i. Department of Epidemiology and Biostatistics
ii. Department of Health Policy, management, and Economics
iii. Department of Population and Reproductive Health
iv. Department of Global and International Health
v. Department of Health Promotion and Disability Studies
vi. Department of Occupational and Environmental Health and Safety

School of Veterinary Medicine

Department of Veterinary Medicine
ii. Department of Veterinary Obstetrics and Gynaecology
iii. Department of Veterinary Parasitology/ Bacteriology
iv. Department of Veterinary Pathology
v. Department of Veterinary Public Health

Research Centre

Kumasi Centre for Collaborative Research in Tropical Medicine (KCCR)

Undergraduate Programmes

The School of Medicine and Dentistry runs three-year programmes leading to the award of:

i.   Bachelor of Dental Surgery
ii. Bachelor of Science (B.Sc.) in Human Biology.

This is followed by another three-year Clinical programme, leading to the award of MB, CHB, and Doctor of Dental Surgery degrees.

The Faculty of Allied Health Sciences runs programmes leading to the award of a Bachelor of Science degree in:

i.   Medical Imaging
ii.   Medical Laboratory Science
iii. Midwifery
iv.   Nursing
v.   Nursing (Emergency)
vi.   Physician Assistantship
vii. Physiotherapy and Sports Science

The Faculty of Pharmacy and Pharmaceutical Sciences runs a six-year PharmD programme and a four-year BSc. Herbal Medicine programme, while the School of Public Health runs a four-year programme in disability studies. The rest of the programmes within the school are all postgraduate programmes.
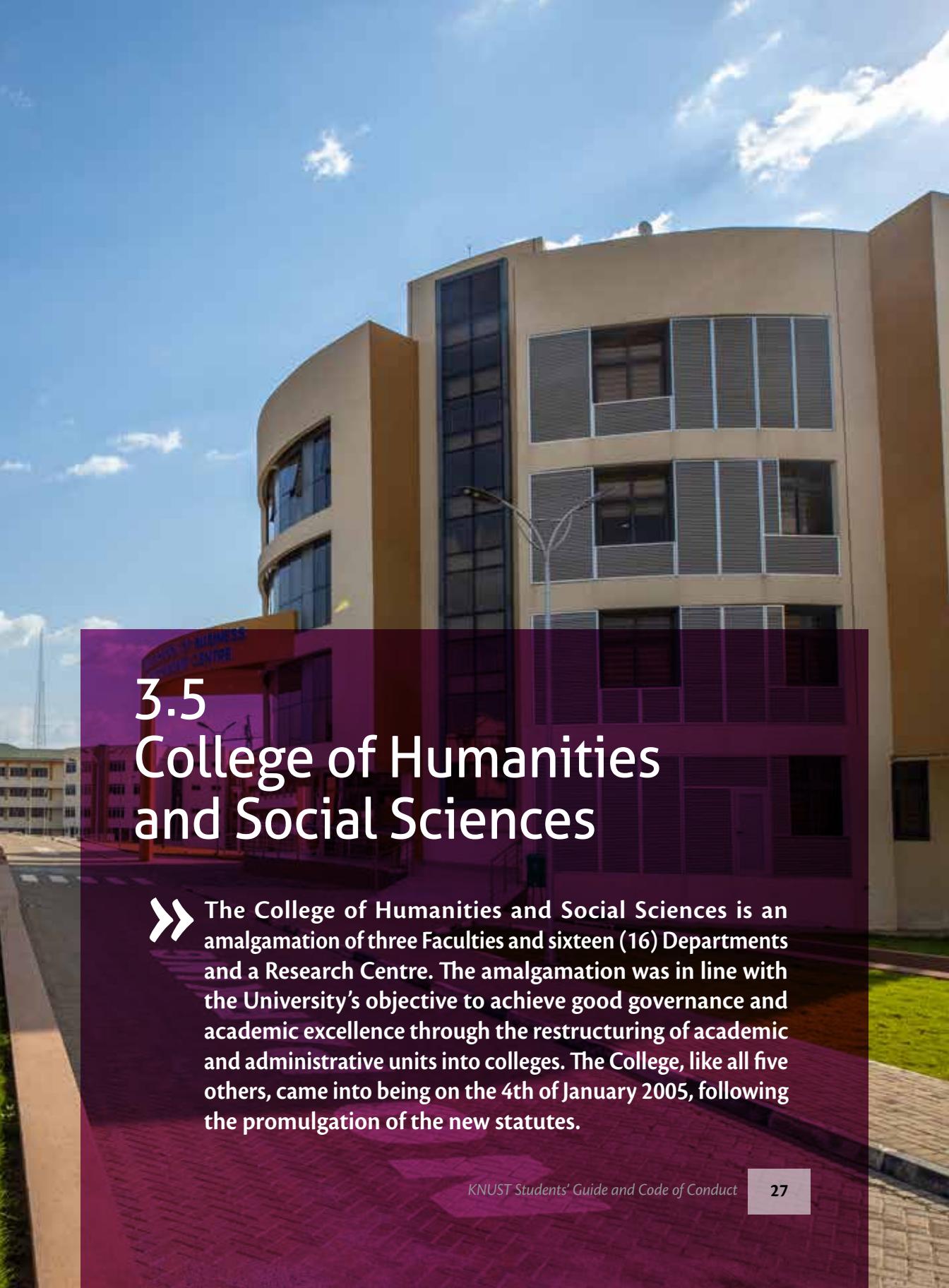
The School of Veterinary Medicine, on the other hand, runs a six-year Doctor of Veterinary Medicine (DVM) programme.

Postgraduate Programmes

The Faculties and Departments of the College run various postgraduate programmes leading to the award of Diploma, MSc., M.Phil., and Ph.D. degrees in their specific areas.

Career Opportunities

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

3.5
College of Humanities and Social Sciences

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

Faculties & Departments

Faculty of Law

i.   Department of Commercial Law.

ii.   Department of Private Law

iii.   Department of Public Law

Faculty of Social Sciences

i.   Department of Communication and Language Sciences

ii.   Department of Economics

iii.   Department of English

iv.   Department of Geography and Rural Development

v.   Department of History and Political Studies

vi.   Department of Religious Studies

vii.   Department of Sociology and Social Work

The KNUST School of Business

The KNUST School of Business has four academic departments:

i.   Department of Accounting and Finance

ii.   Department of Human Resources & Organisational Management

iii.   Department of Information Systems and Decision Sciences

iv.   Department of Marketing and Corporate Strategy

Research Centre

i.   Centre for Cultural and African Studies

Undergraduate Programmes

The College and its Departments run the following undergraduate Programmes leading to the award of Bachelor of Art degrees in

i.   Akan Language and Culture

ii.   Economics

iii.   English

iv.   French and Francophone Studies

v.   Geography and Rural Development

vi.   History

vii.   Linguistics

viii.   Media and Communication Studies

ix.   Political Studies

x.   Religious Studies

xi.   Social Work

xii.   Sociology

Additionally, there is also a Bachelor of Law (LLB) programme and a Bachelor of Science degree in Business Administration with options in

- · Accounting / Banking and Finance
- · Hospitality and Tourism Management
- · Human Resource Management
- · Logistics and Supply Chain Management /Business in Information Technology
- · Marketing / International Business

Postgraduate Programmes

There are Master of Arts (MA), Master of Science (MSc.), Master of Public Administration (MPA), Master of Business Administration (MBA), Master of Laws (LLM), Master of Philosophy (MPhil), Doctor of Business Administration (DBA) and Doctor of Philosophy (Ph.D.) Programmes run by the various Departments in the College.

Career Opportunities

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

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

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

3.6
College of Science

>> The College of Science emerged from the former Faculty of Science, which was established in 1961. The College status was attained due to the restructuring of KNUST into the Collegiate system, following the promulgation of the new Statutes in December 2004. The College has ten academic Departments under two faculties. These are:

Faculty of Biosciences

    i.   Department of Biochemistry and Biotechnology

    ii.   Department of Environmental Science

    iii. Department of Food Science and Technology

    iv. Department of Optometry and Visual Science

    v.   Department of Theoretical and Applied Biology

Faculty of Physical and Computational Sciences

    i.   Department of Chemistry

    ii.   Department of Computer Science

    iii. Department of Mathematics

    iv. Department of Meteorology and Climate Science

    v.   Department of Physics

    vi. Department of Statistics and Actuarial Science

Undergraduate Programmes

Undergraduate Programmes offered in the College are:

    i.   Actuarial Science

    ii.   Biochemistry

    iii. Biological Sciences

    iv. Chemistry

    v.   Computer Science

    vi. Doctor of Optometry

    vii. Environmental Science

    viii. Food Science and Technology

    ix. Mathematics

    x.   Meteorology and Climate Science

    xi. Physics

    xii. Statistics

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

Postgraduate Programmes

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

Career Opportunities

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

3.7
Institute of Distance Learning (IDL)

» **Established in 2005, the Institute of Distance Learning offers a unique opportunity for the expansion of the prestigious KNUST science and technology education in the distance learning mode. IDL-KNUST provides increasing access to quality, demand-driven, continuing, and tertiary education programmes using a wide range of information, communication and management technologies in a flexible manner. The IDL uses the blended approach for teaching combining virtual with face-to-face sessions on weekends.**

The Institute continues to evolve in terms of the number of undergraduate and postgraduate programmes offered on its platform and has centres in almost all the regional capitals of Ghana. For more information visit www.idl.knust.edu.gh.

The Institute of Distance Learning has two departments:

i.   Centre for e-Learning Technology (CELT)

ii. Centre for Academic Programmes, Research, and Development (CARD)

Top-up programmes offered:

i.   Actuarial Science

ii.   Agricultural Engineering

iii. Architectural Technology

iv.   Bachelor of Information Technology (BIT)

v.   Business Administration

vi.   Computer Science

vii. Construction Technology and Management (CTM)

viii. Engineering

ix.   Quantity Surveying and Construction Economics (QSCE)

x.   Sociology and Social work

xi.   Statistics

Diploma Programmes

The Institute runs the following diploma programmes:

i.   Architectural Technology

ii.   Business Administration

iii. Food Manufacturing

iv.   Horticulture

v.   Information Technology

vi.   Professional French

Graduate Programmes

The Institute runs graduate programmes in various fields including Master of Art (MA), Master of Science (MSc.), Master of Education (M.Ed), Master of Public Administration (MPA), Master of Engineering (MEng), Commonwealth Master of Business Administration (CMBA), Commonwealth Master of Public Administration (CMPA), Master of Business Administration (MBA), and Master of Philosophy (MPhil).

Contact Information

Office Location:
Casely Hayford Building, Kwame Nkrumah University of Science & Technology

Tel:
+233 (0) 247274661/ (0) 500482885/ (0)322491138

Email:
idl@knust.edu.gh

KNUST Obuasi Campus

In 2019, KNUST with the support of the Obuasi West Municipal Assembly and AngloGold Ashanti established a satellite campus of KNUST in Obuasi at the old AGA Northern Mines site. The Campus was officially commissioned by the President of Ghana, His Excellency Nana Addo Danquah Akufo Addo, on the 4th of November 2020.

The Management of the Obuasi Campus in collaboration with the Colleges on the Main KNUST Campus facilitates the running of academic programmes. The Campus started with eleven academic programmes in 2019.

Presently, fifteen undergraduate programmes (made up of 7 Engineering Programmes, 4 Business Administration Programmes, 3 Allied Health Sciences Programmes, and 1 Science Programme) are run on the Campus. With a foundation student population of 343 in 2019, the Obuasi Campus now boasts of a growing student population.

Undergraduate Programmes

As of 2022, the undergraduate programmes run at the KNUST - Obuasi Campus leading to an award of Bachelor of Science were:

i.   Business Administration

ii.   Civil Engineering

iii.   Electrical/ Electronic Engineering

iv.   Environmental Science

v.   Geological Engineering

vi.   Geomatic/Geodetic Engineering

vii. Materials Engineering

viii. Mechanical Engineering

ix.   Medical Laboratory Science

x.   Metallurgical Engineering

xi.   Midwifery

xii. Nursing

Management and Student Governance

The Obuasi Campus is managed by a board chaired by the Pro Vice-Chancellor of the University. The Campus has a Coordinating Dean, who together with a Deputy Registrar, is responsible for the day-to-day running of the Campus. Students are represented actively on major boards and committees of the University Campus including the Obuasi Campus Board, the Welfare Services Board, and the Residence Committee.

The campus representatives communicate and participate directly with the SRC through the available student governance structures.

Accommodation

The University is unable to guarantee accommodation for all students. Most students are, therefore, living in private sector housing (hostels), most of which are located outside the university campus, but well-coordinated by the university to ensure the safety and comfort of students. Many of these hostels are, however, within walking distance of the university campus while those that are farther away, have shuttles from the University plying their routes. More information on accommodation at the Obuasi campus can be found on the University website.

5

The School of Graduate Studies

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

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

The School of Graduate Studies currently coordinates over 300 Masters Programmes, and 120 Ph.D. Programmes with 9 Research Centres. The school is manned by a Director, a Deputy Director, and a School Secretary.

The School of Graduate Studies has several policies and regulations including

1. Comprehensive Examination - Advancement to Candidacy (Ph.D.)

   Since 2011, students admitted into Ph.D. programmes at KNUST are expected to write the comprehensive examination. A pass in the comprehensive examination is required before a student is admitted to candidacy for the degree.

2. Responsibilities of Graduate Students

   The postgraduate candidate is expected to among others, dedicate effort and time to meet the requirement of the programme and undertake courses for the needed competences.

3. Programme Upgrade and Conversion Guide

   a. Regulations for Upgrade from MPhil to Ph.D. and MSc. /MA to MPhil could be obtained from the website of the School of Graduate Studies.

Detailed information on the School of Graduate Studies can be obtained from www.sgs.knust.edu.gh

6

The University Library

6.1 The KNUST Library System

The University Library System is made up of the Main Library (the Prempeh II Library), the Six College/Faculty/School Libraries, and Libraries outside the Kumasi Campus. The University Main Library is the management centre for all library operations within the University. It provides technical services to staff and students as well as coordinates the activities of the College Libraries. The University Librarian is the administrative and technical head of the University Library System. He is directly responsible to the Vice-Chancellor in all administrative, technical and professional matters concerning the libraries in the University.

6.2 Prempeh II Library

The main University Library is adjacent to the Great Hall on the University's main campus in Kumasi. It holds collections in print and online formats and has spaces to support different academic needs. It serves as the central administration for all services within the library system.
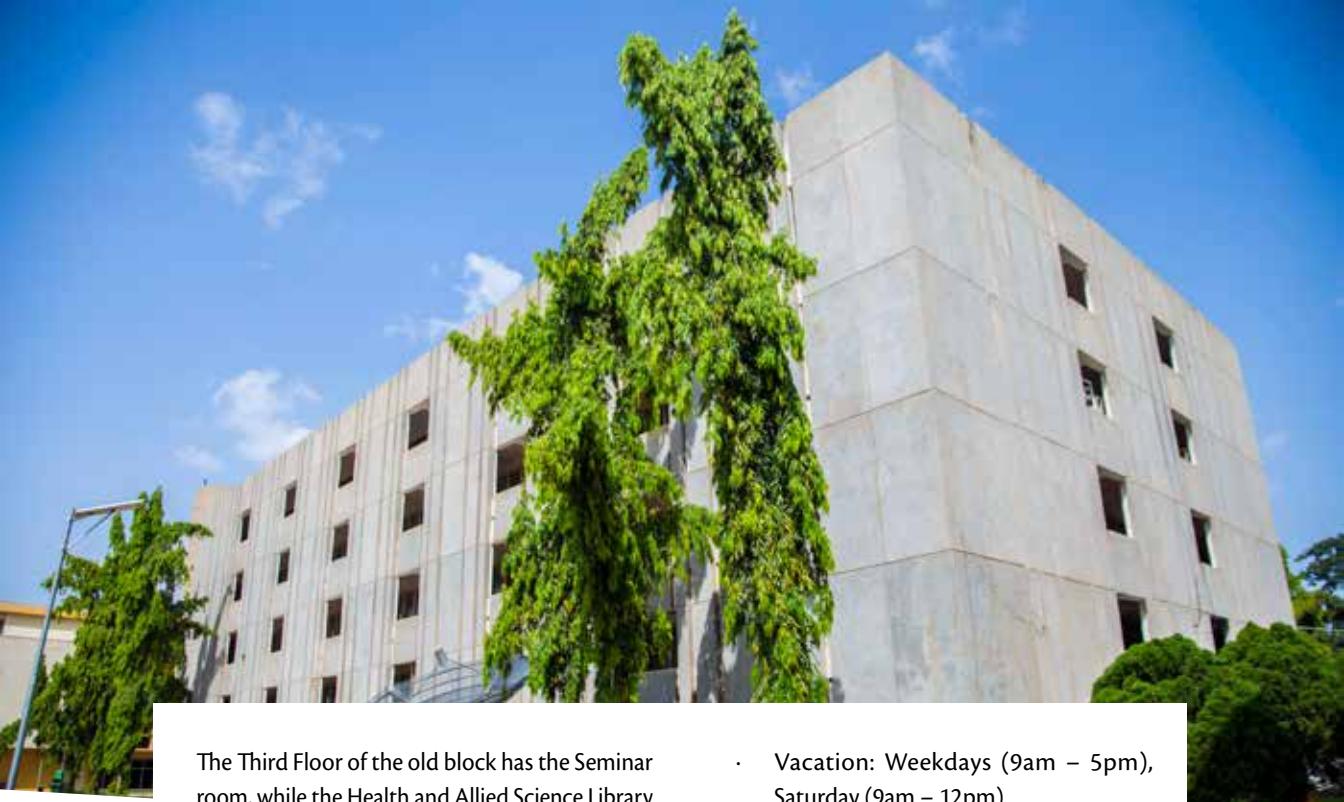
The Prempeh II Library has five (5) functional departments: Administration, Collection Development and Management, Students Support, Academic Support, and Library Systems & Support.

On the Ground Floor of the Main Library are the Educational Zones, Lending Department (which houses the Issue Desk and the Catalogues), the Discussion Area, Photocopy Unit, Collection and Development Management, and the Systems and Support Departments.

The First Floor has offices and a Reading area. The busts of former Vice-Chancellors of the University as well as ingenious African Americans are displayed on the same floor. The adjoining room is a Lounge for group discussion.

The Ghana Collection is on the Second Floor of the old block. The adjoining room accommodates the Reading Area. On the second floor of the new block are the Science and Technology Collections of the Students' Reference Library.

The Third Floor of the old block has the Seminar room, while the Health and Allied Science Library Collection is on the Third Floor of the new block. On the Fourth Floor of the extension are the collections on Humanities and Social Science.

6.3   Opening Hours

The general opening hours of the Prempeh II library are:

· Semester: Weekdays (9am -10pm), Saturday (9am – 8pm)

· Mid-semester and End of Semester Exam periods: 24 hours

· Vacation: Weekdays (9am – 5pm), Saturday (9am – 12pm)

6.4   Services Provided
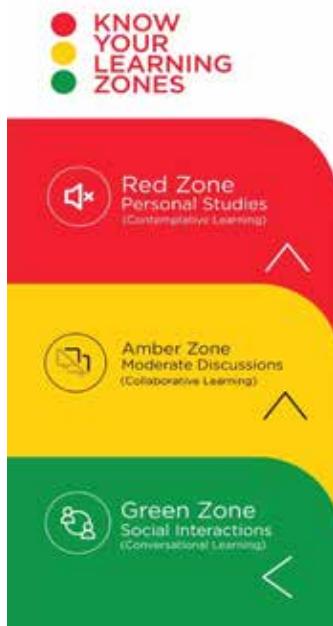
Prempeh II Library offers the following services:

i. Academic skills training;

ii. Access to print and electronic resources;

iii. Computing services and utilities (printing and scanning);

iv. Dissemination of scholarship;

v. Learning and research support;

vi. Plagiarism avoidance and referencing support.

6.5 Learner Spaces

There are spaces within the Prempeh II Library that serves different academic needs. These spaces are designed to be as functional as possible while being ergonomic and friendly to the learner. There are dedicated sections within the library that provide learner spaces for students. These spaces have been physically designed to provide three types of environments for learning. A three-colour coding system, which is present in directional signs throughout the building provides information about the type of learner behaviour acceptable within these spaces.

KNOW YOUR LEARNING ZONES

Red Zone
Personal Studies
(Contemplative Learning)

Amber Zone
Moderate Discussions
(Collaborative Learning)

Green Zone
Social Interactions
(Conversational Learning)

Personal learning spaces

Group learning spaces

Social learning spaces

Undergraduate learning spaces.

Individual Learning (Quiet Study Space, RED)

These spaces are designed for learners who require quiet spaces for personal contemplative learning. In addition, these spaces house reading collections for various academic disciplines and provide computing pools with quick access to online resources. Users of these spaces must comply with a strict set of rules to ensure that the intended use of the spaces is preserved and to keep noise at an absolute minimum. There are three (3) of these spaces within the Prempeh II Library. They are;

· Engineering Science & Technology – located on the second floor.

· Health & Allied Sciences – located on the third floor.

· Social Sciences/Humanities, Architecture, Art, and Built Environment – located on the fourth floor.

Collaborative Learning (Group Study, YELLOW)

These spaces accommodate group interaction while maintaining an environment conducive to all. Users must comply with rules and regulations and keep noise at acceptable, tolerable levels.

Social Learning (GREEN)

These group study spaces provide the most opportunity for group interactions. Learners can be most comfortable in this environment and organise themselves in ways that support their learning styles. Learners can convene in groups, play music, reorganise the seats, etc., as long as their actions do not disturb others within the same space and the building. There are some rules all users must comply with although these are far more accommodating than the other spaces.

Graduate Research Commons

The Research Commons provides spaces for research and training for graduates and faculty. Within the commons, there are:

a. **Faculty commons –** This section of the facility is dedicated for use by members of faculty and Ph.D. students.

b. **Graduate Commons –** A section dedicated to all other graduate students, offering seating and computing facilities for learning and research.

c. **Training Room –** The section is equipped with fixed computing and BYOD (Bring-Your-Own-Device) facilities; this space is reserved for training and group access on request.

d. **Discussion Area –** There is a general-purpose discussion area for two or three-person group interactions.

e. **Conference Room –** A conference room equipped with video conferencing facilities for graduate students or faculty use.

f. **Relaxation Space & Coffee Room –** There is a relaxation space at the reception and a coffee room outside the main entrance.

Multimedia Spaces

There are two multimedia spaces;

a. Relaxation Space – This space is located on the ground floor, at the main entrance. The relaxation space provides access to educational, current affairs, and select entertainment TV channels. It is intended to serve as a relaxation area after long hours of reading/study.

b. Library Design Studio – The design studio, located opposite the ICT centre on the first floor, is a space for a maximum of four (4) that provides access to multimedia design tools, including a sound recording booth and computers

with software for multimedia design and other audio-visual equipment.

Bookable Rooms

The library provides additional rooms with audio-visual equipment for private group study. These rooms are located within the individual learning spaces and must be reserved prior to use by groups of not less than four (4) and no more than ten (10) for a maximum of two (2) hours. Extensions may be granted if there are no other conflicting reservations for the same space.

Meeting/Conference Room

A general-purpose meeting room with video-conferencing facilities for groups of up to thirty (30).

Computing Pools

There is a pool of computers in a dedicated space on the fourth floor for student research and training activities. In addition, there are smaller clusters of computers within the individual learner spaces and on the ground floor.

Cafeteria (The Bibliophile)

The cafeteria is located on the ground floor, opposite the main entrance. It serves water and snacks only.

6.6 College/Faculty Libraries

There are six (6) college libraries, each of which has several smaller libraries distributed around the entire campus area for easier access, providing dedicated learning spaces and offering various services which include:

i.   **Reading Rooms** – The reading rooms hold reference collections of print resources and provide seating for individual learning.

ii. **Computing Pools** – Each college library has a general-purpose computing pool for academic use only.

iii. **Academic and Student Support** – These are manned service points to assist students with the use of resources. The services offered at these points vary by college. Generally, they include:

   a.   research support

   b.   academic skills support

   c.   plagiarism avoidance

   d.   reference service

   e.   on-demand training

iv. **Utilities** – Printing and scanning facilities are available in each of the libraries.

6.7 Further Information

Additional information about each college library and its contact can be found online using the links below:

- · College of Agric & Natural Resources - bit.ly/3zEzLXM
- · College of Art & Built Environment - bit.ly/3Uhs81L
- · College of Engineering - bit.ly/3DRCyhB
- · College of Health Sciences - bit.ly/3T1ZgZy
- · College of Humanities & Social Sciences - bit.ly/3zGGIrf
- · College of Science - bit.ly/3U15jz5

Opening Hours

The college libraries follow the general opening hours of the Prempeh II library. However, each of these libraries can vary their opening hours for various reasons. For information, kindly consult your college librarian (links above).

6.8 Libraries outside the Kumasi campus

Students in the University's distance learning campuses outside Kumasi have access to libraries in specific locations. These libraries are extensions of the Prempeh II Library and provide access to minimal essential resources on-site. Remote support and assistance can be arranged on demand to assist students in these locations. Kindly consult the resident librarian in these locations for assistance.

6.9 Resources

The library system – all libraries provide access to print and electronic resources organised as collections. These collections cover different subject areas and are available in print or electronic format. All university students automatically have access to these resources and do not require registration. For access to the physical spaces holding some of these resources, students may be required to present their university-issued ID cards for identification.

Print Collections

The print collections held in the library are broadly categorised as follows:

i.   Engineering, Science & Technology
ii. Health & Allied Sciences
iii. Social Sciences/Humanities, Architecture, Art & Built Environment
iv. Ghana Collection
v.   Newspaper Collection (current and archive)

For borrowing, there are three lending policies:

·   Short Loan – the resource can be borrowed for no more than three (3) days.
·   Standard Loan – the resource can be borrowed for fourteen (14) days and renewed for another fourteen (14) days only once.
·   Reference – the resource can only be used within the library building.

Information about the print resources is available in the online catalogue (libcat.knust.edu.gh).

Electronic Resources

Electronic journals, databases, and e-Books - The library provides access to electronic journals, databases, and e-Books. Students and staff can seamlessly access these resources through the Wi-Fi service on the University campuses. Outside the university campus Wi-Fi networks, access to these resources is only possible through an online proxy (ocl.knust.edu.gh) which requires students to present their university username/password credentials. A list of these resources can be found at bit.ly/3zG0HGs

Institutional Repository - There are two institutional repositories for archiving and disseminating university scholarly work. They are:

i.   **KNUSTSpace (ir.knust.edu.gh) –** This is a free and publicly accessible repository for graduate theses, research articles, and other scholarly output from various units within the University. All graduate theses are automatically deposited here after graduation.

ii. **LoRe (lore.knust.edu.gh) –** This repository is only accessible internally and provides access to undergraduate theses.

Contact Information

For more information about the library:
Website: http://library.knust.edu.gh
Email:
·   **General administration** – library@knust.edu.gh
·   **University librarian** – librarian@knust.edu.gh
·   **General support** – libsupport@knust.edu.gh
·   **Technical support** – admin.lib@knust.edu.gh
Telephone:
·   **University Librarian** – 03220-60133
·   **General Administration** – 03220-60199
·   **Academic Support Department** 03220-60212

7

The Directorate of Student Affairs

The Directorate of Student Affairs exists to promote students' development through programmes and services that enhance student networks and policy development and to promote ethical leadership among students. The Directorate is the central place for students, parents, faculty, and staff of the University to receive assistance with all issues of student life, whilst responding to emerging situations that impact students.

The Directorate of Student Affairs, since its establishment as the Office of the Dean of Students in 1998, continues to provide the necessary welfare support services to students during their university life in KNUST to enable them to achieve both academic and personal success.

The Directorate exercises responsibility for the entire student populace of the University. It acts as the loco parentis for students and has oversight responsibility for the welfare and discipline of all students. The Directorate is the first point of call for all issues on students' welfare, conduct, and discipline.

The Directorate seeks to assist students in becoming responsible members of the University Community through purposeful programmes.

Office Location

The Directorate of Student Affairs is located at the J. Harper Building, Commercial Area, adjacent the Jubilee Mall.

Focus/Major Activities of the Directorate

i. The Directorate oversees Student Affairs, majoring in favourable student housing and welfare services, student conduct and discipline, and Student Support and Financial Services.

ii. The Directorate liaises with the leadership of all student associations especially the Students' Representative Council (SRC)

and the Graduate Students Association of Ghana (GRASAG - KNUST) to ensure the general welfare of students. It also links up with external bodies that deal with students' welfare issues in general like the Private Hostels Association (PHA). In addition, it collaborates with the Committee of Hall Administrators (CoHA) to ensure students' welfare at the various Halls of Residence.

iii. The Directorate is responsible for the management of the Ulzen Block that hosts SRC Offices, reading rooms, and offices for Off-Campus Senior Tutors, the University Teachers Association of Ghana – KNUST, and the Ghana Association of University Administrators – KNUST: the L. I Andoh Block, which is the Non-Resident Student Facility, and Obesse-Jecty Block, which hosts GRASAG-KNUST Offices, the Student Loan Trust Fund Offices, and other student-related offices.

iv. The office liaises with the management of the University, Colleges, Faculties, and Departments on issues of students' welfare, conduct, and discipline.

v. The office liaises with other university departments such as the International Programmes Office (IPO), the University Information and Technology Services (UITS), the Transport Department, the University Security Services, and the University Hospital in executing its mandate.

For the safety and welfare of all students, the activities of the Directorate are organized under the:

- Students' Conduct and Discipline
- Students' Housing
- Welfare Services
- Student Documentation
- Student Support and Financial Services
- KNUST Counselling Centre
- KNUST Owned Hostels (KOHs)

7.1 Students' Conduct and Discipline

All issues on students' conduct and discipline are either reported directly to the Directorate or referred by the relevant offices within the University particularly the Security Services. Cases such as theft, fraud, assault, harassment (including sexual harassment), and others are mostly reported directly to the Directorate of Student Affairs where the Deputy Director (Conduct and Discipline) and/or the Senior Tutors help resolve the issues. Students who have complaints are advised to report first to the Directorate of Student Affairs before seeking redress elsewhere.

7.2 Student Housing and Residence

The Office under the Deputy Director (Housing & Welfare) collaborates with the Committee of Hall Administrators to ensure that students live under satisfactory conditions at the Halls of Residence. It also liaises with the Senior Tutors in charge of private hostels as well as private hostel owners and managers to ensure that non-resident
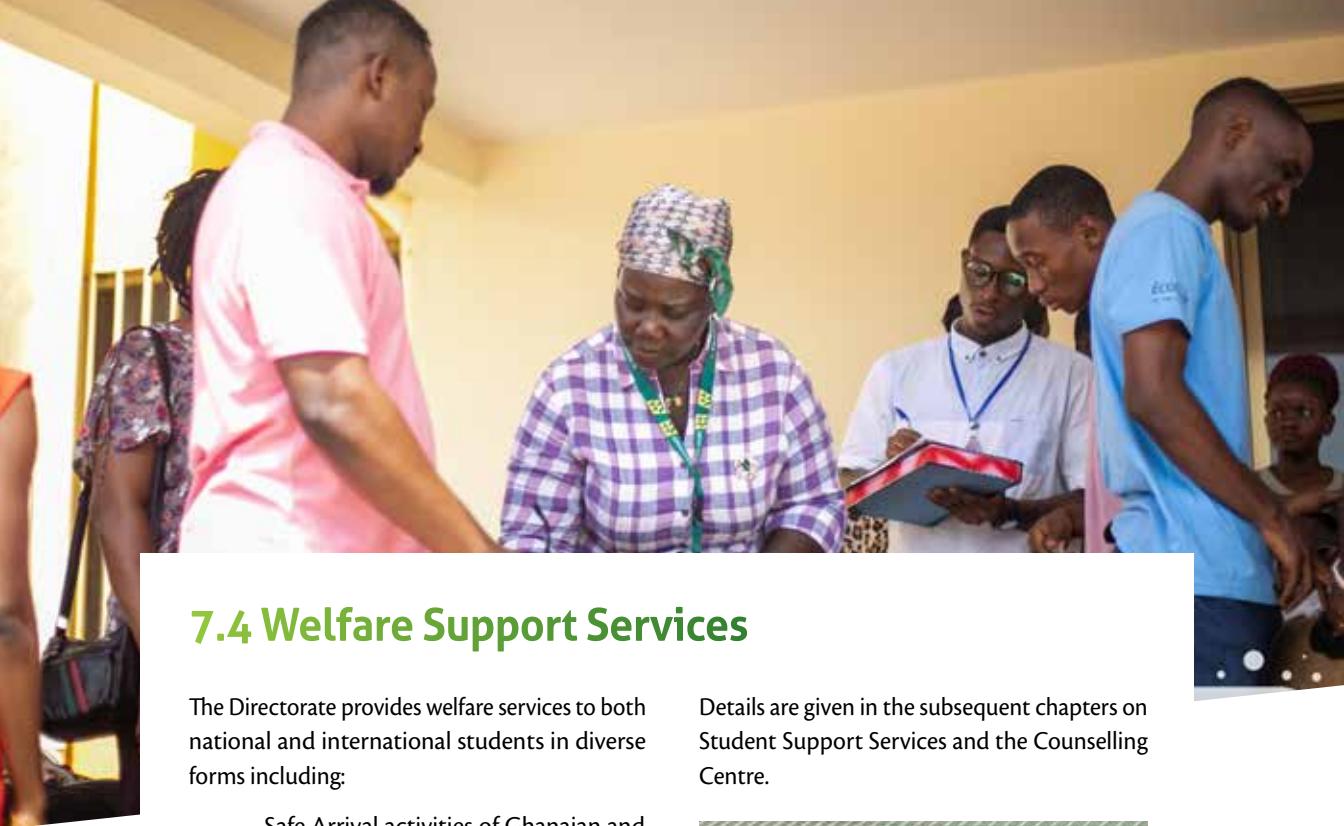
students live in decent and affordable hostels. The Office also works with the Committee of Hall Administrators to make sure that students with special needs have accommodation on campus at the Halls or KNUST Owned Hostels.

7.3 Student Health Services

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

i. Liaising with the Director of Health Services on students' health matters regarding the academic, social, and health interphase.

ii. Following up on students' Medical Examination reports as the basis for identifying students with special counselling needs. It also liaises intimately with KNUST Counselling Centre in that regard.

iii. Monitoring trends in students' health and sanitation and issues on campus and advising accordingly.

Students are encouraged to look out for one another regarding visible changes in the health profile of their colleagues. A report must be made immediately to the counselling unit's hotline regarding issues such as students who have not been seen for hours, those who have been taken suddenly ill, and those perceived to have psychiatric challenges. The Directorate of Student Affairs is committed to ensuring the total well-being of students of KNUST.

7.4 Welfare Support Services

The Directorate provides welfare services to both national and international students in diverse forms including:

· Safe Arrival activities of Ghanaian and International Students.
· Orientation for freshers to help integrate them into the University Community.
· Providing advice on off-campus accommodation and the introduction and management of KNUST Off-Campus Students' Accommodation Support System (KOSASS).
· Training for halls and hostels staff.
· Financial support for needy students.
· Counselling services are provided by the KNUST Counselling Centre.
· Provision of internship opportunities through the KNUST Career Services Centre.

Details are given in the subsequent chapters on Student Support Services and the Counselling Centre.

Contact Information

Telephone:
+233(0) 208244000
Email:
dosa.knust.edu.gh

Facebook/ Twitter/
Instagram: DOSA-KNUST

8

Student Support Services

The University, through the Directorate of Student Affairs and other divisions, provides diverse support services to students.

8.1.1 Financial Support for Needy Students

The Student Support and Financial Services (SSFS), an office under the Directorate of Student Affairs has the responsibility to explore and solicit funds from organizations and individuals to assist needy but brilliant students and also seek work and study, and internship opportunities for students. The SSFS office provides the following services among others:

Scholarships

The Office Facilitates the establishment of scholarships by organisations and individuals to support needy but brilliant students. All these scholarships are for a year. The Office is presently responsible for the following scholarship schemes:

"Ketewa Biara Nsua" (KBN) Bursary

This is an internal bursary support mainly financed by the SRC. The Office with the support of representatives from the Colleges, the Counselling Centre, and the Student Representative Council (SRC) facilitates and manages the process leading to the selection and award of KBN Bursary to needy students. KBN is used to support tuition only, and not for any other purpose. The advertisement for KBN is usually made in the second semester around the mid-semester period.

KNUST Bursary

The University from its Internally Generated Funds (IGF) awards bursaries to brilliant but needy students of the University. Unlike, KBN which is open to all students irrespective of

academic performance, the student should have a minimum CWA of 60 to benefit from the KNUST bursary. Application for the bursary is usually open in the second semester. The KNUST Bursary also supports tuition only.

The DoSA Support to Needy Students

The Directorate of Student Affairs, through its own funds, provides support to extremely needy students in the form of the payment of their Academic Facility User Fees (AFUF), Residential Facility User Fees (RFUF) (i.e. accommodation), or the provision of monthly stipends. Students who require such support apply to the Director and are selected after an interview in the first two weeks of the academic year.

Other Scholarship Schemes

Some institutions have over the years supported KNUST students and continue to collaborate with DoSA to support needy students by providing scholarships/bursaries for them. These institutions include:

· Fondazione Education
· Educational Pathways International Scholarship
· Test for Ghana
· Empowering Africa, and
· Kingdom Bookshop

Some colleges have student financial support services that are not managed by the SSFS of DoSA.

8.1.2 Students Loan

Currently, two main institutions assist students to secure loans to support the payment of their fees: Brighter Investment and the Student Loan Trust Fund (SLTF). Brighter Investment is a private student loan support group headquartered in Canada with an Office in Ghana that supports students with tuition fees, hostel fees, and monthly stipends. The SLTF on the other hand is financed by the government of Ghana and covers mainly fees and/or accommodation.

8.1.3 Work-Study Programmes

The SSFS facilitates the creation of both internal and external work-study programmes for needy students.

Needy students who desire to undertake external work and study may apply during the latter part of the second semester. Forms are available at the SSFS in the last month of the second semester. Students are alerted through bulk SMS messages and notices on the KNUST website www.knust.edu.gh

Internal Work and Study

During the academic year, brilliant but needy students who desire to work may apply to be enrolled in the Internal Work and Study programme. Students are usually posted to the various Halls of Residence and other units on campus to work and earn some income whiles studying.

External Work and Study

The Office solicits the support of external organizations such as banks, NGOs, Hospitals, etc for students, especially needy ones who desire to gain work experience in the external work and study programme. This usually takes place during the long vacation period. Students are required to apply during the second semester, and after a thorough review and interview, selected students are posted to various institutions to work during the long vacations.

8.1.4 Free Accommodation from Private Hostels

As part of corporate social responsibility, some private hostels through discussion with DoSA provide free bed spaces to students. Some of these hostels include Anglican, GUSSS, Urban Platinum, and Manu Memorial hostel.

8.1.5 Welfare Support Services

The University provides several welfare-support services to students throughout their stay on campus. These services include:

Food and Clothing Bank

The Food and Clothing Bank is an initiative to support extremely needy students with food items and clothing. It operates under the DoSA with support from the SRC, particularly the SRC Women's Commission. In addition to the support from the SRC, DoSA solicits funds from the University and the general public to stock non-perishable food items for distribution to needy students. Students access this support at DoSA through the recommendation of their College Counsellors.

Safe Arrival Activities

The leadership of the Directorate of Student Affairs (DoSA) leads other stakeholders to thoroughly plan and implement various activities to ensure the safe arrival and settling in of newly admitted students during the first week of the new academic year.

Stakeholders responsible for ensuring the safe arrival include Off-Campus Senior Tutors, Hall Masters/Warden and their Senior Tutors, KNUST Security Services personnel, KNUST Police Officers, Transport Department and their Drivers, elected officers, and appointees from the Student Representative Council, KNUST Cadet Corps, representatives of the International Students Association (ISA), representatives of the Private Hostel Association (PHA), and KNUST Taxi Drivers Association.

The main purpose of this assignment is to ensure that all newly admitted students not only arrive safely on campus but are also safely ushered into their various Halls of Residence and their Off-Campus hostels secured with the assistance of the office.

Safe Arrival of International Students

The Directorate together with the leadership of the International Students Association and the SRC plans and implements strategies to help international students arrive safely on the KNUST campus and help them with relevant information to help them settle down in Ghana. They are given a document containing relevant information on the cost-of-living standard in the country upon the acceptance of the admission. The support includes meeting students at the Kotoka International Airport and assisting them through the arrival processes, guiding them in their choice of transportation to Kumasi either by bus or through a domestic flight.

Orientation and Matriculation

DoSA coordinates a comprehensive orientation for newly admitted students at the Halls of Residence and at selected hostels that house a sizeable number of freshers to ensure the smooth integration of first-year students into

KNUST. Facilitators for the orientation include Hall Masters, Senior Tutors for both the Hall and Off-Campus, the KNUST Security Services, KNUST Counselling Centre, University Hospital, Narcotics Control Officers, Fire Officers, etc.

The Student Affairs is responsible for coordinating orientation across the Colleges, Faculties, and Departments. This is done in collaboration with College Registrars and the Deputy Registrar, Academic. Again, Resource Persons are invited to share their experiences with the newly admitted students

The Office is also responsible for ensuring the orientation and matriculation of postgraduate students.

Orientation for International Students

KNUST has many international students. To ensure our international students are well integrated into the Socio-cultural dynamics of the University, the Directorate organises special orientation for them in areas deemed essential for their smooth transition and adjustment into the University. The orientation focuses on the immigration laws of Ghana, residence permit acquisition and renewal processes, visa acquisition, the laws of Ghana relating to International Students, cultural sensitivity, and adaptation.

Health/Bereavement Support

The Student Welfare Unit is responsible for the general health issues of students. This office ensures that students on admission at the university hospital or referred to any other hospital in the country are well-catered for during the hospitalization period.

In the unfortunate event of a student passing away whiles on campus, the Office coordinates and liaises with the parents/guardians of the deceased student, the academic department of the student, and other university offices to ensure that the student is handed over to the family for burial. The University provides emotional counselling support to the bereaved family and friends in such cases. The Office also represents the University where possible during the funeral ceremony.

Students Welfare Assurance Plan

The Students Welfare Assurance Plan (SRC Life Policy) is a collaboration between KNUST SRC and Vanguard Life Assurance Company Limited to financially support students who lose their parents or guardians or when they are permanently disabled. The records of the demised/ disabled parent or guardian should correspond to that on the student's profile or biodata. The policy provides immediate funds to finance the educational needs of students. Presently, an amount of Two Thousand Ghana Cedis (GH₵2000.00) is offered to a beneficiary each academic year after the submission of the required documents to the Directorate of Student Affairs for a claim.

Non-Resident Student Accommodation and Study Facilities

Because the Halls of Residence are unable to cater for all students, DoSA liaises with private hostel owners and managers to provide non-resident students with decent and affordable hostels under satisfactory conditions. The Office further ensures that it creates a conducive environment for non-resident students by making sure that the three (3) Non-Resident student study facilities are available to students for their studies.

Inspection of Hostels

The DoSA ensures that accommodation conforms, at least, to the minimum standards approved by the Ghana Tourism Authority. In this regard, the Directorate in collaboration with other state agencies such as the Ghana Tourism Authority, the Environmental and Sanitation Unit of the Oforikrom Municipal Assembly, Ghana Fire Service, Ghana Police Service, and KNUST Security Services conducts inspections of hostels every semester.

KNUST Off-campus Students' Accommodation Support System (KOSASS)

Students' search for off-campus accommodation has been fraught with frustrations, little to no harmony in facilities and prices, and defrauding of students by unscrupulous agents and criminals. To address these challenges, the Directorate of Student Affairs has developed and introduced the KNUST Off-campus Students' Accommodation Support System (KOSASS). The system aims to minimize the challenges faced by students and parents in their search for appropriate off-campus hostels. It provides directions to the various hostels/homestels, classification based on facilities available, information on possible prices, and provides an opportunity for direct interaction with hostel owners and the University.

Off-campus accommodation for 1st years

The Directorate provides access and makes accommodation available for first-year students off-campus. With the assistance of UITS, selected Private Hostels are placed on the KNUST application portal for the selection of bed space by first-year students, thereby easing the stress on freshers trying to find hostel accommodation.

International Students

The Directorate of Student Affairs in collaboration with the International Programmes Office provides an environment for the welfare of international students at KNUST in relation to academic residential and social matters. It assists all international students to appreciate and accommodate the diverse cultures within the KNUST community. The Directorate through the Student Affairs Office coordinates the regularization of their stay in the country.

Ghana Immigration Service

To make the stay of International Students easy, the University has provided office space for the Ghana Immigration Service on campus in the J. Harper Building, Room 14. The Office facilitates the processing of residence permits

for International Students thereby curbing the annual systemic challenge of securing residence permits. This is carried out in collaboration with the Student Affairs section of the DoSA.

What Students Need to Know about Immigration

a. All foreign students need to acquire a residence permit to allow them to stay in the country legally during their studies.

b. Residence permits are renewed yearly until students complete their programmes successfully and go back to their country.

c. Students who fail to renew their residence permit on expiry pay a penalty for every month of stay.

d. Failure to acquire a residence permit whilst schooling in Ghana may render your certificate invalid in your home country upon completion.

e. ECOWAS nationals are given a maximum grace period of 90 days while non-ECOWAS nationals are given 60 days upon arrival into the country, after which they would need to acquire a residence permit for continuous stay.

f. Students who arrive at the various entry points without a visa are to take a visa on arrival at an approved point of entry

g. Any student who enters the country through an unapproved route should report to the nearest Immigration office within 48 hours (Immigration Act, 2000 section 2(2)).

h. Students who complete school and need to stay for a short period either for graduation or project work are required to apply for an extension of permit to stay legally in the country.

i. Students on exchange programmes are required to acquire a residence permit if they would stay for more than six (6) months.

j. Students must register for their courses before visiting the Immigration Office for permit application.

k. Students are required to renew their passports six (6) months before expiry.

l. Students who misplace their passports are required to present a police report with their new passports when applying for a permit.

m. Students are required to present an admission letter, School fees receipt (Scholarship form if under scholarship), Non-Citizen Card, and Completed Application form for permit processing)

Escort Service

The DoSA coordinates shuttle provision to off-campus during the mid-semester and end-of-semester examination periods. This is done in collaboration with the Transport Department and KNUST Security Services.

8.1.6 Assistance to Students with Special Needs

Every year, KNUST admits students with special needs to achieve inclusivity. Students with special needs include but not limited to students with physical disabilities, hearing impairment, visual impairment, specific learning disabilities, mental/emotional difficulties, vulnerable and displaced students. The Directorate of Students affairs provides special support to such students through some offices and departments in KNUST. Such students are given information during the freshers' orientation on the services available to them at KNUST.

Students in this category are assisted in securing environmentally friendly accommodation on campus throughout the period of their study. They are also given preference in the financial support provided to students. With the support of College Counsellors some students get special dispensation in changing their programmes. The DoSA in collaboration with the KCC provides them with emotional and psychological support to help them adjust to their new environment and go through their programme successfully.

Further, DoSA liaises with some governmental and private organisations such as the Ghana Federation of Disability Organisations (GFD) for training, internships, and job placement for students with disability (SWDs). The office maintains an intimate relationship with the Students with Disabilities Association (SwDA) on campus to prepare tailor-made services for such students.

8.1.7 Internship and Career Opportunities

KNUST Career Services Centre

The KNUST Career Services Centre is a new unit of the University with the mandate to bridge the skills gap between academia and industry and to hone the skills of students for the job market. The Centre provides internship, employment, and business investment opportunities for students and alumni.

The Centre also runs training sessions for students on topics such as Employable Skills, CV and Cover Letter Writing, Career Development, Interviewing Skills, Effective Communication, and Employment Contracts among others. It also partners with companies to place students and alumni in internship and job roles.

Centre for Business Development

The Centre for Business Development (CBD) was established in 2011 with the support of Airtel Ghana and Technip to assist and nurture the growth of small and emerging businesses. The Centre seeks to enhance existing measures and adopt new strategies such as practical teaching of entrepreneurship across all disciplines, fundraising to bridge the gap between academia and industries whilst equipping students with hands-on skills and training to develop their capabilities to the highest potential and to contribute effectively to society

The Centre assists to acquire entrepreneurial skills through business and entrepreneurship seminars, entrepreneurship clinics, and business consulting among various services in all stages of business development and growth.

The Kumasi Business Incubator under the management of the CBD exists to assist students who have innovative business ideas to perfect these ideas into real businesses and to assist tenants to integrate their businesses into the real business world.

The International Association for the Exchange of Students for Technical Experience (IAESTE)

The International Association for the Exchange of Students for Technical Experience, (IAESTE), is a student association that provides internship opportunities abroad for its members on campus. Students embark on an internship outside the country to learn and gain practical experience in their field of study. As members, students get the chance to understand different perspectives within the world and this helps to dispel negative stereotypes and personal biases about different groups of people and also provides an avenue to create employment opportunities for students. To become a member, students can register with the association through:

Email: ghana@iaeste.org

Tel: +233 20 147 5167 / +233 55 392 6774 / +233 59 438 2914

Office: Directorate of Student Affairs, Student Support, and Financial Services Room 19 - J. Harper Building.

8.1.8 Student Academic Support

In addition to the various software provided by the UITS to enable students to easily access information, every student is given an academic tutor at the faculty whose main task is to advise, guide, and direct the student to successfully go through his/her programme of study. It is the duty of the student to regularly visit the academic tutor for support. This does not prevent a student from contacting his/her Head of Department if the need arises.

8.1.9 Students Leadership Affairs (SRC, NUGS, and GRASAG)

The Directorate works with and provides direction to the leadership of the student body, the SRC, local NUGS, GRASAG, and all other student associations to ensure their activities and aspirations are effectively aligned with the values of the University. To do this, the Directorate organizes training for student leaders for capacity building, to equip them with the necessary knowledge and skills in performing their roles as representatives of students in the University.

The Office operates an open-door policy for all students and their leadership i.e. they can walk in and have their concerns addressed. Additionally, the Directorate also holds monthly meetings with the student leadership (SRC, GRASAG, NUGS, and SRC Parliament) in the form of an open forum to listen to and address their concerns. The Office also provides logistic support for student leadership elections at all levels.

KNUST Counselling Centre (KCC)

9

The KNUST Counselling Centre is an office under the Directorate of Student Affairs. The activities of the KNUST Counselling Centre (KCC) form an integral part of the Support Services provided by the University to its students and staff. The KCC is dedicated to the promotion of a psychologically healthy university environment for students, staff, and their dependents. The Centre has well-trained Professional Psychologists who provide an emotionally safe, confidential, compassionate, and respectful environment that fosters the development and greater subjective well-being of students. Since its foundation in 1993, the KCC has evolved and grown to extend varied psychological and counselling services to communities beyond the university.

The KCC provides high-quality mental health services that support the broader vision of the University as a learning environment and helps students develop holistically. The KCC staff is also professionally responsive to the individual, cultural, and demographic diversity needs of its clients so that all persons who seek their services may develop to their maximum potential. The KCC realises this mission by providing professional psychological services, and psycho-educational workshops that include individual counselling and psychotherapy in the following areas:

a. Substance abuse

b. Trauma-related issues

c. Stress and time management

d. Affective and mood disorders

e. Grief work

f. Social anxiety and phobia

g. Healthy relational skills

h. Communication and conflict resolution

i. Peer Counselling

j. Skilled Helpers

k. Psychoeducation

l. Counselling and Emotional Health Awareness and Promotion (CEHAP)

m. Training

n. Career and Academic

The KCC provides emergency financial support to students through monthly stipends and part or full payment of AFUF/RFUF. The Centre maintains an intimate working relationship with some departments in the promotion of mental health of students; DoSA, KNUST Hospital, Chaplaincy, KNUST Security, etc. The KCC also collaborates with Student Representative Council (SRC), Students with disability, and international students. The KCC works with other outside bodies such as the Ghana Aids Commission, Narcotics Control Commission, and Planned Parenthood Association of Ghana (PPAG), in the provision of psychosocial support to students.

9.1 College Counsellors

The KNUST Counselling Centre operates mainly from its offices located in the Harper Building near the Commercial area. The Centre has also assigned counsellors to each of the six Colleges of the University, the Institute of Distance Learning, and the Obuasi Campus. College Counsellors work with student associations in the colleges, faculties, and departments in the provision of counselling support to students. These Counsellors have offices within the colleges to make accessibility of their services easier for students.

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

College	Office
College of Science	Third Floor, Rm 35
College of Health Sciences	Anatomy Block, Rm 5
College of Agriculture and Natural Resources	Agra Building Last floor
College of Art and Built Environment	Faculty of Arts, Between FF4 & FF5
College of Humanities and Social Sciences	Third Floor, Rm 3, Sch. of Business
College of Engineering	Bamfo Kwakye Building, Old Finance
Institute of Distance Learning	Casely Hayford Building
Obuasi Campus, KNUST	Nursing Block

9.2 Skilled Helpers

Some staff are trained as Skilled helpers to provide support to students at the colleges, halls, and hostels on/off campus. Skilled Helpers include both Senior members and senior staff; Senior Tutors, Hall Wardens, Lecturers, Senior Members administrative/professional, and Hall Assistants. They are equipped with Basic Skills in counselling for the provision of first aid support to students and also identify and refer students in distress to counsellors for professional care.

9.3 Peer Counselling

Peer Counsellors are students of KNUST who are trained by the Counselling Centre to offer services to other students at KNUST. They are drawn, every year, from all six Colleges and equipped with skills to serve as liaisons between the Counselling Centre and the student body. They embark on hall and hostel visitations as part of their activities to offer assistance to students in need. Some Peer counsellors, known as the Rapid Response Team (RRT), have been selected and trained to provide emergency services to students when the need arises. Some Peer Counsellors are accommodated in Halls and Hostels on campus to also support students.

9.4 Working Hours and other services:

1. Monday to Friday 8:00 am to 5:00 pm
2. Services are available during emergencies and after office hours
3. Services provided to students by the KCC are for free

Contact Information

Contact information for the KNUST Counselling Centre are:

Phone Numbers: (+233) 0506449747, 0594399772, 0593510668

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

Website: kcc.knust.edu.gh

10

KNUST Career Services Centre

The KNUST Career Services Centre is the unit of the University with the mandate to bridge the skills gap between academia and industry and serve as a hub of career advancement opportunities for students and alumni.

The Centre runs training sessions for students on topics such as Employable Skills, CV and Cover Letter Writing, Career Development, Interviewing Skills, Effective Communication, Employment Contracts among others. The Centre also provides internship and employment opportunities to students and alumni.

10.1 VISION

To empower KNUST students with the knowledge, skills and guidance required to be successful in their careers and to be the hub of career advancement opportunities for students and alumni.

10.2 MISSION STATEMENT

To build the capacity of KNUST students in employability skills and provide quality career-related information and support to students.

10.3 OUR SERVICES

Career Coaching
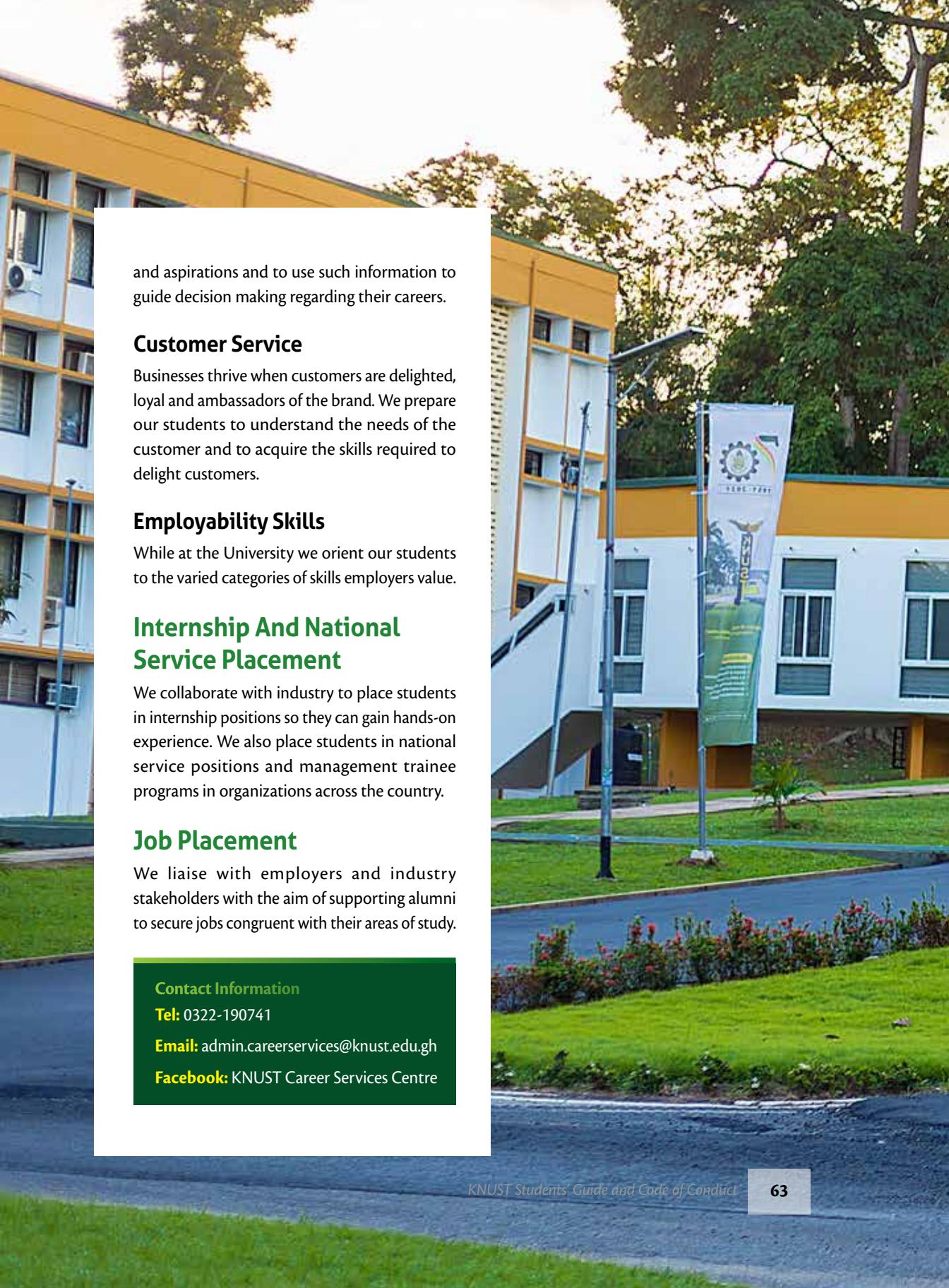
We hold one-on-one coaching sessions with students to support them set goals and make decisions to move ahead in their lives and careers.

Capacity Building

We hold varied training programs to enable our students become self-aware and develop the skills valued in industry.

Self-exploration and awareness

With tested tools, we support students to explore their values, personality, strengths, weaknesses

and aspirations and to use such information to guide decision making regarding their careers.

Customer Service

Businesses thrive when customers are delighted, loyal and ambassadors of the brand. We prepare our students to understand the needs of the customer and to acquire the skills required to delight customers.

Employability Skills

While at the University we orient our students to the varied categories of skills employers value.

Internship And National Service Placement

We collaborate with industry to place students in internship positions so they can gain hands-on experience. We also place students in national service positions and management trainee programs in organizations across the country.

Job Placement

We liaise with employers and industry stakeholders with the aim of supporting alumni to secure jobs congruent with their areas of study.

Contact Information
Tel: 0322-190741
Email: admin.careerservices@knust.edu.gh
Facebook: KNUST Career Services Centre

11

The KNUST Chaplaincy

The Chaplaincy of KNUST provides pastoral care and counselling to members of the University Community and its environs. In this wise, Chaplaincy takes responsibility for providing the congenial atmosphere, needed to enable every member of the Community to practice their faith, without discrimination.

There are both Christian and Islamic religious groups operating on campus now. The Catholic Church on campus takes care of the religious needs of adherents of the Catholic faith. There is also the Islamic Center which caters for the religious needs of most of the Islamic groups on Campus. The religious needs of all other religious groups and organizations are coordinated by the Protestant Chaplaincy.

The activities of all these religious groups on the University Campus are coordinated by the University Chaplain.

For a religious group to be recognized to operate on Campus, it should have a verifiable membership of not less than seven hundred and fifty (750), a documented statement of faith; at least one cleric with competence in the doctrines of the religious group; and, at least, three (3) senior members of the University who would be Patrons of the group. Such recognition/registration could be subject to renewal or revocation if there is noncompliance with accepted regulations.

Adherents of groups that do not meet the required number of members are encouraged to join other recognized groups operating on campus, which share similar beliefs.

Application for such recognition or enquiries on the same could be made from the Protestant Chaplaincy.

Contact Information
Tel: +233(0) 558341461

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The University Hospital

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

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

The services provided include Out-Patient, Accident and Emergency, Diagnosis and referral cases, Obstetrics and Gynaecology, Urological, Family Medicine, In-Patient, Maternal Care, Radiography, General Surgery, Dialysis, Ophthalmic, Ear, Nose and Throat (E.N.T), Antenatal Care, Intensive Care (IC), Laboratory, Dental Care and Ambulance Services. Medical attention is given free of charge to students, members of staff, and their registered dependants.

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

Morning:	6:00am – 7.30am
Afternoon:	12.00 pm-1.00 pm
Evening:	6.00 pm – 7.00 pm

12.1 The Student Clinic

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

Students should seek treatment at the first instance at the students' clinic from 8am to 8pm from Mondays to Saturdays and after 8pm to 8am and Sundays, at the main hospital.

12.2 Health Services

i. Students may visit the University Hospital at appointed times prescribed by the Doctor of Medical and Health Services except in an emergency.

ii. All new students shall undergo a medical examination at the University Hospital within the period stipulated by the Director of University Health Services.

iii. Ghana Government sponsored students may receive free medical attention at the University Hospital. Such students shall, however, be levied a fee each academic year for the cost of drugs (subjects to review every year).

iv. Foreign and fee-paying students shall not pay for medical attention received at the University Hospital just as regular Ghanaian students.

12.3 University Medical Service and National Health Insurance Scheme (NHIS)

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

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

NOTE: The University does not bear the cost of the medical treatment for students at the KNUST Hospital during vacations. Students are encouraged to use the University Health Service as the first point of call while on campus as it helps document their health status.

Contact Information
University Health Services
KNUST, PMB, Kumasi-Ghana
Telephone: +233 3220 60320
Email: hospital@knust.edu.gh

13

The KNUST Security Services

The KNUST Security Services (KSS) is responsible for the Security and Public Safety of students and staff of the University community. Its mission is to ensure a stable, secure, and safe environment for academic, research and support work in the University. The KSS, therefore, works with all offices and persons of the University Community especially the Directorate of Students Affairs to achieve that mission.

It is made up of the Command elements headed by the Head of Security Services and supported by two (2) Deputies. The main body is organised into Guard, Patrol and Response, Traffic Control, and Administrative Companies. There are also specialised Units i.e., Investigations and Intelligence. Its headquarters is located in the L.I. Andoh Block opposite the College of Art, Built Environment and Education and the Main Office is near the University Hospital. There are two Charge Offices located at both the Headquarters and Main Office that are open at all times to receive any report on incidents that happen and affect any member of the University community both on and off-campus.

The KSS provides 24-hour services to the University community which include the following:

i.   Foot and mobile patrols.

ii.   Protection duties.

iii.   Law enforcement on campus

iv.   Traffic Control and Management.

v.   Clearance, movement, and crowd control.

vi.   Investigations/Intelligence gathering.

vii.   Security Awareness Activities.

viii.   Monitoring and Surveillance of campus.

ix.   Special Security duties (Exams, Congregation. Matriculation, Events security, etc)

x.   Liaising with the KNUST District Police and other state law enforcement agencies.

13.1 General Security and Safety Tips/Precautions

Although the campus is a very safe environment, due to the presence of students with valuable items such as laptops, mobile phones, etc, criminals are attracted to the campus and its environs. Students are, therefore, advised to conscientiously abide by General Personal Security Tips that will be regularly provided through your KNUST SIM Card and Social Media Platforms

Students are to note that creating a safe and secure University community requires the involvement of all community members as "Security is a shared responsibility". Try and be each other's keeper and be responsible for your own safety. Please report all crimes or situations that threaten your safety to the Security Office or any security officer near you for assistance.

14

University Information Technology Services (UITS)

The UITS is the main provider of Information and Communications Technology (ICT) services across the University. It is responsible for the development and acquisition of ICT Infrastructure and services to drive the University's core business of teaching, learning, research, and its related administrative activities. UITS offers IT services that meet the requirements of people and processes in the most cost-effective way.

Some Useful ICT Resources Available to Students
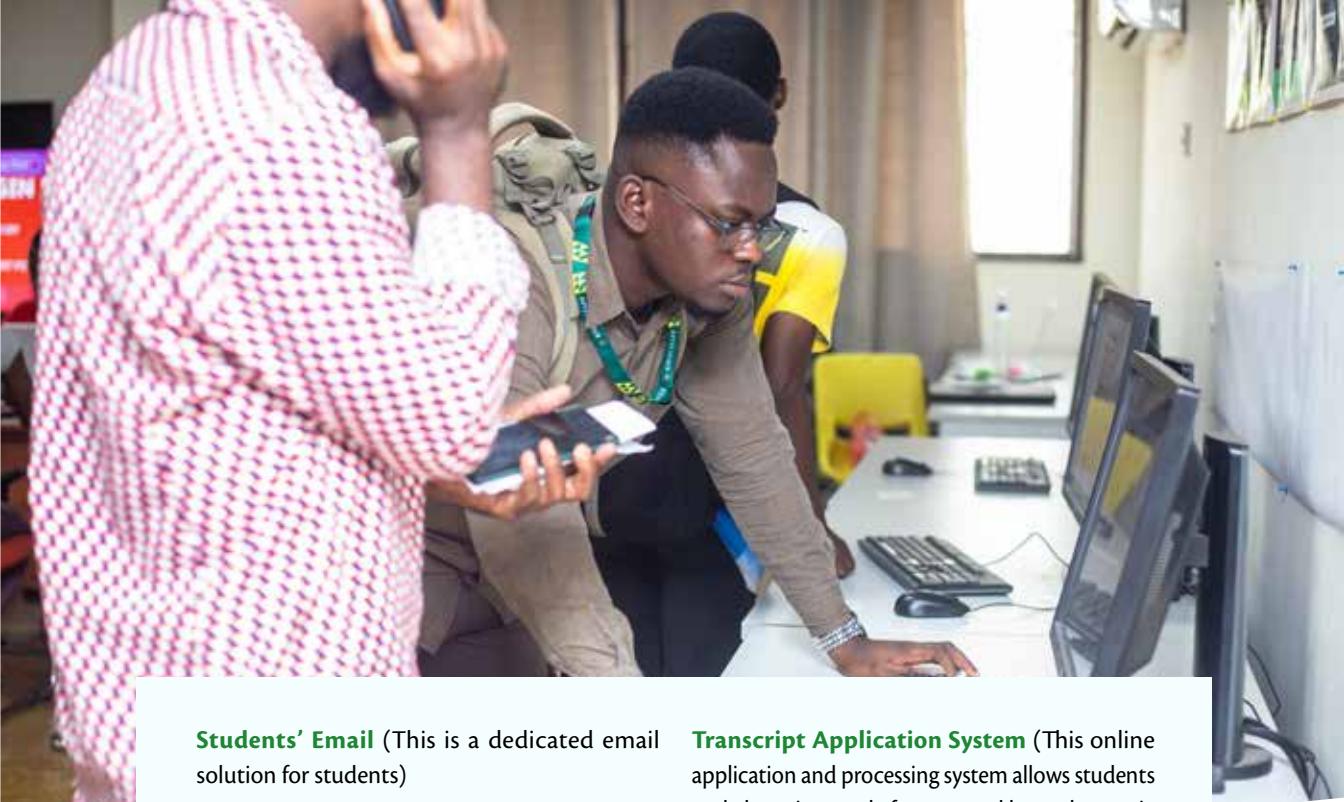
Self-Service Portal – Students' Portal (This is an online web portal for students to register for courses, check results, assess lecturers, update profile information, pay fees & more)

https://apps.knust.edu.gh/students

KNUST AIM Mobile App (This is a mobile app for students to register for courses, check results, assess lecturers, update profile information, pay fees & more)

https://play.google.com/store/apps/details?id=gh.edu.knust.aim (Google Play Store)

https://apps.apple.com/gh/app/knust-aim/id1632229714 (Apple App Store)

Students' Email (This is a dedicated email solution for students)

https://stdmail.knust.edu.gh/

Mobile package for students (This package provides students with monthly data, voice, SMS, and Community User Group bundles)

Main University Website (This is the main KNUST website with links to all other sub-sites and learning and information resources)

https://www.knust.edu.gh/

Virtual Classroom (This is an online classroom for synchronous and asynchronous learning, assignments, discussion rooms, quizzes, grade books & more)

https://myclass.knust.edu.gh/

KNUST Faculty Scholar Profiles (This provides the research profiles of faculty members and allows for their works to be followed, access to publication maps & more)

https://tekscholar.knust.edu.gh/

Transcript Application System (This online application and processing system allows students and alumni to apply for, pay, and have electronic transcripts sent to recipients of their choice)

https://transcript.knust.edu.gh/

Online Fees Payment Portal (This is an online portal that allows students to pay for their fees electronically)

https://pay.knust.edu.gh/

Ideas Sharing and Issues Reporting

Students are encouraged to share ideas on improving university systems and processes and to report any issues identified through the university's helpdesk or feedback systems:

https://helpdesk.knust.edu.gh

https://feedback.knust.edu.gh

15

The International Programmes Office (IPO)

The International Programmes Office (IPO) was established in 2005 under the Office of the Vice-Chancellor. It is mandated to handle matters affecting the University vis-a-vis its relationship with other associated institutions both national and international in respect of academic matters. With its mission to connect KNUST to the world, the Office helps in the effective organization, management, and recording of the inflow of benefactor and collaborator institutions and individuals as spelt out in the Statutes of the University. The Office facilitates Scholarships for KNUST staff and students and coordinates a host of exchange programmes for staff and students. Institutions that have had a long-standing relationship with KNUST and which students can benefit from include the Erasmus + Scholarship and the Commonwealth Secretariat. The Office facilitates destinations for student exchange and staff mobility to Europe, the USA, Canada, other countries in Africa, South America, and lately Asia. The office also hosts research projects within and outside the University.

15.1 Welfare of International Students

The IPO handles all matters involving student visits or exchange programmes (both inbound and outbound). We promote the welfare of exchange students and address immigration issues such as residence permits, visa extensions, and work permits. We run two guest houses that accommodate international guests. Miscellaneous

activities include the facilitation of the acquisition of passports and taking GRE/GRA examination for students.

To enhance the learning experience in KNUST, IPO in collaboration with the Directorate of Students Affairs (DOSA) organizes periodic activities including the following:

- International Students Week Celebration
- Akwaaba Night (annual programme for first-year international students held at the beginning of every Academic Year).
- Oseikrom Bronya (annual Christmas programme for international students on campus during Christmas vacations)
- Periodic messages and information packs to international students
- Visit tourist sites in Ghana

Contact Information

Addr.:   International Programmes Office
         Vice-Chancellor's Office,
         Administration Block II
         Kwame Nkrumah University of Science
         and Technology,Kumasi, Ghana
Tel: +233-51-63944
         +233-51-63945
Email: ipo@knust.edu.gh
Twitter: @ipo_knust
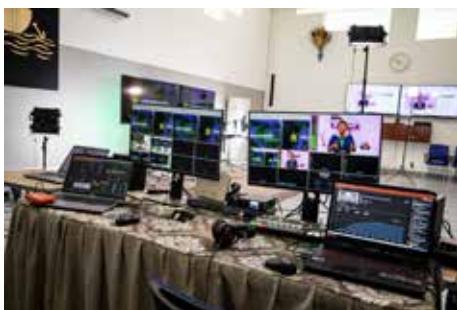
16

E-Learning Centre

The KNUST E-Learning Centre is a Directorate under the Vice Chancellor's office with the mandate to oversee all online and blended learning activities of the University. Specifically, the Centre is the one-stop-shop for all e-learning activities of the University. The Centre has dedicated studios and support staff for ensuring that lecturers deliver their lessons effortlessly using educational technologies that enable students to join the lecture live or access pre-recorded videos at a time of their choosing.

The KNUST E-Learning Centre also offers periodic training for students in the use of educational technologies and the KNUST Learning Management System (myclass.knust.edu.gh).

16.1 Staff-Students Cooperation

Online and blended teaching and learning directly rely on the collaboration developed between the pedagogist and the learner. The Centre encourages student-staff collaboration in all aspects of e-education.

16.2 E-Learning Expectations

Students

Students must ensure that their devices meet the minimum technology requirements that support internet connection to complete online courses. Students may check with the E-Learning Centre to ensure that they (students) have access to the minimum technology requirements.

Student-Faculty Interaction

The following are not permissible from students;

1. Discrimination and harassment of all forms
2. Cyberbullying
3. Posting of offensive material
4. Plagiarism
5. Sharing of user credentials with other students
6. Inappropriate conduct, and abusive language, among others
7. Impersonation
8. Posting of inappropriate materials
9. Noisy background during live online sessions

The following are encouraged for students:

1. Being considerate and respectful
2. Observing online presence during synchronous and asynchronous sessions
3. Respect for other users during online fora on the Learning Management System (LMS)
4. Fair and sincere assessment of facilitators' online work, materials, and delivery of content

Contact Info:

Addr:	+233 551611333
	+233 50 999 3689
Email:	elearning@knust.edu.gh
Website:	elearning.knust.edu.gh
Location:	Evans-Anfom Auditorium – Main Office
	Second Floor, Casely-Hayford Building – Main Studios

17

Quality Assurance and Planning Office

17.1 Introduction

The Quality Assurance and Planning Office (QAPO) was established in January 2003 to replace the then Planning Unit. In 2022, it was changed from a unit to an office by the Governing Council of the University. The office is under the Office of the Vice-Chancellor.

The mandate of QAPO is to play a coordinating and monitoring role in institutional planning and quality service delivery in all activities of the university, prepare and maintain an up-to-date database; and perform other functions as may be assigned by the Vice-Chancellor. QAPO currently has five departments: Quality Assurance and Accreditation; Institutional Planning; Monitoring and Evaluation; Management Information Systems; and Examination Audit.

17.2 Services provided by the Quality Assurance and Planning Office to Students

QAPO provides a host of services to the university, staff, and students aimed at ensuring the university maintains and improves on its existing standards. Notable among the services rendered to students are

1. The students' online assessment of lecturers and courses conducted to ensure continuous monitoring and enhancement of both teaching and learning processes to optimise efficiency and effectiveness.

2. Issuing ID cards to all students and staff. The purpose of the cards is to identify students, especially during examinations, and to enable students to access certain restricted facilities on campus. Students who require a replacement of their ID card for any reason should visit QAPO.

Contact Information:
Tel:
+233 (0)322061440 (Dean)
+233 (0)322060319 (Office)
Email:
info.qapo@knust.edu.gh
Website:
https://qapo.knust.edu.gh/
Location:
Main Administration, KNUST, Kumasi
Working Hours:
Monday to Friday – 8:00 am to 5:00 pm

18

The University Relations Office (URO)

The University Relations Office (URO), under the Registrar's Office, coordinates all events, ceremonies, programmes, and other public relations activities of the University. The URO is the official mouthpiece of the University and regulates notices, posters, and banners on campus, maintains relations with the Alumni of the University, produces University publications, and oversees the operations of the University Radio Station (Focus 94.3 FM) and all other media platforms. Engagement of the University community, management

members, staff, and students with the outside media must go through the URO. The office also regulates communication for internal and external publicity.

18.1 The Advancement and Alumni Relations Office (AARO)

This Unit in the Registrar's Offices provides the linkage between the University and its principal stakeholder, the Alumni. It is also responsible for coordinating the Alumni activities of the University. It is instructive to note that immediately after congregation ceremonies, all graduates automatically become Alumni of the University.

Students are thus encouraged to familiarize themselves with the activities of the office so they can easily integrate after graduation.

19

University Printing Press (UPK)

The University Printing Press (UPK), which is located near Africa Hall was established to particularly service the University Community and provides almost all the printing needs of the University.

The UPK prints the University's Annual Calendars, Annual Reports, Recorders, and other official publications. In addition, it serves individuals, including faculty members and students, particularly binding students' theses and reports. Students are encouraged to do business with UPK because of its quality and affordable services.

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

For inquiries, please contact 0322493231

Social Life on Campus

The KNUST community is a haven for opportunities as well as the centre of a major global innovation hub. The collaborative, practical, curiosity-driven culture of KNUST permeates every part of our campus and beyond. Brilliant, dedicated, and creative individuals come together at KNUST to learn, work, live, and engage on the sports field, in market spaces, living communities, and the surrounding environment.

Student Life

More than 100 student associations, including several religious groups, and a commitment to diversity and inclusiveness make KNUST a friendly place for everyone. The KNUST Debate Society, Enactus, and the United Nations Students Associations are some associations that allow students to build themselves up. With a bewildering number of choices for participation in music, dance, art, athletics, and dozens of organisations that love and celebrate cultures from around the world, students choose their own extracurricular activities to complement their courses and studies.

Social Facilities & Catering

Apart from providing accommodation, our halls/ hostels of residence provide avenues for entertainment and offer social support for students. Campus halls and hostels each have unique facilities like the Junior Common Rooms, TV rooms, and outdoor recreational facilities which are just as important to students' development. With nearly 50 retail eateries on and around campus, finding food in KNUST is all about flexibility and choice.

Recreation & Sports

Sports teaching and participation are available at all levels through the KNUST Sports Directorate which oversees several sporting disciplines for

both men and women. We also use physical education, recreation programmes, and club sports to develop the community, inspire leadership, and promote well-being.

Arts

The experimental, innovative, and creative culture of KNUST, which cuts across all fields of study, is naturally conducive to the arts. On a campus with several notable works of contemporary art and iconic structures designed by renowned architects, artists, and significantly our art students, a substantial number of undergraduate students enrol each year in our arts programmes.

Integration & Equality

At KNUST, we value diversity and assist individuals with exceptional talent. However, we are aware that to create a better world, we must constantly strive to improve KNUST. With that as our inspiration, we work to break down talent barriers wherever we find them, foster campus-wide understanding, celebrate our

amazing diversity of cultures and backgrounds, and make everyone feel at home at KNUST. The University has avenues like Focus FM and Tek TV, the University's radio and television stations that help to groom the talents of students interested in building professional careers.

Fitness & Healthcare

Success at KNUST requires maintaining good physical, mental, and spiritual health. Everybody requires a check-up or check-in from time to time. There is a Sports Directorate that is responsible for the regulation of all students' sporting activities.

The KNUST community is intended to be kept content, healthy, and active through the network of physical and mental support resources provided by the University. We are also constantly seeking ways to include students, lecturers, and staff in KNUST to make it stronger and friendlier through resources like the Wellness Centre and the KNUST Counselling Centre.

University Transportation

KNUST makes provision for comfortable and state-of-the-art transportation; notable among them is "CampRide." It helps transport students within the university and its environ. The University also encourages students to make use of KNUST embossed taxis for their safety and security. However, students are encouraged

to walk and enjoy the serene and beautiful landscape of KNUST.

KNUST strives to ensure the security of the mobility of students. In this regard, student drivers must register their vehicles with the Directorate of Student Affairs.

All requests for the use of university transport must be submitted in writing through the Director of Student Affairs to the Transport Engineer, or in the case of College/Faculty/Department, the appropriate Head who will authorize the release of the vehicle through the Transport Engineer.

This request must be made at least seven (7) days before the date of the journey. Each requisition must contain the following:

i. The destination and purpose of the journey.

ii. The date and time when transport will be required.

iii. The signed list of students with their programmes and years as well as their halls/hostels of residence should be provided for approval by the Director of Student Affairs, at least 48 hours before the journey.

20.1 Guidelines for Media / Social Media Use for Students

Online Social Media Principles

Personal responsibility

Students are personally responsible for anything they publish online. KNUST does not review, edit, censor, or endorse individual posts. Students must not only consider how their posts reflect on them as individuals but also how they reflect on KNUST's image.

KNUST encourages participation in the online social media space but urges students to do so appropriately, exercising sound judgment. If there is any doubt as to the suitability of a message, it should not be posted. Post sensibly and responsibly in accordance with KNUST's policies and guidelines. Any post that can potentially tarnish KNUST's image will ultimately be the responsibility of the individual student.

Students utilising online discussion fora/blogs/Facebook etc. in the delivery of a subject should issue a disclaimer to ensure that students understand that the forum/blog etc. is not monitored on a full-time basis.

Students do not speak and must not suggest that they speak on behalf of KNUST in blogs or personal web pages if they have not specifically been given that responsibility by the Vice-Chancellor to do so. In referencing KNUST, a student should include a visible and clear disclaimer that makes it evident that they are sharing personal views and not those of KNUST. To make it clear that they are posting in their individual capacities, the statement should begin with "in my opinion" or other similar phrases.

Kwame Nkrumah University of Science and Technology must not be used in personal social media account names and the University's logo must not be used on personal social media sites. This potentially creates legal risks for individuals and KNUST.

Protect privacies and copyright

Students should protect their own privacy by not divulging personal facts or information that may compromise personal and professional privacy.

Privacy includes their clinical/placement/internship activities online if it could potentially, directly or indirectly, identify their patients/clients (individual or summative postings).

Students should refrain from disclosing confidential information about a fellow student or a staff member.

Students must respect the intellectual property of others and not post anything they do not own, or which has not been publicly disclosed or released without explicit permission. Information or materials used should be given the appropriate credit to avoid legal issues.

Students should exercise caution when they create online study groups. The material shared must have proper attribution (to avoid copyright and plagiarism dilemmas). Criticism about lectures, faculty, or other students should be of an academic nature, not defamatory.

Students should be polite and respectful of all individuals, cultures, and communities when interacting online. Be sensitive to cultural issues associated with Indigenous and religious groups such as customs related to deceased people. Debate is healthy, but always be sure to do so logically and calmly. Exercise caution on sensitive topics that could offend.

KNUST encourages staff and students to work together to maintain an environment, including an online environment, where all staff, students, and visitors can feel safe and free from bullying and harassment. KNUST will not tolerate bullying or harassment between students or between staff and students.

The University recognises that staff and students use social media such as LinkedIn, Instagram, and Facebook in the commercial, business, and employment milieu. These applications should be used with caution and that use is subject to these guidelines where the affiliation with the University is mentioned.

The growing practice of using home computers, smartphones, iPads, tablets, and other portable devices for work-related purposes may increase the risk of confidential information being lost, stolen, or inadvertently shared. Students using any of these platforms should ensure that their passwords are secured to avoid other people from posting on their handles.

How to respond to negative posts online

KNUST has a strong policy on who communicates and speaks for the University. In this regard, students who come across negative or disparaging posts about KNUST or its students or see third parties trying to spark negative conversations should forward them to University's Relations Office for response (uro@knust.edu.gh).

Breach of Policy

Non-compliance to these Guidelines will constitute misconduct under the University's Policies and Regulations which may result in disciplinary action, including a verbal or written warning, or in serious cases, rustication, or outright dismissal from KNUST.

Students in regulated professions (e.g., Medicine, Physiotherapy, Nursing, Psychology, Law, Pharmacy) are not held to any lesser standards of professionalism than registered professionals. In addition to disciplinary action from KNUST, they may face disciplinary action from the professional society (if a member).

NOTE: Avoid sharing personal contact information of staff and other students of the University without prior permission of those persons.

21

Student Governance Structure

The Students' Representative Council (SRC) is the official mouthpiece for students. Students are represented on the highest decision-making body of the University, the University Council, by the Presidents of the SRC and GRASAG. Students again participate actively on major boards and committees of the University through their representatives serving on the Academic Board, the Welfare Services Board, College, Faculty and Departmental Boards, the Residence Committee, the Library Committee, and the Hall Councils among others. Executive Officers of the SRC are the President, Vice President, Secretary, and Treasurer.

There exists a Women's Commission under the SRC specifically responsible for the welfare of female students.

The activities of all student Associations are supervised by their respective patrons and regulated by the Directorate of Student Affairs. The SRC, GRASAG, National Union of Ghana Students (NUGS -KNUST), and ISA (International Student's Association) are exceptions and have the Director of Student Affairs as the patron.

The academic qualification for all student leaders (elected and appointed) is a CWA of 60 with one trail or 55 with no trail.

There are over 100 recognized students' associations on campus stemming from Departments, Faculties, Colleges, Halls, Non-Residential Constituencies, Religious Organizations, the Institute of Distance Learning, National Union of Ghana Students, KNUST (NUGS-KNUST), GRASAG, and SRC. These associations have constitutions that govern their activities. These constitutions are, however, subservient to the Statutes, rules, and regulations of the University.

21.1 Students' Representative Council

The SRC is composed of three working bodies, namely:

(a) The Executive Council

(b) The Parliamentary Council, and

(c) The Judicial Council

This helps the SRC with a decentralized system of gathering students' views.

The Secretariat is located in the basement of the Non-Residential Facility 2 (The Ulzen Block adjacent the Law Library) and can be accessed by any student for any form of assistance. The Secretariat houses the offices of the SRC President and General Secretary, a conference room for students, and a reading and discussion area. The office is open from Monday to Friday, 8:00 am to 5:00 pm.

21.2 Graduate Students' Association of Ghana - KNUST

The Graduate Students' Association of Ghana – KNUST is the legitimate body of the graduate students of the Kwame Nkrumah University of Science. The Association seeks the academic, social, and general welfare of its membership, promotes interest, and facilitates academic progress in graduate studies.

GRASAG operates a decentralized system through three working bodies:

(a) The Executive Committee

(b) The Senate

(c) The Judicial Committee

The Secretariat is located at the Non-Residential Facility 1 (Obese Jecty Building opposite the Casely Hayford Building) and can be accessed

by any postgraduate student for any form of assistance. The Secretariat has two air-conditioned study areas, an ICT Centre for the facilitation of research, and a conference room for students.

The office is open from Monday to Friday, 8:00 am to 5:00 pm.

Other recognized student associations are the National Union of Ghana Students-KNUST, the Student Chaplaincy Council, and the KNUST Cadet Corps.

21.3 Distance Learning Students Association (DLSA)

The Distance Learning Students Association (DLSA) is the official group for students enrolled in the distance learning programme of the University.

The administrative structure is made up of the National Executive Committee (NEC) which comprises the National President, the National General Secretary, the National Financial Secretary, and the Women's Commissioner that is in charge of all female-related affairs.

The activities of DLSA are supervised by IDL Management and regulated by the Directorate of Student Affairs.

The decentralized hierarchy of DLSA is constituted into four administrative arms:

a. The National Executive Committee
b. The National General Assembly
c. Judicial Council
d. Sectoral Administration

Due to the unique operations of the Distance Learning programme, The DLSA is divided into three Sectors to oversee student governance in the various teaching centres put under them.

Southern Sector - superintends all centres in the Greater Accra, Eastern, and Volta regions.

Midland Sector - covers the teaching centres under the Ashanti, Northern, Upper West, and Bono region.

Western Sector - deals with the Western regional centres.

Each sector has elected executive officers to man student activities, i.e., Vice President, Secretary, Financial Secretary, and Women Commissioner.

21.4 Student Clubs and Associations

The Directorate of Student Affairs is responsible for the recognition and granting of approval for the establishment and operation of student clubs and associations, be they secular or religious. This is to ensure adherence to the student code of conduct as well as decorum and sanity in the student milieu. The Directorate coordinates all operations involving the registration of student groups in collaboration with the Student Representative Council (SRC) to achieve the former.

All student religious associations fall under Protestant Chaplaincy and must submit approval for any activity through the Protestant Chaplain to the Director of Student Affairs for approval.

For a student group to qualify for first-time registration, it should have a minimum membership of seven hundred and fifty (750) students, except for Junior Common Rooms (JCR), associations which are established based on Programme of Study, Department, Faculty,

or College, and special chapters of professional associations.

All registered clubs and associations are required to do an annual renewal of their status with the Directorate.

The Documents required for registration with the Directorate are:

i. An application letter routed through the Head of Department, Dean, Provost, or Patron as applicable.

ii. A letter of support from a Senior Member Patron

iii. A letter from the SRC Secretary confirming the alignment of its constitution with that of the SRC.

iv. Up-to-date proof of registration. E.g., charter/ letter of conferment/Certificates of incorporation and operation for professional associations or associations registered by law where applicable.

v. Copy of detailed constitution presented to the SRC which includes sections on mission, vision, number, and list of principal officers, key stakeholders, activities, the procedure for elections, oath of office, procedure for removal from office, etc.

vi. Signed list of members (with details such as student number, programme and year of study, and college) for first-time registration.

vii. Religious groups require approval from the Chaplaincy and the information forwarded to the Directorate of Student Affairs.

As part of the approval process, all associations must register with the SRC and also renew their status annually and attach proof of their registration with the SRC to their documents submitted to the Directorate. The SRC among other things checks for the alignment of the association's constitution with that of the SRC.

21.5 Guidelines for Disbursement of Students Association Dues

This policy outlines projects and programmes which can be undertaken by the Association at various levels.

i. The elected student leaders shall undergo training in planning and budgeting before assuming office.

ii. Provision of bursaries for Needy Students shall be undertaken solely by the College Associations

iii. There shall be evidence of attendance to meetings/programmes to support expenditure claims.

iv. Patrons of the Associations shall be made to countersign the final request for payment before it is submitted to the Director of Student Affairs for the release of the money.

v. A 25% Mandatory Retention of Dues contributed, reserved, and invested for use by incoming Executives should be strictly enforced at all levels.

vi. The Managers of the Student Association accounts shall take steps to increase transparency in the students' accounting and financial system by providing

· data on registered students to guide student leaders in their demands,

· opening balances of the 25% retained by the previous administration and the interest thereof,

· the end of the academic year bank and financial balances for the incoming Executives, among others.

vii. Payment of sitting allowances shall be uniform for all Student Associations including Hall Executives and should be GH¢30.00 per sitting for two (2) meetings per semester, subject to review, when necessary.

viii. Payment for services should be made directly to vendors and service providers and the leadership of the Associations.

ix. The cost of refreshments for programmes shall be standardized. This may be reviewed each year.

x. The College/ Institute Accountant shall be made to mentor and coach Student Association Leaders on proper financial procedures and processes.

xi. At the beginning of the academic year, Departmental, Faculty, and College student associations must agree on the sharing ratio for the student association dues.

xii. The Departmental, Faculty, and College Student Associations would at the beginning of the academic year submit a budget approved by their respective patrons to the Director of Student Affairs.

xiii. College Associations shall not spend their quota of the dues on programmes such as socialization, orientation, excursions, and end-of-year dinner. These shall be the responsibilities of the Faculty and Departmental Associations. All such end-of-year dinners and socialization shall take place on campus.

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

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

1. All forms of processions and floats in and around the campus and outside of the campus during the said Week Celebrations shall not be allowed. However, in exceptional cases, express approval shall be sought from the Vice-Chancellor, through the Director of Student Affairs, at least TWO WEEKS before the event. Such procession shall not be held between the hours of 6.00 pm and 6.00 am

2. All College/Faculty/Hall/Society Week Celebration shall be organised from Wednesday through Saturday of the week.

3. All programmes or activities shall be submitted to the Directorate of Student Affairs through the respective patrons or Hall Masters/Warden for review and approval at least TWO WEEKS before the intended start date of the Week Celebration.

4. All College/Faculty/Hall/Society Groups shall submit to the Director of Student Affairs through the Student Representative Council (SRC) the list of all their Executives and Organisers of their programmes of activities.

5. For Hall Weeks, Hall Masters/ Warden along with JCRC executives shall sign an undertaking with the Directorate of Student Affairs to ensure the rules and regulations of the University are upheld for the entire duration of their Week Celebrations.

6. In the event of any acts of indiscipline, commission, or omission during a Week Celebrations, the Executives and Organisers of the programme shall be held responsible severally and collectively.

7. All programmes during the Week Celebrations shall be restricted to the University Campus unless otherwise approved by the Vice-Chancellor through the Director of Student Affairs.

8. All programmes involving external Artists shall be cleared with the Director of Student Affairs at least TWO WEEKS before the event takes place.

9. The University Security and Safety Committees shall be adequately informed of all programmes that take place after 1800 hours (6.00 pm) to enable them to monitor the safety and security of life and property at such functions.

10. All recognised Students' Clubs, Societies and Associations shall have PATRONS who will provide the necessary Guidance and Counselling for the respective Groups. Patrons are to ensure that all monies generated or collected on behalf of the association/ group are judiciously disbursed for the common good of all members.

11. All clubs, societies, and associations shall write to the Director of Student Affairs indicating their acceptance and compliance with these Guidelines as a precondition for approval to hold a Week Celebration or any organised student public activity.

12. All properly registered student organizations permitted to operate in the university shall conduct themselves in accordance with the objectives and regulations of the university. Any act of any organization that is contrary to the objectives of the university or is anti-social in nature including but not limited to excessive noise making, lewd behaviour, odd times of meeting, and strange rituals is not permitted.

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

21.7 Students Elections

a. Elections shall be carried out using biometric voting

b. All SRC-related elections nomination forms shall be sold at the respective authorised account offices to ensure transparency

c. The practice of vetting (screening) candidates in the SRC Electoral processes shall be done with the physical presence of a maximum of 5 representatives per candidate and all others viewing virtually

d. The order of vetting of aspirants must be done by balloting

e. Starting with aspirants for the Presidential position

f. All electioneering activities must start at 8 am and end by 4 pm

g. All panel members must be active students of KNUST and must be carefully selected to represent different units that form the College or the association

h. NUGS election shall be done within 3 days of reconstitution of the new SRC Parliament

i. All elections must be conducted at least a week before the End of Semester Examinations with SRC elections being the last (except for the NUGS -KNUST)

j. All College and JCRC Handing Over Ceremonies must be conducted before the SRC Handing Over Ceremony.

k. The SRC and GRASAG Handing Over Ceremonies must be conducted latest a week after the End of Second Semester Examinations.

l. Campaigning must end at 4 pm the day before elections are held.

22

Halls of Residence and Private Hostel Accommodation

The University currently has six traditional Halls of Residence namely:

- » Independence
- » Queen Elizabeth II
- » Republic
- » University
- » Africa
- » Unity

All halls on campus accommodate both male and female students. Note that bed space availability at the Traditional Halls is for first years and it is on a first-come-first-served basis. The university has decoupled admission from accommodation, and therefore not obliged to provide accommodation on or off-campus. The University however provides accommodation on campus for all international students and international students on clinicals are housed

in the University Hostels at the Komfo Anokye Teaching Hospital.

22.1 Management of the Traditional Halls

The Hall Council, consisting of Senior and Junior Members, takes strategic decisions to guide the administration of the halls. It is supported by a voluntary group of Senior Members called the Hall Fellows, who elect the Hall Master and Senior Tutors.

The Executive Head of a hall is the Hall Master/ Warden, assisted by a Senior Tutor and a Hall Bursar/Accountant, who is responsible for the day-to-day management of the hall. The Hall Master is also assisted by the Junior Common

Room Committee headed by a president who is also a member of the Hall Council. There are other supporting staff including Hall Assistants, electricians, carpenters, cleaners, security, and sanitary workers. The Hall Masters/Warden, the Senior Tutors of all the halls, the Hall Master/Senior Tutor of KOHs, the Senior Tutors of the off-campus hostels, and the Senior Tutors and the Manager of GUSSS constitute the Committee of Hall Administrators (CoHA) which formulates common policies for all halls and University Hostels.

Independence Hall

Independence Hall was officially opened in February 1959 to commemorate the attainment of Ghana's independence on 6th March 1957. It was the first hall to be built. The capacity of the Hall is approximately 1200.

Queen Elizabeth II Hall
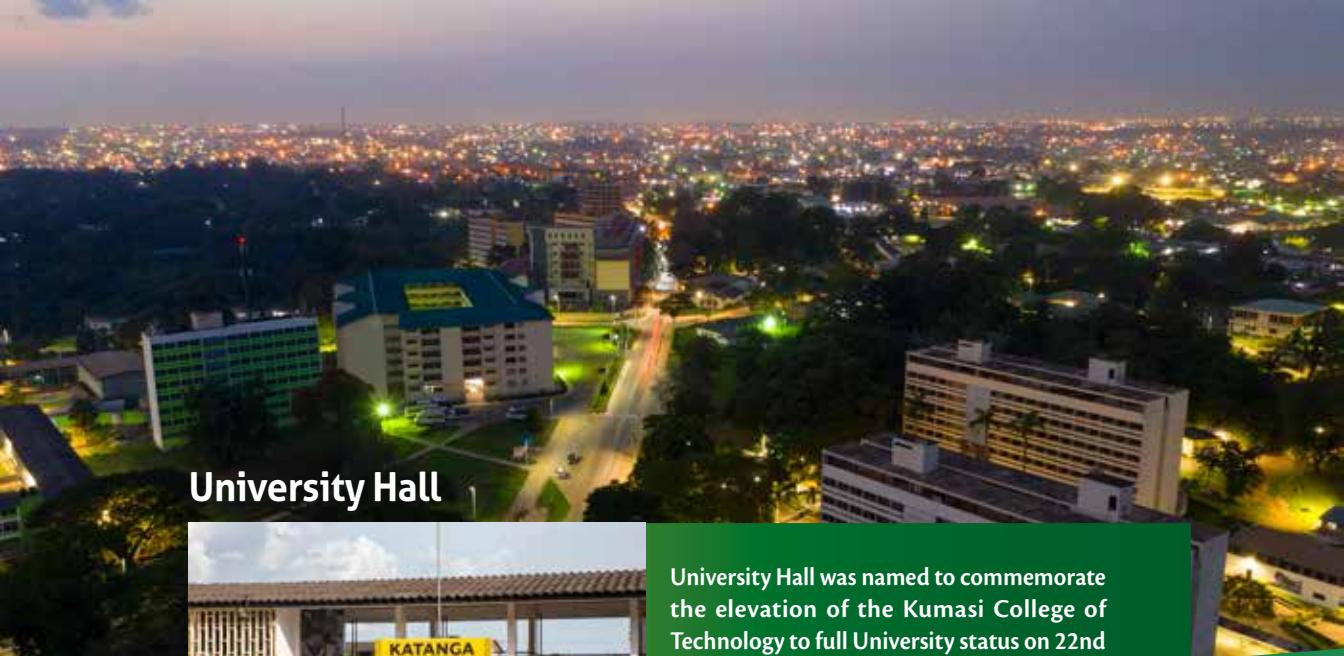
The Hall was named in honour of Queen Elizabeth II of Great Britain and was officially opened in November 1959 by the Duke of Edinburgh. The Queen later visited the Hall in 1961 during her state visit to Ghana. The Hall has a capacity of approximately 1200 students.

Republic Hall

Republic Hall was named to commemorate Ghana's attainment of Republican status in 1960. It was, however, officially opened in 1961, and women were admitted to the Hall for the first time in 1991. The Hall can accommodate approximately 1200 students.

University Hall

University Hall was named to commemorate the elevation of the Kumasi College of Technology to full University status on 22nd August 1961. Females were first admitted to the hall in 2018. About 1200 students can be accommodated in the Hall.

Africa Hall

The Hall was commissioned on 14th October 1967 as an all-female hall. In 2018, the first set of male students was admitted into the Hall. Africa Hall has a capacity of 800 students.

Unity Hall

Unity Hall is the largest hall and at present, has a student population of approximately 2000. The hall welcomed its first students on 16th October 1968 and became a mixed Hall in 2018.

22.2 Hostels on Campus

GUSSS and Tek Credit Union Hostels

The Ghana Universities Staff Superannuation Scheme (GUSSS) and Tek Credit Union have hostels on campus. The GUSSS hostels accommodate over 4000 students mostly continuing and foreign students. The hostels are:

· Chancellor's Hall
· Nana Afia Serwaa Kobi Ampem II
· Nana Sir Osei Agyeman Prempeh II
· Brunei Complex
· Otumfuo Opoku Ware II

The Tek Credit Union Hostel accommodates about 200 continuing students.

KNUST Owned Hostels

There are four University owned hostels managed by the Directorate of Student Affairs. These are:

· The Graduate Students' Hostel
· Edmondson's Hostel (Shaba)
· The Otumfuo Osei Tutu II Hostel (SRC Hostel)
· Wilkado Hostel

The first two are for postgraduate students while the SRC Hostel houses continuing students and persons with physical challenges. The Wilkado

Hostel accommodates only first-year students and can host 700 students.

Residency at the Otumfuo Osei Tutu II (SRC) Hostel

The Otumfuo Osei Tutu II Hostel, popularly known to students as the SRC Hostel because it was initiated by the Student Representative Council (SRC) of KNUST is one of the four hostels owned and managed by the University. The hostel was established to help ameliorate the accommodation challenges occasioned by the increasing number of students. Through the support of various stakeholders, the facility currently has an estimated bed capacity of one thousand four hundred and fifty (1450) making it the second-largest accommodation facility owned and managed by KNUST through a Hall Master and a Senior Tutor. Unlike other traditional halls, the SRC hostel accommodates only continuing students.

Duration of Residency

Consistent with the hostel's policy of ensuring that as many students as possible have the opportunity to stay at the hostel, residency in the Hostel is for only one academic year except under the following circumstances.

1. A student leader who resides in the hostel by virtue of their office may have another year of residency that is ordinarily enjoyed by all students.

2. A student with a special medical condition certified by an appropriate

officer of the University may stay in the hostel for more than one academic year.

Procedure for application

1. Online application for bed spaces via www.kohs.knust.edu.gh shall be mandatory and the only means to gain residency at the hostel. Any student who uses any other medium apart from the above-mentioned portal does so at his/her risk.

2. The management of the Hostel shall announce to students and the University community at least one week before the accommodation portal, www.kohs.knust.edu.gh, is opened.

3. The portal would be opened for at least 24 hours to allow students adequate time to apply. No student would be able to apply for bed spaces after the given deadline.

4. Following the submission of students' online applications, an automated validation or auditing shall be conducted to disqualify all applicants who have either slept in the hostel before or have already secured spaces at other on-campus accommodations such as GUSSS.

5. An automated system based on a first-come-first-served algorithm shall be used to approve the applications of those who qualify.

6. The application of all other students who could not secure bed spaces shall be declined to enable them search for accommodation in other hostels.

7. Students whose applications have been approved shall be required to pay an appropriate fee into the approved bank account of the hostel within a stipulated period. Payments made through any other account or medium would not be acceptable and the student would have to deal with the consequences of such a decision.

8. Students who are unable to pay the appropriate fees within the given period shall lose the offer after the deadline.

9. Following the payment of the required fees, students would be expected to select rooms from the online platform.

10. Under no circumstance should a student transfer allocated bed space to another party. Any student who indulges in such an act will lose the bed space, forfeit the payment made and face any other sanction prescribed in the Students Code of Conduct.

11. Students who are in residence at the hostel are required to observe all rules and regulations prescribed by the management of the hostel and the University as a whole.

MasterCard/Impact Building

The magnificent Impact Building has limited accommodation for students and provides office space for MasterCard Foundation-related projects.

22.3 Private Hostels on and off Campus

The university is unable to guarantee accommodation for all students. Most students are, therefore, living in private sector housing (hostels), some of which are situated on the university's lands and most located outside the university campus. Most of these hostels are, however, within walking distance of the university campus.

There are about 300 of these hostels recognised as meeting the basic standards of residency and are published. The Directorate of Student Affairs has re-demarcated the surrounding communities where KNUST students stay into six zones, each zone manned by a Senior Tutor. The Senior Tutors work with the Non-Residential Members of the SRC Parliament, members of the Private Hostels Association (PHA), and other stakeholders to ensure the welfare and well-being of students who live off-campus. The zones are:

a. Ayeduase North

b. Ayeduase South

c. Ayeduase New Site, Boadi and Emena

d. Bomso and Ahinsan

e. Kotei and Gyinyase

f. Gaza, Kentinkrono and Ayigya

In these zones are other smaller holdings popularly called homestels which also cater for the accommodation needs of students.

More detailed information, including the list of private hostels, their locations, facilities, and services, as well as rental charges, are available at kosass.knust.edu.gh

The recognised hostels are classified through annual inspection for certification by a team with

representation from DoSA, SRC, Security, Ghana Police Service Police, Ghana Fire Service, and Ghana Tourism Authority. Further information on these hostels can be obtained from DoSA.

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

22.4 Rules for Conduct of Residential Students

Resident Students

Every resident student shall report at the Hall Assistants' office of the Hall of Residence/ Hostel to which he/she has applied and has been accepted and go through the necessary registration processes.

Residential Facilities

Management of Halls of Residence

The Hall Council, subject to the University Statutes and this Students Guide and Code of Conduct, shall use the composite Halls' Constitution (NOT JCRC Constitution) to manage the traditional Halls of Residence, taking into consideration Regulations to reflect the peculiarity of each hall.

1. The Hall Master/Warden shall be the Executive Head of the Hall and be directly responsible to the Hall Council.

2. He/She, as the Administrative Head, shall exercise general superintendence over the affairs of the Hall for the good governance and discipline of the Hall under the existing Statutes of the University. He/she is assisted by a Senior Tutor who shall be the deputy with a focus on student issues.

The Hall Council shall consist of the Hall Master/ Warden as Chair, the Senior Tutor, the immediate past Hall Master/Warden, three (3) Senior Members elected from among hall fellows and the Hall Bursar, and other members are the JCRC, ie, President and Secretary. The Hall Administrator shall be in attendance to record minutes. The Hall Council shall be responsible for disciplinary action against any Junior Member concerning the breach of Hall Regulations. The Hall Master/Warden may set up a committee, where necessary, with a Hall Fellow as the chairman, two (2) other fellows as members, a JCRC executive as a member, and an ordinary student as a member. The secretary of the committee shall be elected from among the members. The findings of the committee shall be referred to the Hall Council for final decision. Where the breach of discipline involves a major sanction, the Hall Council shall refer the matter to the Director of Student Affairs, for the necessary processes to bring the student before the Disciplinary Committee.

Provision of Accommodation

a. Admission to the university does not entitle any student at any time to university accommodation. Places in the traditional Halls of Residence shall be selected (online application) by first-year (freshmen) students by policy fashioned for that purpose from time to time, by the Residence Committee of the Academic Board.

b. The current policy of the university is to give priority residential status to first-year undergraduate students. All international students shall be housed on campus preferably at the GUSSS Hostels.

c. Each cubicle in the traditional Halls of residence shall accommodate the maximum number of students designated for it.

Admission to the Hall/Hostel of Residence

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

b. Semester dates shall be announced, and the student must find where these notices are placed.

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

At the beginning of the academic year, all first-year students who have secured accommodation in the Halls of Residence or Hostels should report on the first day of reopening to go through the Hall/Hostel registration process.

Any freshman who has applied and secured a bed space online and does not report at the Hall/Hostel of Residence to complete the registration process within twenty-eight days after reopening will have the bed space re-allocated unless special permission has been sought ahead of time from the Hall Master/ Warden in writing.

Liberty of movement within the Hall/Hostel of Residence

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

The men's rooms shall be out-of-bounds to women of the University from 10:00 pm to 8:00 am. Similarly, the women's room shall be out-of-bounds to men from 10:00 pm to 8:00 am. The gates of the Halls shall be closed from 12.00 midnight to 5.00 am. Given the fact that four (4) people share a confined space, visitors to rooms shall respect the rules of privacy and confidentiality of occupants. For example, they should step out when an occupant wants to change.

Student's Cubicle

a. The university does not accept responsibility for the loss of a student's property.

b. A student who destroys or loses the key to his cubicle shall pay for the cost of replacement.

c. Whenever a student is going out of residence, he must hand over the key to the Hall Assistants on duty. It is illegal for residents to make duplicates of keys. Students contravening this regulation shall be thrown out of the hall.

Students themselves provide their own best personal security. Students are advised to keep their belongings and the door to their room always locked. However, residents shall have as much cooperation as can be offered by the Hall Authorities when personal articles are

stolen. It behoves the residents to report theft promptly.

d. "Perching" or allowing a non-resident student to share your room violates University Regulations and is therefore prohibited. Residents of a room caught with a "percher" shall each be fined 10 % of the Residential Facility User Fees (RFUF) and in addition lose their residential status and be expelled from the Hall. The fine is subject to an annual review by the Hall Authorities.

e. No sofa beds or personal mattresses are allowed in the cubicles.

f. It shall be illegal for a student to take a key home. A fine shall be imposed on such a student. The rate shall be determined from time to time by the Hall Council.

g. Students in their interest shall be required to sign an inventory of the furniture and fixtures in their cubicles and shall be accountable for such at the end of each semester.

h. Students can use or keep only one/ two burner electric stoves; electric microwaves rated 1000 watts or less, kettles, and tabletop refrigerators. The following are strictly prohibited: four-burner electric cookers, gas cookers, and their cylinders. Air conditioners and any other heavy-duty electrical appliances. The roommates must agree to keep only one of the approved items.

h. No commercial activity such as the sale of water, eggs, soft drinks, etc is permitted in the student cubicle, etc.

i. Plumbing and fittings such as door locks, furniture, wardrobe, louvres, beds, and mattresses remain the property of the hall and should be handled with extreme care.

j. Faults found with any hall facility or item should be reported and recorded in the Fault Occurrence Book at the Hall Assistants' office for attention. Under no circumstances should any occupant force a door lock open if they lock themselves out. Duplicate keys are obtainable at the Hall Assistants' office.

k. Littering in the hall and for that matter, the campus is prohibited. Rubbish should be disposed of in the wastepaper baskets provided in the rooms and the bins at the end of each floor.

l. Aside from the official notice boards, posting bills and notices anywhere on campus is strictly prohibited.

Use of Hall/Hostel of Residence during Vacation

a. All students shall go home during vacation. The date and time of departure shall be communicated to students.

b. International students who wish to remain in the country during short vacations are mandated to officially notify the Director of Student Affairs and shall be required to fill a form at the Directorate.

c. Students who must stay in any Hall/ Hostel of Residence during holidays/ vacation on academic grounds shall apply to the Hall Authorities through their Heads of Departments and DoSA. However, if it is a private matter, such a student shall be required to apply to the Hall Authorities through DoSA. In either case, the appropriate fees agreed on by the Committee of Hall Administrators and ratified by the Residence Committee shall be levied

d. It shall be the prerogative of the Hall Authorities to decide which part of the facility to be used for vacation residence.

e. All University and Hall Regulations shall continue to be in force during the vacations and infringement of any such regulations shall make a student liable for disciplinary action.

f. As accommodation in the halls may be required for conferences held in the university during vacations, students must leave their rooms tidy.

g. Students should not leave their personal belongings in their cubicles during vacation. Students leaving personal belonging in their rooms do so at their own risk. If the room is kept in such a state as to make it unavailable for use for conferences, the student shall be deemed to be using the room and shall be fined at the prevailing commercial rate.

22.5 Residence Life on Campus

22.5.1 Residential Community Policies and Procedures

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

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

control noise and other distractions that disrupts another's study or sleep.

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

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

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

· The Right to recourse, according to prescribed conduct procedures, against anyone who unduly infringes on one's

rights or property and the Responsibility to conduct oneself in a manner that does not infringe on the rights of others; to initiate action should the circumstances warrant.

· The Right to participate in the process of self-governance through Student Programmes via SRC/ GRASAG at the College, Faculty, Department, and Hall levels and the Responsibility to actively participate respectfully voicing opinions and ideas appropriately.

22.5.2 Housing Contract Terms

All students living in the Halls of Residence/ Hostels must sign a one-year housing contract and conditions binding them to payment of room charges.

22.5.3 Early Arrival Agreement

Any student checking into the Halls of Residence/ Hostels before the reopening date will be at the discretion of Hall/Hostel Management and if permitted subject to the early arrival agreement for payment.

22.5.4 Suite Arrangements

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

1. All residents in these rooms agree with the new arrangement.

2. Residents notify, in writing, the Head of the Hall Management who on discretion may agree or refuse

3. All residents agreeing to special arrangements in their suite will be held responsible for any damages that occur in the suite rooms.

4. No furniture is removed from outside of the two adjoining rooms.

5. The suite is returned to the same configuration at checkout at the end of the contract year.

22.5.5 Consolidation of Vacancies & Room Reclassification

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

Any student with an occupancy vacancy in his/ her room at the beginning or end of any semester will likely be reassigned to a new room or have an additional student(s) assigned to those vacant spaces.

Space for occupancy must be reserved until the new roommate(s) are assigned.

Any resident's attempt to block, discourage, or exert undue pressure on a roommate specifically assigned to a given space may result in disciplinary action including that resident's removal from his/ her current room.

22.5.6 Hall/Hostel of Residence Procedures

Check-In

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

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

Check Outs

Residents must formally check out of their rooms whenever they change rooms, permanently leave at the end of the semester, or graduate. Room changes can only occur during the first two weeks of the first semester. The Hall Master/Warden/Hostel Manager or the Senior Tutor must approve all room changes prior to the student(s) moving. Unless otherwise noted, the resident will have 24 hours to complete the room change. Anytime a resident checks out of a room, he/she must schedule an appointment with a Hall/ Hostel Assistant to have the room inspected and to complete the original Room Inventory and Condition form. The room and key must be returned to the university in the same condition it was received for a proper checkout to occur. Failure to checkout properly may result in loss of personal property, and financial restitution for damaged/unreturned university property, at an appropriate prevailing rate. Checkout procedures for end-of-semester vacations and holiday stay-in will be provided to the necessary residents.

Once a student officially checks out of the residence, all personal property left behind will be reallocated to the University or donated to a local organization.

Missing Student Notification

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

Room Lock Outs

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

Breaks

The Halls of Residence will remain open throughout the academic year except for both the shorter 1st Semester break and the much longer 2nd semester break. During these two break periods, the only residents permitted to stay, at a cost to them or their organizations, at the prevailing approved fees would be those who have their request to stay approved by the Hall Management. Students staying without approval will be charged punitive fees and may face disciplinary action.

Keys and after-hours callouts

Keys to the halls of residence are the property of KNUST. Keys are for resident students only and must not be shared with others. Keys are not to be copied. All spare keys shall be under lock in the custody of the Senior Tutor or Hall Master/

Warden. If students take their keys away instead of returning them to the Hall Assistant on duty and misplace them, the culprits will receive a warning in writing from the Hall Management. A spare key shall be released to the inmates of the room for 3 days during which time the lock shall be replaced at cost to the culprits.

Duplicating keys or replacing locks are illegal activities, and offenders shall face disciplinary action.

If a report is made at the Hall Assistants' office about a damaged lock, the Hall Management shall ensure that it is replaced within the shortest possible time. It is the responsibility of management to ensure that the Hall Assistants' office is always manned.

Exterior Doors

The Main entrance is where the Hall Assistants' office is located, and it shall be the primary entrance to the Hall/Hostel of Residence. All other exterior doors to the Halls shall be locked during the night to provide greater security for the residential students and opened during the day, manned by security personnel. Emergency exits shall also be provided, and these shall only be used during an emergency or under special circumstances; these exits are opened only under proper log-in log-out procedure stating who is requesting the opening and how long it lasts. Both the Hall Assistant on duty and the one requesting the service will sign in and out and it shall be the responsibility of the hall's security to ensure no intruders come in. Front lobby doors shall be locked at 12:00 midnight and opened at 5.00 am.

Screens & Windows

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

Sports Equipment & Athletic Recreation

Athletic recreation must be conducted outside the residence hall. In addition, games involving balls and Frisbees are not to be played in the Hall at any time within the quadrangles of the residence halls to keep the lawns green and manicured, and to protect the irreplaceable statues and windows around this enclosure. The use of any ball, golf clubs, bicycles, scooters, skates, rollerblades, and the like are strictly forbidden in the hallways and rooms, offenders shall be sanctioned.

Use of such items can damage furniture and walls and can cause a disturbance to other residents who may be studying or resting. The wearing of baseball, golf, or spiked shoes is not permitted inside the buildings because such shoes damage floors. The Hall management reserves the right to confiscate any equipment used in the violation of this policy and individuals involved may face disciplinary action.

Students are to desist from accessing the University Stadium (Paa Joe Sports Stadium) through unauthorized routes or face arrest and onward disciplinary actions.

All groups and societies who want to use any of the sporting facilities (Football Pitch, Hockey Pitch, Handball Court, Basketball Courts, Volleyball Courts, or the Tartan Track, either for training, recreation, or competitions should notify the Director of Sports.

Usage Time

Weekdays	6am - 8am
	3pm - 5pm
Saturdays	6am - 4pm
Sundays	6am - 12noon

Residence Hall Visitation & Overnight Guests

A guest is defined as any person who is not an assigned occupant of a room in a Hall/Hostel of Residence. Entertaining guests is a negotiable issue with a roommate(s), not an undeniable right, and does not override a resident's right to sleep, study, or use his/her residence room/suite. When conflicts arise over guests, the needs of the residents/roommate(s) take precedence over the visitation privileges of the guest.

i.   Overnight guests must be checked in and out at the Hall Assistants' Office.

ii. Daytime guests are welcome to visit residents in the Hall/Hostel of Residence during the hours of 8:00 am to 10:00 pm.

iii. Residential students may have these occasional overnight guests. However, overnight guests of the opposite sex are prohibited.

iv. Children are also prohibited from staying overnight in the halls/ hostels when school is in session.

v.   Guests who stay overnight for two consecutive nights must have advance approval from the Hall Master/ Warden prior to visits that exceed these limits.

vi. Residents are responsible for the actions of their guests while visiting campus and must always stay with his/her guest. Hall Management and the KNUST Security Services reserve the right to question, refuse entrance, or ask any guest to leave if their presence is or has the potential to negatively impact residential operations in any way.

Theft Protection & Personal Property Insurance

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

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

Health & Safety Inspections

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

Appliances and Electronics

Residents may use the following appliances in their rooms: clocks, radios, stereos, televisions, fans, hair dryers, curling irons, flat irons, razors, computers, kettles, microwaves, hot plates but not gas cookers and refrigerators. Residents are responsible for keeping the volume of their television, stereos, and other noise-producing equipment low enough to avoid disturbing others in the hall.

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

Special rules apply for approved equipment, as follows:

Fridges must be less than or equal to 4.2 cubic feet in size and have a current rating of not more than 1.5 amps. The power rating for microwaves must not exceed 900 watts.

Residents are advised to be present and fully awake when hot plates or immersion heaters or kettles are in use and unplug immediately afterwards. These items should be stored only when they are cool enough to touch. Also, be attentive when using your microwave.

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

Air Conditioners

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

Room Damage

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

Residence Hall Search & Seizure

KNUST respects a resident's right to privacy. Nevertheless, safety and policy enforcement must take precedence. A University official has the right to enter any part of the University premises to assess the condition of the room, identify maintenance needs, and in the case of an emergency or suspected violation of university policy. A University official may enter and search University premises without notice if there is

reason to believe that national, local, or University policies are being violated. All guests in a room at the time of an initiated entry and search may be relocated to another area for the duration of the search and supervised by a university official. Residents may remain in the room at the request of the University official. Residents may also be asked to leave while a search is in progress. In cases where residents of a room are unavailable, the Director of Student Affairs, Hall Master or Warden, Senior Tutor or Hall Manager, or their designee must approve an entry and search after that person has heard the related facts and believes an entry and search is necessary.

The search will be conducted in the presence of another University official specifically the Head of Security or his designee. Once initiated, the University has the right to seize any property that violates University policy. Depending on the nature of the search, the University official may be as thorough or as general as necessary to conduct a reasonable search. If more serious items (drugs, weapons, stolen property, etc.) are found, the University will notify local authorities. Law enforcement officials may enter, search, and seize evidence in accordance with the law. All residents of an assigned room are responsible for the contents of their room until the responsible individual(s) can be identified.

Suspension from the Residence Hall

Residential students who are suspended from the residence halls/hostels or the University must plan to remove belongings and vacate the residence halls within 24 hours of notice. The hall/hostel management will work with the student to ensure that they vacate the halls/hostel within this timeframe, or any other specified time as deemed appropriate by the management. Failure of the student to abide by the suspension terms

may result in further disciplinary action, improper checkout charges, and/or the KSS escorting the student off campus. Management shall not be responsible for personal possessions left in the room by the suspended student.

Room Furnishings

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

Internet Connectivity

Residential Students have internet connectivity via a wireless network, which also covers the entire campus. Wireless networks by their very nature are subject to interference from certain devices. It has been found that some devices cause unacceptable interference and are therefore prohibited from being used in the Halls of Residence.

The management of the hall reserves the right to remove any devices that fall within this category. If you have any questions about a specific device, please contact the University Information and Technological Services (UITS).

Hall/Hostel of Residence Room Repair and Damage Charges

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

23

Commercial Area

There is a section of campus known as the Commercial Area which has the following facilities within its general area:
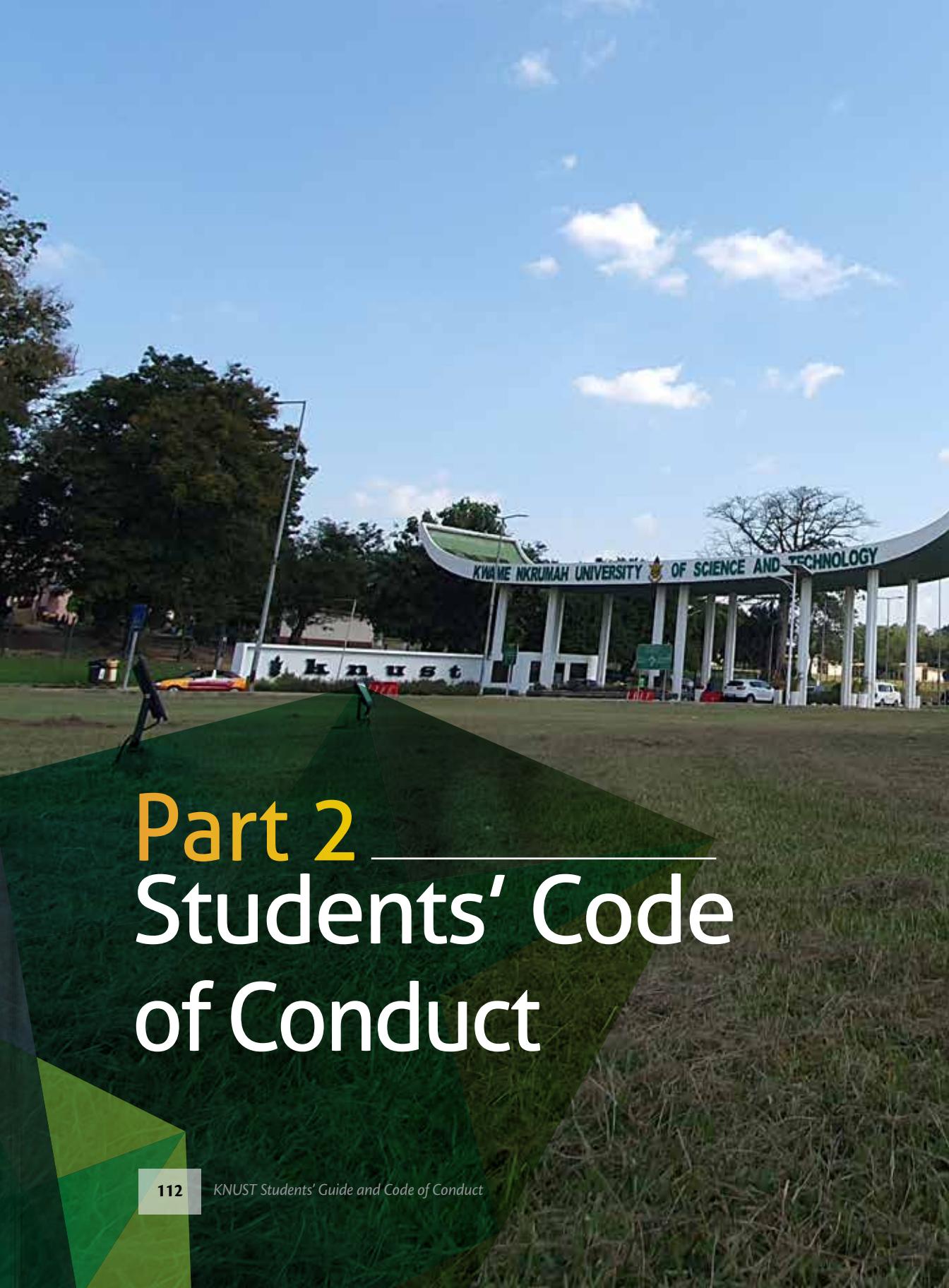
Branches of the Ghana Commercial Bank, Consolidated Bank of Ghana (CBG), Standard Chartered Bank, Absa Bank, HFC Bank, UBA, CAL Bank, Stanbic Bank, Republic Bank, GT Bank, Fidelity Bank, ECOBANK, Ghana Postal Services Company.

Also available in the general area are Mikado pharmacy and Kingdom Books and Stationery.

In addition, there is a mini market with a wide range of products and assorted selections of local food items.

The Commercial Area is near the J Harper Building which houses the Directorate of Student Affairs.

Part 2
Students' Code of Conduct

Preamble

The Regulations for Students' Conduct and Discipline are made under the authority of the University Act 1961 (Act 80) as amended, and the Statutes of the University which are revised periodically.

The University has general disciplinary authority over all students, and the General Regulations affecting students are regularly reviewed by the Academic Board in accordance with the Statutes of the University.

In addition to these General Regulations, each Hall/Hostel of Residence, the Library, and other Divisions/Centres of the University have their own specific rules/regulations to govern the conduct of students provided such rules/regulations are not inconsistent with the General Regulations made by the Academic Board.

Introduction to the Code of Conduct

The Vice-Chancellor as the Academic and Administrative head of KNUST acts directly or through designees such as the Directorate of Student Affairs, the Legal Services Division of the Registry, and standing or ad hoc committees. As the Chief Disciplinary Officer of the University, the Vice-Chancellor has jurisdiction over violations of the Students Guide and Code of Conduct.

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

The Vice-Chancellor acting through delegated personnel and/or offices interprets and enforces this Student Guide and Code of Conduct. The provisions of the Code of Conduct may be extended or amended to apply to new and unanticipated situations as they may arise.

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

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

Enrolment in the University does not insulate students from their obligation to behave in a manner consistent with local by-laws or national laws. Violation of such laws while on or off University premises is a violation of the Student Code of Conduct, and students are subject to sanctions applicable to the

University for violations of the laws. At its discretion, the University may inform the local authority of potential misconduct. Students need to constantly remind themselves that wherever they are, they should not undertake any acts that will bring the University's name into disrepute.

While any violation of the Student Code of Conduct is considered a serious matter, certain violations are considered grave. These violations include:

i. acts of academic dishonesty.

ii. any acts that disrupt the functions of the University.

iii. any acts that threaten the health or safety of any member of the University community or any other person.

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

■ Article 1

General Provisions

Jurisdiction of the University

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

Jurisdiction specific to KNUST Satellite Campus(es), Learning Centres, and off-campus accommodation

Once a person is enrolled as a bona fide student of KNUST his/her conduct on and off campus affects the reputation of KNUST. Therefore, students are not expected to break any code of conduct that applies to learning centres on campus even if the learning site is off campus. Students are expected to do same in their residences whether on campus or off campus.

The Director of Student Affairs shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

Access to Regulations

Copies of all regulations shall be made available both in print and electronic form to the Registrar, Director of Student Affairs, Provosts, Deans, Hall Authorities, Heads of Departments, SRC, and other relevant administrative heads, and shall be brought to the attention of students. Electronic versions of all regulations shall be made available on the University's website. It is the responsibility of students to acquaint themselves with all regulations as well as Official Notices, which affect them, and ignorance of such rules shall not be an acceptable excuse for a breach of discipline. Students therefore should take note of print and paperless notices including but not limited to bulk SMS, the University Websites, Facebook, E-mails, WhatsApp, and other forms of electronic communications.

Enforcement of Regulations

Academic Staff, the Academic Board, Residence Committee, Directorate of Student Affairs, Senior Administrative Officers, Hall Authorities, and other persons, so authorised including the SRC and GRASAG for this purpose, shall ensure order and proper conduct.

Probation

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

Standards of Classroom Behaviour

The primary responsibility for managing the classroom environment rests with the faculty members (lecturers). Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Where in the opinion of the faculty member the student's act may require longer suspensions from a class, or dismissal on disciplinary grounds, he must take the appropriate step to initiate conduct proceedings in line with Article III of this Code of Conduct.

Misconduct

Any unacceptable or improper behaviour that brings the name of the University into disrepute.

Offences against the State

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

Violation of Laws of Ghana and University Conduct

i. University Conduct proceedings may be instituted against a student charged with conduct that potentially violates both criminal law(s) of Ghana and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to any pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Vice-Chancellor.

ii. When National, State, or Local authorities charge a student with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offence is also the subject of a proceeding before the Disciplinary Committee or Administrative Hearing under the Students Code of Conduct, the administrative processes will be carried out in full regardless of the criminal proceedings. However, the University may advise off-campus authorities of the existence of the Student

Conduct Code and of how such matters may be handled internally within the University community.

iii. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on any University premises and with the conditions imposed by criminal courts for the rehabilitation of student violators.

Rights and Responsibilities

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

Names of Students

For the purposes of the university, students are known only by the names used in completing their application for admission and are known by those names only in the sequence in which they are written.

When a female student marries, she may apply to have her name changed to include only the surname acquired by the marriage. The application shall be supported by a marriage certificate or requisite documentary evidence. The university shall not entertain any other name change of any form. Once a student has been registered with a name, he/ she goes through his/her programme with that name.

Changes in Date of Birth

Changes in the date of birth of students are not permitted.

Use of initials

KNUST does not provide certificates with initials. Students with initials in their names have the responsibility of contacting the Deputy Registrar (Academics) to rectify the correct order of their names in full or risk not having a certificate at the end of their programme of study.

Financial Requirements for All Students

1. Payment of fees and related charges

   i. All students are to note that in accepting the offer of admission, they are accepting a contractual liability to pay the Academic, Residential Fees and other Charges for the duration of their programme.

   ii. All Students are personally responsible for ensuring that all appropriate academic fees and any related charges, including any fees payable by sponsors, are paid on time to the University.

iii. All Students of Kwame Nkrumah University of Science and Technology, Kumasi (Undergraduates and Postgraduates) are expected to pay Academic Fees and other related charges as defined, for their programmes.

iv. Academic, Residential Fees and other Charges are collected at the beginning of each academic year when the programme starts. Students are to note that progression through a programme of study would be affected if the related financial obligations are not fulfilled.

v. Students are required to pay the relevant Fees as specified to the KNUST MAIN FEES COLLECTION ACCOUNT at the designated Banks as published on the University website from time to time.

vi. Residential Fees and Academic Fees should be paid separately into the same accounts using different pay-in-slips for each fee item (ie. Residential Fees, Academic Fees)

vii. International students are required to pay relevant fees into KNUST MAIN FEE COLLECTION ACCOUNT at the designated Banks as published on the University website from time to time.

2. Sponsors and Scholarship Providers

Sponsors and Scholarship Providers are Institutions, Organizations, Churches, Mosques, Companies, Families, Foundations, and Individuals who provide funds for or contribute towards the payment of Academic and Residential Fees and Other Charges of Students.

It is however the responsibility of the student to work with their respective sponsors to ensure that the University receives the Financial Award letter early from the sponsors. The University is not responsible for ensuring that the sponsors meet their financial obligations to the student.

3. Refund of Academic and Residential fees paid

3.1 Fees paid on acceptance of admission are NON-REFUNDABLE.

3.2 Refund of Academic fees to newly admitted students: If a student dies during the first semester of the Academic year the Guardian of the student is entitled to a full refund of payment made. If a student dies after the first semester, the Guardian is not entitled to any refund.

3.3 Refund of Academic fees to continuing students: If a continuing student withdraws from the programme up to 4 weeks into the first semester, the student is entitled to a 50% refund of the full fees paid. If a continuing student withdraws from the programme 4 weeks into the first semester, the student is not entitled to any refund.

3.4 Residential fees paid on acceptance of admission are NON-REFUNDABLE

3.5 Refund of residential fees to continuing students: A continuing student who applies and pays for any of the University-owned Hostels, GUSSS Hostels or Tek Credit Hostel is entitled to a refund within 15 working days after payment if he decides he does not want the accommodation.

4. Academic Fees Debt

    4.1 Managing Academic fees debt: Any student who owes the University at the end of the academic year will not be permitted to register for the next year of their programme, or any new programme until the debt has been paid in full.

    4.2 Students with academic fee debt at the end of their programme of study will:

- not graduate
- be denied the collection of academic transcripts
- not be granted an attestation letter in any form
- be denied recommendation letters from the University
- Have their certificates withheld until the said debt is paid in full.

    4.3 Sanctions for indebtedness

    The University reserves the right to apply the following sanctions, among others to students who persistently flout academic fee payment procedures:

- Removal of access to University WiFi services
- For International students, approval for Resident Permit would not be granted by the University until the required percentage of fees is paid
- Names of such International Students will be given to the Ghana Immigration Service not to grant Resident permits until fees owed to the University are fully paid.

Proscribed Conduct

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

Individual students who encourage or become involved in disruptive activities will be subject to suitable disciplinary action. In addition, any student found to have committed misconduct shall be sanctioned.

Sanctions

    i. The primary aim of student conduct action is to help facilitate the growth of students by helping them deal with issues of personal responsibility in a mature manner. In this regard, any student found to have violated the Students Code of Conduct shall be appropriately sanctioned.

    ii. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change merely because criminal charges arising out of the same facts giving rise to a violation of University rules were dismissed, reduced, or resolved in favour of or against the criminal law defendant. Legal Counsel may participate in Student Conduct Appointments,

Disciplinary Committee Hearings, or Administrative Hearings in an advisory role only to his client to ensure fairness but does not dictate, direct, or influence the agenda for the proceedings.

iii.   Any student who fails to complete any sanctions imposed upon her/him within the time limits imposed by the Vice Chancellor may not be eligible to register for classes, receive financial aid, receive a degree or diploma, or obtain any transcripts (official or unofficial) until he/she complies with the terms of the original sanctions and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.

Appeal

All students have an equal opportunity to appeal sanctions by the Vice-Chancellor, whether the sanction was borne out of an Administrative Hearing or a Disciplinary Committee process.

■ Article 2

Proscribed Conduct

Students' participation in activities, which develop to a degree that elicits public alarm, disturbs the peace, threatens, or endangers personal well-being, or harms public or private property is prohibited. In addition, student behaviour that disrupts or interferes with the orderly processes of the University is also prohibited. The following shall be considered as misconduct:

1. Alcohol misuse

    i. Use, possession, or distribution of alcoholic beverages

    ii. Public intoxication on University premises or at University sponsored functions.

    iii. Being underage and present in a location where the alcohol policy is being violated.

    iv. Violation of any provision of the Alcohol Policy. See Appendix C.

2. Conduct system abuse

    Conduct system abuse, including but not limited to the following:

    a. Attempting to discourage an individual's proper participation in the hearing process.

    b. Attempting to influence the impartiality of a member of the Disciplinary Committee or a hearing officer prior to or during the conduct proceeding.

    c. Influencing or attempting to influence another person to commit hearing process misuse.

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

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

4. Destruction of property –

    a. Damage, destruction, or defacing of University property or property belonging to others or throwing things onto balconies or littering on University property.

    b. Students who witness vandalism on campus and fail to report same to the KSS, or any appropriate University department, may also be found responsible for damages.

5. Dishonesty including but is not limited to the following:

    a. Cheating,

    b. Fabrication,

    c. Falsification,

    d. Forgery,

e. Multiple submissions,

f. Plagiarism,

g. Complicity, or other forms of academic dishonesty (See Appendix F),

h. Furnishing false information or records to any University official, faculty member, or office, including, but not limited to documents, identification cards, forms or procedures,

i. Forgery, theft, alteration, or unauthorized use of any University document, record, account, computer account, or instrument of identification,

j. Tampering with the election of any University recognized Organization.

k. Acting as an agent of the University without authorization.

6. Disorderly conduct

a. Engaging in violent, abusive, lewd, profane, and boisterous behaviour

b. Assisting another person to breach the peace on the University premises or at functions relating to the University.

c. Disorderly conduct also includes any unauthorized use of electronics or other devices to make an audio or video recording of any person on the University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or videos of another person in a gym, locker room, or restrooms; deliberately sharing naked or nude pictures or videos of other students without their consent.

d. Campus demonstration, procession, or massing up including "morale", without prior approval, whether it disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and normal activities within any campus building or area; and intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

e. Obstruction of the free flow of pedestrian or vehicular traffic on the University's premises or at University-sponsored or supervised functions.

f. All forms of mob action are prohibited. Where a mob action leads to the destruction of property or injuries to others, all persons identified in the action shall be jointly and severally liable.

7. Disruptive behaviour

a. Behaviour by any student, in or out of class, which for any reason materially disrupts the academic environment, involves a substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University.

b. Disruption or obstruction of teaching, research, office work, meetings, and other University activities, including its public-service functions on or off campus, or other authorized non – University activities when the act occurs on the University premises.

8. Drug possession or use

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

9. Smoking and Tobacco Use

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

10. Non-Compliance

This includes:

a. Failure to comply with directions of university officials or law enforcement officers acting in the performance of their duties.

b. Failure to complete sanction(s) imposed under the Student Code within the set time limits.

c. Failure to complete any sanctions imposed upon an individual within the time limits imposed by the conduct system.

d. Failure to identify oneself and/or provide proper identification upon request by University officials.

11. Fire or safety equipment misuse through

a. Falsely reporting a fire or other emergencies,

b. Tampering and/or misusing fire extinguishers, alarms, smoke detectors, or

c. Other safety equipment and systems.

12. Gambling

a. All activities relating to the conduct, the organisation, the participation, and/or laying an illegal bet.

13. Guests

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

14. Hazing

Any action or situation that

a. Endangers the mental and physical health or safety of a person

b. Embarrasses, frightens, or degrades a person,

c. Destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership, in a group, organization, or team.

d. Voluntary or coerced use of Narcotics for personal or group recreation. (See Appendix P)

15. Misuse of University property or facilities

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

16. Obscene, harassing, or threatening communication

    a. Made in person,

    b. Through phone calls,

    c. Texting,

    d. Email,

    e. Social networks or any other medium to communicate. (See the sexual harassment policy).

17. Abuse

    a. Physical abuse

    b. Verbal abuse

    c. Coercion and other conduct which results in disturbances or distress to others or threatens or endangers the health, wellbeing, or safety of any person through physical means.

18. Theft or other misuse of University computing resources

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

    b. The use of ICT resources on campus for gambling is prohibited.

    c. Reengineering any proprietary app or platform developed by the UITS is strictly prohibited. Students who do so will be severely sanctioned.

    d. The creation of bulk SMS platform sender IDs with any name that is in any way associated with KNUST is strictly prohibited. Students who do so will be severely sanctioned.

    e. Theft or abuse of computer or smartphone time, including but not limited to:

        i. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.

        ii. Unauthorized transfer of a file.

        iii. Unauthorized use of another individual's identification and password.

        iv. Use of such facilities to interfere with the work of another student, faculty member, or University Official.

        v. Use of such facilities to send obscene or abusive messages.

        vi. Use of such facilities to interfere with the normal operation of the University computing system.

19. Cyber Offences:

    i.   Phishing: using fake electronic messages to get personal information from other internet users.

    ii. Hacking: gaining unauthorized access to data in a computer or network, shutting down, or misusing websites or computer networks.

    iii. Distributing or publishing pornography or nude photos/videos of others.

    iv. Spreading hate or inciting vandalism.

    v.   Identity theft: obtaining another individual's personal information or photos and using same in an unauthorized or unlawful manner or act.

    vi. Advances: making sexual advances at others.

    vii. Malware: creating any code designed to interfere with a computer's normal functioning or commit an unauthorized act.

    viii. Social engineering: psychological manipulation of people into performing actions or divulging confidential information.

    ix. Cyberbullying/cyber harassment: Cyberbullying or harassment is the act of intimidating, threatening, or coercing people online through the use of social media, email, text messages, blog posts, other digital forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

20. Aiding and Abetting

    Helping, encouraging, assisting, or supporting someone in the commission of an offence; or masterminding or taking part in the planning of an act that constitutes or results in the commission of an offence.

21. Blackmailing

    Demand money or other benefits from (someone) in return for not revealing compromising or damaging information about them: demanding payment or another benefit from someone in return for not revealing compromising or damaging information about them.

22. Sweeping

    Electioneering campaigning must end at 4 pm the day before elections are held. Campaigning on election day is prohibited.

23. Stealing and Possession of stolen property

    a.   Receiving, possessing, selling, or giving away stolen, or coveted property.

    b.   Embezzlement of funds.

    c.   Attempted or actual stealing of/or damage to property of the University or property of a member of the University community or other private or public property.

d. Theft – Attempted or actual removal of/or theft of University property or property belonging to others or the removal of other personal or public property without proper authorization.

24. Sexual misconduct:

   a. Non-consensual sexual activity that occurs because of intimidation, or threat of force, without active consent

   b. Or other coercive behaviour on the part of the accused

   c. Or taking advantage of the mental incapacitation or physical helplessness of the alleged victim. Examples of this include circumstances where consent is expressed but ruled invalid due to coercion; and/or circumstances where consent is expressed but ruled invalid due to incapacitation. (Appendix L)

25. Social conduct

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

26. Solicitation

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

27. Student vehicles, registration & tailgating misuse

   Students are not allowed to over speed or tailgate (drive in a convoy) on the roads of the University. Students who own or use cars must have valid documentation and procure a student car sticker from the Directorate of Student Affairs. Student vehicle not properly marked is subject to clamping.

28. Unauthorized entry or use

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

29. Keys and key cards

   Unauthorized possession, duplication, or use of keys or key cards to any University premises, or unauthorized entry to or use of university premises or security devices.

30. Unauthorized posting

   Placing of notices, posters, signs, handbills, etc. anywhere on University premises without proper authorization. (See Appendix Q)

31. Violation of disciplinary probation

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

32. Violation of University policies

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

33. Weapon possession and/or use

Possession and/or use of firearms of any kind, knives, cutlasses, blades, ammunition, fireworks, gasoline, and other combustible or explosive items are prohibited on campus. Furthermore, the brandishing of any object in a threatening manner on the University premises is not permitted.

34. Violation of the law

Violation of national or local bye-laws on University premises or off campus, or at University sponsored or supervised activities.

35. Conviction by a competent court of jurisdiction

A conviction for a criminal offence brings the name of the University into disrepute and thus constitutes misconduct.

36. Violation of University policies

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

37. To sub-let rooms in the Halls of Residence and hostels

For legal purposes, the University in an emergency should be able to match the occupants of a room to the names in the record book. Therefore, sub-letting of rooms in the Halls of Residence and hostels is illegal. Rooms can only be swapped under authorisation from the residential authorities. No student should act as a middleman or agent to sublet or rent rooms without any authorization from the appropriate University or Hostel Authorities.

38. Withholding University Property

Students who fail to return university property after the deadline published for the return of same commit misconduct.

39. "Perching"

Allowing a non-resident student to share your room violates University Regulations and is therefore prohibited. Residents of a room caught with a "percher" as well as the "percher": shall be jointly and severally liable.

40. Excessive noisemaking

   a. KNUST is a learning environment that must be always kept quiet. Excessive noisemaking in any form is prohibited. Such noise shall include but not be limited to loud music, shouting, loud prayers with megaphones, processions with loud music, and the firing of musketry.

   b. In situations where students have permission to organise mass meetings within their Halls of Residence, Royal Parade Grounds, and the other auditoriums on the campus, the

noise level must come down several decibels after 10 pm. It shall be an offence to make unwarranted noise that disturbs public peace between the hours of 10 pm and 6 am.

41. Unauthorized Access

Students are not permitted to access University facilities including open facilities like the Stadium (Paa Joe Sports Stadium) through unauthorized routes

42. Overnight Guests

Overnight guests of the opposite sex are prohibited in the Halls of residence and Hostels.

43. Visiting

The men's rooms shall be out-of-bounds to women of the University from 10:00 pm to 8:00 am. Similarly, the women's room shall be out-of-bounds to men from 10:00 pm to 8:00 am.

44. It shall be misconduct for any student:

a. To be absent from the campus without permission from the appropriate authority or reasonable excuse. For legal purposes, when the University is in session, students in their own interest:

    i. Are to sign in and out voluntarily in a logbook at their Hall Assistants' offices at their residences, including the hostels when leaving campus for places in and around Kumasi.

    ii. Shall write to seek permission from the Directorate of Student Affairs at least five working days ahead of time when travelling outside Kumasi for social purposes.

    iii. Shall seek permission from their Provost through their respective Heads of Departments while copying the DoSA when travelling outside Kumasi for academic purposes and require a signed list for all group travels to accompany the request for permission. The Head of Security Services should be notified in all instances.

    iv. Shall seek approval from the Vice-Chancellor through the hierarchy when embarking on international travels.

b. To indulge or to be involved in anything deemed an anti-social activity by the University while in residence or outside the campus which, brings the name of the University into disrepute.

c. To engage in ponding of all forms.

d. To indecently expose oneself, i.e. the act of exposing any private part of the body, especially the genitals, publicly or any lewd act is prohibited. This includes any legal procession in which such nakedness is exhibited. These acts are both anti-social and reprehensible and thus proscribed.

■ **Article 3**

Sanctions

The following sanctions are intended as guidelines, which may be modified based on extenuating circumstances and may be imposed upon any student found to have violated the Student Code. More than one of the sanctions may be imposed for any single violation depending on the circumstance of the violation. Multiple violations may increase the sanctions applied. Determination of Sanction shall be based on the severity of the current offence, previous offences (if any), the current conduct status of the student found responsible, the threat to the health or safety of any person, the impact on the community, and/or any other reasonable factor. Sanctions shall be determined as a discrete and separate part of the hearing process and only after a finding of responsibility has been reached. In each case, the Vice-Chancellor after a thorough legal review shall impose sanctions recommended by the Committee. The Vice-Chancellor shall, however, not be limited by the recommendations of the committee.

1) a. Statement of Concern

   b. Written Warning

   c. Written Reprimand

   d. Bond of Good Behaviour

   e. Discretionary Sanctions

   f. Restorative justice and conflict resolution:

   g. Restitution

   h. Restrictions/Loss of Privileges

   i. Surcharge

   j. No Trespass Order:

   k. Disciplinary Probation

   l. Re-submission of academic work

   m. Award of Zero

   n. Withholding Results and Academic Transcripts

   o. Withholding Degree

   p. Deferred Suspension

   q. Suspension/Rustication

   r. Expulsion/Dismissal

   s. Revocation of Admission and/or Degree

2. Imposition of Sanctions

   For purposes of this Code of Conduct, except for clauses a to j above, shall be treated as minor penalties and may be imposed on behalf of the Vice-Chancellor. The other penalties shall be treated as major ones and shall be imposed only by the Vice-Chancellor.

■ Article 4

Right of Appeal

Any Junior Member adversely affected by any decision of the Vice-Chancellor, in line with the University Statutes, shall be entitled to within one (1) month of the receipt of the Vice-Chancellor's decision, appeal to the KNUST Appeals Committee for a review of the decision. The decision of the Appeals Committee shall be final.

Policies & Procedures for Disciplinary Hearing/Conduct Procedures

PROCEDURE FOR FILING A COMPLAINT

a) Any member of the University community may file complaints in the form of an incident report against any student for possible violation of the Students' Code of Conduct.

b) A complaint may be filed through the KNUST Security Services or directly at the Directorate of Student Affairs, under the direction of the Director of Student Affairs who is the Student Conduct Administrator and therefore responsible for the administration of the student conduct system.

c) A complaint should be submitted immediately after the event takes place.

d) All complaints shall be made in writing.

e) Where the incident is reported to the KNUST Security Services, the Head of Security shall conduct an initial investigation into the matter and report same to the Director of Students Affairs for further action.

f) The Director of Student Affairs or his/her designee may conduct an initial investigation to determine if the complaint has merit and necessitates an appointment or hearing.

g) The Director of Student Affairs shall review all substantiated reports and decide whether to refer the incident to the Disciplinary Committee, for an Administrative Hearing, or simply schedule a Student Conduct Hearing Appointment to determine responsibility and outcomes if any.

h) Where in the view of the Director of Student Affairs an incident has the potential of attracting a major sanction if the alleged perpetrators are found liable, the Director shall submit a report, with all the necessary documentation and evidence on the incident to the Vice-Chancellor to initiate the Disciplinary Hearing process. Under this circumstance, the student shall not have the option of an Administrative Hearing.

i) In cases of sexual misconduct or other behaviour where the participants' safety is a concern, the Director of Student Affairs may alter conduct procedures to protect both the alleged

complainant and the respondent. These procedures will be clearly stated to all parties involved prior to the hearing.

j) All student conduct/Disciplinary proceedings are closed to the public, except a legal counsel or a designated and trusted representative of the student who may not necessarily be a lawyer who may represent a party in an advisory position only.

k) If a respondent or Subject of Investigation fails to attend the hearing or elects not to participate, he/she forfeits the right to offer evidence in defence. In such a case the appointment/hearing will proceed as scheduled without the respondent's participation.

l) Provosts, Deans, Heads of Departments, Examination Officers, and academic advisors shall be notified of alleged violations as well as meeting/hearing outcomes.

THE STUDENT CONDUCT HEARING APPOINTMENT

a) The Student Conduct Hearing may be conducted by one officer (the Hearing Officer) who may act as a mediator for the parties.

b) The Hearing Officer shall be the Director of Student Affairs or his/her designee, Hall Master/ Warden or Senior Tutor, a College appointee, or any such individual acting on notice as appointed by the Vice Chancellor directly or through the Director of Student Affairs on the advice of the legal office to meet the student(s).

c) The goal of the meeting is to get to know the student (s) involved, go over the incident report in question, gather the student's perspective, and determine responsibility.

d) Sanctions or outcomes, if any, may be shared in the appointment or a follow-up letter at the discretion of the Director of Student Affairs.

e) In cases involving more than one student, the Hearing Officer may based on the nature of the incident, use his discretion to determine the procedure to adopt for the hearing.

f) The student may request the Hearing Officer to interview witnesses involved before a determination is made.

g) Appointment/follow-up letters or notifications will be delivered to the student's University email or by text and it will be the sole responsibility of the student to follow up with their Hearing Officer if he/she has not received the follow-up letter within two working days of the appointment.

h) It will be the sole responsibility of the Subject of the Investigation to schedule a meeting with the Director of Student Affairs to receive and discuss the findings and sanctions. These outcomes will be available within five (5) University business days of the Disciplinary Committee decision. Once the respondent has contacted the Director of Student Affairs, verbal and/or written notification of the finding(s) and sanction(s) will be shared with the respondent(s).

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

j) Students who fail to cooperate at the conduct hearing may be referred for an Administrative Hearing or to the Disciplinary Committee.

k) The Conduct Officer may, or at the instance of the party(ies) refer a matter for Administrative Hearing or to the Disciplinary Committee.

ADMINISTRATIVE HEARING

a) Administrative Hearings shall generally be conducted by the Directorate of Student Affairs; and at the halls of residence and other facilities by the Council.

b) An Administrative Hearing Body at DoSA will consist of at least three (3) to a maximum of five (5) members inclusive of a student representative and chaired by the Deputy Director for Students' Conduct and Discipline.

c) The Hall Council which is responsible for the management of halls shall conduct the administrative hearing in respect of breach of discipline in the halls or facilities.

d) Depending on the nature of the breach, the Hearing Body may co-opt a lawyer from the Legal Services Division to assist with the hearing.

e) Where in the opinion of the Hearing Body the breach may result in a major sanction, the necessary processes should be immediately followed to refer the matter to the Disciplinary Committee.

f) The procedure for the hearing will be determined by the Hearing Body, provided always that prior to a hearing, the student (subject of the investigation) would be notified, in writing, by the Hearing Body of the charges levelled against him/her and the procedure to be followed for the hearing.

DISCIPLINARY COMMITTEE HEARING

a) A KNUST Disciplinary Committee shall consist of at least five (5) to a maximum of seven (7) odd number members inclusive of a chair and a secretary and a student representative.

b) The Vice-Chancellor, on the advice of the Director of Student Affairs and the Legal Services Division, shall determine the composition and selection of the Disciplinary Committee.

c) Disciplinary Committee Hearings will take place during the semester when school is in session, but based on the exigencies of the situation, the Vice-Chancellor or the Chairperson of the Disciplinary Committee may convene a hearing during vacation.

d) Prior to meeting the Disciplinary Committee, the student (subject of the investigation) would be notified, in writing, by the Legal Services Division of the charges levelled against him/her.

e) In the same notice, the student would be informed of his/her right to appear before the Committee with a lawyer of his/her choice, call witnesses to aid his case, and hear the evidence of witnesses against him/her.

f) The student would be given **at least five days** to submit a written response if he/she wishes, of how he/she intends to defend or exculpate himself/herself.

EXAMINATION MALPRACTICE COMMITTEE

a) Candidates alleged to be involved in examination misconduct shall be brought before the College Examination Malpractice Committee. (CEMC)

b) The procedure for the CEMS shall be as enshrined in chapter twenty-one of this Guide.

EMERGENCY SITUATIONS

a) In emergencies, as defined principally by the Vice-Chancellor or delegated through the Pro-Vice-Chancellor, Registrar, Director of Medical Services, Director of Student Affairs, Hall Master/Warden, Head of Security Services, the Chief Fire Officer, Head of Counselling, on the advice of the Legal Services Division, immediate action may be taken against a student up to and including removal from University premises or a private hostel prior to a disciplinary hearing.

b) Emergencies may include situations where the student's continued presence at the university or a particular premise poses an immediate threat to the health, safety, or welfare of other students, faculty, staff, or the student himself.

c) The Director of Student Affairs, after reviewing all relevant information and documentation on the matter, shall decide whether the violations require the University Disciplinary Committee's involvement or an Administrative Hearing may be handled as student conduct appointments, and the requisite procedures and processes shall apply.

FACT-FINDING COMMITTEES

a) A fact-finding Committee is an ad-hoc committee that may be convened by the Vice Chancellor or the Academic Board to collect and assess evidence to determine the facts of a situation or dispute.

b) A fact-finding committee may usually be convened in situations that involve multiple students.

c) The policies and procedures for a fact-finding hearing will be as that for the Disciplinary Committee indicated in 4 above.

d) A fact-finding committee may recommend students who have allegedly misconducted themselves to face a disciplinary hearing.

■ Article 6

Interpretation & Revision

1. Any question for interpretation regarding the Student Code of Conduct shall be referred to the Director of Student Affairs with support from the University Legal Office for final determination.

2. The University may change the Student Code of Conduct at any time with proper notice to students. A formal review of the Student Code of Conduct shall be conducted every five years with student participation and minor changes yearly under the direction of the Director of Student Affairs and advice from the Legal Services Division of KNUST. Such changes shall be automatically binding on all students of KNUST. It shall therefore be the responsibility of every student to update himself on new changes from the University website and not to assume such changes have not occurred no matter how miniscule the changes might be.

3. In consultation with the Director of Student Affairs and Student Leadership (SRC/GRASAG), policy proposals for revisions and additions are welcome.

4. Any discrepancies between other handbooks (Student or University published) shall always defer to this Student Guide & Code of Conduct. In turn, any provision of this Student Code of Conduct shall be amended if and only if it is at variance with the spirit and/or letter of the University Statutes.

■ Article 7

Definitions

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

1. "University" means Kwame Nkrumah University of Science & Technology (KNUST)

2. "Director of Student Affairs" means the Director of Student Affairs or a designee.

3. The term STUDENT (i.e. in statu pupillari) shall apply to a person enrolled in the KNUST for a programme of study. It includes all persons taking courses at KNUST, both full-time and part-time, and pursuing undergraduate, graduate, distance learning, or non-degree programmes.

4. "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).

5. "Registered student organization" or "organization" means a specified number of persons who have complied with the formal requirements for university recognition.

6. "Computer facility" is any place where the university makes one or more computers or network connections available.

7. "Hearing/Disciplinary Committee" means those persons authorized by the university to determine whether a student has violated the Student Code of Conduct and to recommend sanctions if deemed necessary.

8. "Sanction" is the result of a finding of responsibility for a violation of the Student Code of Conduct and is consistent with the educational mission of the university. Sanctions may be used in combination or separately.

9. "Restorative Justice Conference" refers to meetings where instances of conflict or injustice have taken place and the involved parties, directly or indirectly or both meet as groups or individuals to dialogue and come to an amicable solution. When issues are not resolved, there may be grounds to refer the matter and proceedings to the Disciplinary Committee

10. "Shall" is generally used in the imperative sense.

11. "May" is generally used in the permissive sense.

12. "A conduct officer" is a person who serves the university as a Provost, Dean, Hall Master/ Warden, or designated by the Vice-Chancellor to be responsible for the administration of the Student Code. In cases where a Disciplinary Committee is necessary, a Director of Student Affairs may serve in an advising capacity only but not a member of the ad hoc Disciplinary Committee.

13. "Hearing Officer" is the Director of Student Affairs or a designee tasked to investigate incident reports, meet with students or other persons involved, and on the advice of the University Legal Office impose sanctions, if any, when a student is found to have violated the Student Code of Conduct.

14. A Committee of Enquiry is an ad-hoc committee set up in situations where background information is required, particularly, in scenarios of mass action or in situations where a culprit is not immediately identified.

15. "Student conduct appointment" is any meeting between a delegated member of staff at the Directorate of Student Affairs and one or more students to discuss a conduct case.

16. "Disciplinary Committee hearing" is for students with alleged university-level violation(s) to examine all information deemed pertinent for examination by the Disciplinary Committee.

17. "Administrative hearing" is an alternative to the Disciplinary Committee Hearing for incidents regarding an alleged university-level violation where the Director of Student Affairs constitutes a group of three or five, or the Hall Council or any other committee approved by the Vice Chancellor for the determination of responsibility and sanctions, if applicable. An administrative hearing committee can only prefer minor sanctions.

18. "Policy" means a written regulation of the university as found in, but not limited to Student Code of Conduct and Guide but also from the University Statutes or any other written documentation arising from published proceedings in the – university's recorder or from excerpts from minutes of a university statutory committee or subcommittee.

19. "Complainant" means any person who submits a charge alleging that a student violated this Student Code of Conduct.

20. "Subject of Investigation/Respondent" means any student alleged to have violated this Student Code of Conduct.

21. "Mediation" is a voluntary, objective, confidential, and non-judgmental process whereby all individuals involved in an incident are encouraged to meet with a mediator who will assist in reaching a behavioural or educational agreement to resolve the conflict when a Student Code violation is not present.

22. "He or She" refers to both male and female persons depending on the context.

23. "Emergency situations" are situations where immediate actions are taken against a student pending a disciplinary hearing.

24. "Statement of Concern" is a written concise statement that describes the specific concern about the student and is meant to guide and improve his/her behaviour. This sanction alone will not be kept in the student's conduct file after the current academic year.

25. "Written Warning" is an official written notification to caution a student who has violated the code or intends to violate the code and gives notice that the behaviour must stop immediately and permanently. Written warnings also include notice that future violations, whether the same or different, will likely result in more serious sanctions.

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

27. "Bond of Good Behaviour" is a written undertaken signed by a student and witnessed and co-signed by the parent or guardian as a measure to conform to a prescribed code of conduct.

28. Discretionary Sanctions: The student may have to attend compulsory counselling sessions or educational events (with possible fees to be paid by the beneficiary), written assignments, participation in Restorative Justice and Conflict Resolution, or other activities deemed appropriate to the violation(s) incurred. The student is required to submit written proof of participation in and/or completion of the discretionary sanction to the Director of Student Affairs.

29. Restorative justice and conflict resolution: A restorative justice conference may be sanctioned when the Director of Student Affairs or Designee senses a mature willingness of accepting responsibility and accepting that harm has potentially been done to others in a direct and indirect way. Conflict Resolution meetings may also be sanctioned in cases where behaviour has caused conflict to roommate(s) living situation(s), teammates, and other student leaders.

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

31. Restrictions/Loss of Privileges: Denial of specified privileges for a designated period. Examples of privileges that can be denied include, but are not limited to:
    i. Campus registration of an automobile
    ii. Parking in a specific area or during specific periods
    iii. Access to a building or portion of a building; access to a programme
    iv. On-campus living
    v. Holding of an office in a Registered Student Organization
    vi. Restriction to leadership positions
    vii. Participation in co-curricular activities
    viii. Deactivation from a group
    ix. Representation of the University on athletic teams
    x. Entrance into the University Hall/Hostel of Residence or other areas on campus
    xi. Contact with a specific person(s) or access to a particular group(s) or any other privilege the deemed appropriate to deny.

32. Surcharge: Students who destroy, alter, ruin, deface, or otherwise damage University property SHALL be surcharged.

33. No Trespass Order: A no-trespass order may be placed against students or their guests as part of disciplinary actions, which will restrict the movement and/or presence of an individual(s)

in and/or around the University halls of residence, hostels, or other areas on campus. Any individual(s) violating this sanction is/are subject to arrest by the police. The authority issuing the sanction which may go with a no-trespass order must clearly indicate in writing the parameters of the order and the timeline of its implementation. If an individual is found to violate a no-trespass order, the authorities will be immediately contacted, and the individual will be arrested.

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

35. Re-submission of academic work: An order for the re-submission of the piece of academic work, in respect of which the offence was committed,

36. Award of Zero: Award of a grade of zero or a failure for the piece of academic work.

37. Withholding Results and Academic Transcripts: The University may withhold the results and transcript of students found culpable of any offences against the University, Hostels, Halls of residence, or are indebted to any of the aforementioned. This shall also apply when a student is undergoing a disciplinary hearing.

38. Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the process outlined in this Student Code of Conduct, including the completion of all sanctions imposed if any.

39. Deferred Suspension: A student can be given a series of tasks to complete (discretionary sanctions like counselling, keeping a journal, and attendance at certain events or classes) in a given time period; and if the student fails to complete them during any part of the deferred suspension, the student is automatically suspended. The case does not need to be reviewed by the Disciplinary Committee again.

40. Suspension/Rustication: Involuntary separation of the student from the halls of residence and/or the University for a definite period of time, after which the student is eligible to return. During this time, the student under suspension shall not have access to the halls of residence or the University premises without written permission from the DoSA or KSS. He/she shall forfeit all rights of their student status for the duration of their suspension. Conditions for re-admission and/or continued enrolment after re-admittance may be specified. All conditions for re-admission must be satisfied, completed, and certified by the Director of Student Affairs prior to re-admittance. Also, a written plan for adhering to conditions of continued enrolment after re-admittance from a suspension shall be provided to the Director of Student Affairs.

41. Expulsion/Dismissal: Permanent separation of the student from the University, when behaviour indicates that the student is unfit to continue within the University community. An expelled/ dismissed student shall be excluded from all academic and social functions, shall have no access to University premises, and shall forfeit all rights of their student status immediately and permanently upon expulsion. Students suspended or expelled from the Hall/Hostel of

Residence will have 24 hours to make arrangements to remove their belongings and properly check out of the hall.

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

Students who have been suspended/rusticated, dismissed, or have had their admission revoked from the University shall submit their student ID Cards to their Heads of Department.

Part 3

Regulations for the Conduct of Academic Programmes

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

Programme of Study

a. A programme of study for the award of a certificate, diploma, or undergraduate degree shall consist of courses, each of which shall have a prescribed number of credit hours.

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

Structure of Programme

a. Programmes shall be divided into semesters with each course falling within one semester only, except for project work in the final year which shall run over two (2) semesters. Courses in each semester shall consist of:

   i. Required Courses and ii. Open Electives

b. Open electives may be selected from any Department or any other teaching institution in the University. Until otherwise determined, the implementation of the open electives concept is to be optional.

Credit hours for Programmes

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

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

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

Registration

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

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

i. Undertake a biometric registration at any of the points on campus.

ii. Undertake an online course registration. Go to the University's website (http://knust.edu.gh) or the Academic Info Manager (AIM) and register your courses for the semester. The online course registration portal will be opened for a period of three weeks prior to the date of re-opening and the official registration period shall end a week after the re-opening date.

Students are reminded to take note of the following:

i. It is only when a student has completed both biometric registration and online course registration that he/she would be deemed to have duly registered.

ii. Students who fail to register within the stipulated period would not be deemed as students in good standing and will thus not have met the requirements to take part in both continuous assessment/mid-semester and end-of-semester examinations.

iii. Registration of trailed courses (except for Df) can only be done during supplementary examinations.

b. Students shall report on the day that the University re-opens and register or complete the registration process within one week from the re-opening date.

c. A student who is unable to register within the registration period on grounds of ill-health, shall on the provision of a Medical Report issued or endorsed by the Director of University

Health Services, be allowed to register within one week from the closure of the registration period.

d. A student who fails to register for the semester within the stipulated period, shall be deemed to have automatically deferred his/her programme of study. The deferment will be for two (2) semesters. Should the student fail to resume his/her programme of study after the "automatic deferment" period, he/she shall be withdrawn for abandoning the programme.

e. There shall be NO registration by proxy.

f. A student who does not duly register within the registration period will have to officially write to the Head of Department/ Dean to defer the academic year. The student who fails to defer under this circumstance would be deemed to have abandoned the programme and will be withdrawn.

g. Where a student registers for a course(s) and attends lectures but fails to write the end-of-semester examinations, the student shall be deemed to have failed the course(s) and appropriate continuous assessment/mid-semester mark shall be awarded to the student unless reasons acceptable to the Departmental/Faculty Examiners Board, can be advanced. In a situation where an acceptable reason(s) has/have been provided, the student shall be graded incomplete (I) and be expected to take part in the next available supplementary examination.

   i. Students shall be permitted to change their selected elective course(s) for others only during the registration period.

   ii. To qualify as a full-time student, the student shall take courses equivalent to the following range of credit hours, both limits inclusive, per semester. This will be prescribed by the Departmental Board with the approval of the Faculty/College and Academic Boards.

Type of Programme	Credit Hours
Undergraduate	15 –21
Diploma	15 –21
Certificate	15 –21

h. A student shall attend all lectures, seminars, workshops, and practical sessions prescribed for the courses for which he/she has registered as a pre-condition for writing an examination.

i. Any student who is absent from all lectures, laboratory practical sessions, tutorials, fieldwork, studio, field trips, workshops, industrial/practical attachments, etc. without permission for a total of fifteen (15) cumulative lecture days or more in any semester shall be deemed not to have satisfied the requirements for the course in the semester and he/she shall not be allowed to write the End-of-Semester Examinations. The candidate shall compulsorily be deferred for that semester and the following semester. Should the student failed to resume his/her programme of study after the compulsory deferment period, he/she shall be withdrawn for abandoning programme.

j. Any student who is absent from lectures, laboratory practical sessions, tutorials, fieldwork, studio, field trips, workshops, industrial/practical attachments, etc. in any one particular course without permission for a total of three (3) cumulative lecture periods or more in any

semester shall be deemed not to have satisfied the requirements for the course, in terms of attendance for the semester, and he/she shall not be allowed to write the End-of-Semester Examinations for the course. A candidate shall compulsorily be deferred (Df) and repeat the course at the next available opportunity. The candidate must not be awarded zero percent (0 %).

Change of Programme of Study

Students who wish to change their programmes of study after the first year shall apply to the Deputy Registrar (Academic) for the requisite application form. All such applications will have to be finally approved by the Vice-Chancellor. Common sense suggests that you may not be successful in changing to a programme whose entry requirements are higher than the aggregate you presented for your present programme.

Deferment of Programme

A student could interrupt his/her programme for WHATEVER REASON for a maximum period of one academic year (i.e., two semesters) ONLY in writing during the entire duration of the programme. The student SHALL be granted permission by the Head of Department/ Dean in writing. However, this may be extended in exceptional cases as may be determined and approved by the Academic Board. For the avoidance of any doubt, such a student must ensure that his/her letter of deferment is in duplicate so that both his copy and the official copy are stamped as having been received. It shall be the responsibility of the Head/Dean to ensure that the relevant bodies are notified. Such request for interruption of the programme will normally be granted within the first week of the start of the semester.

There cannot be deferment of a programme for one semester under any circumstance.

i. A first-year student shall have completed the requirements for his/her first-year studies before exercising the right to defer his/her programme.

ii. However, a first-year student may be granted permission to defer his/her programme on medical grounds on the recommendation of the Director of the University Health Services.

iii. Students who defer their programmes for medical reasons would be withdrawn after five (5) years for abandoning the programme and would be reinstated by the Academic Board only on submission of a medical report, authenticated by the Director of University Health Services.

iv. Students who defer their programmes on financial grounds would be withdrawn after two (2) years for abandoning the programme and would be reinstated by the Academic Board only on submission of a letter through the Head of Department, Dean, and the Provost/ Director.

v. An IDL student may be granted permission to defer the programme for a period of one year without a given reason, in the first year, when he/she has paid the commitment fee and registered. The Director of IDL in consultation with the IDL Board may extend the duration of deferment.

Duration of Studies

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

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

Prescribed Duration of Programmes	Extra Semesters Allowed
4-year or above	8
3-year	6
2.5-year	6
2-year	4
1-year	2

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

Enrolment in Multiple Programmes

i.   Unless approved by the Academic Board, no student shall enroll in more than one programme at a time. A student who wishes to pursue more than one academic programmme must contact the Deputy Registrar (Academic Affairs) for guidance.

ii. A student shall be identified by this single ID (i.e., the Index Number), for the duration of his/her programme.

iii. A postgraduate applicant who has previously enrolled in an undergraduate programme at KNUST will be issued with and identified by the same ID number used at the undergraduate level.

Grading of Examination

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

It is the responsibility of a student to check with his Examinations Officer for the grading requirements for his/her programme of study.

ii. The End-of-Semester examination shall be weighted 70% and the continuous assessment 30% of the total marks for the course.

iii. Examination in all courses shall be credited by marks and later graded as follows:

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

I = is when a student is unable to write an examination on grounds of ill health and the medical report is authenticated by the Director of University Services, provided he/ she has registered for the course or any other reason for which official permission has been sought and granted by the Vice-Chancellor and is acceptable to the Academic Board.

I = is when there is evidence that a student has written an examination, but the result has not been provided by the examiner(s).*

Pass Mark

The pass mark for any course shall be 40% for almost all programmes except for a few programmes that have 50% as their pass mark. However, a Cumulative Weighted Average (CWA) of 45.00 for programmes with 40% pass mark and 50.00 for those with 50% pass mark shall be required at the end of each year (end of Supplementary Examinations) to be in good academic standing. Where a student does not maintain the above minimum Cumulative Weighted Average of 45.00 and 50.00, the student shall be classified under any of the following:

·   Probation

·   Repetition

·   Withdrawal

Graduation Requirements

i.   To graduate, a student is required to:

a.   complete the prescribed number of credit hours in each category of course modules specified for his/her programme of study.

b.   achieve the minimum Cumulative Weighted Average (CWA):

Undergraduate	45.00
Diploma	45.00
Certificate	45.00

The CWA requirement for undergraduate programmes such as Medicine, Veterinary Medicine, Dental Surgery, Optometry, and Pharmacy, is 50.

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

  c. have passed all required courses

  d. have satisfied any other requirements of the Department, Faculty, and College Boards.

ii. The class of degree for most undergraduate programmes shall be determined by the following Cumulative Weighted Averages:

Class of Degree	Cumulative Weighted Averages
First Class	70.00 or above
Second Class (Upper Division)	60.00 – 69.99
Second Class (Lower Division)	50.00 – 59.99
Pass	45.00 – 49.99

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

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

Distinction	70.00 or above
Pass	45.00 - 69.99

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

Special College/Faculty/Departmental Requirements

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

Arrangements for a student's Final Exit from the University

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

Re-Marking of Examination Script

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

a. He/she shall address the request for re-marking to the Vice-Chancellor through the Head of Department, the Dean, and the Provost.

b. He/she shall pay a fee to be determined by the University. However, the fee will be refunded to the student if he/she is vindicated; a student is deemed to have been vindicated when his/her new mark resulting from the re-marking raises his/her grade. The new mark resulting from the re-marking shall be used to process the results.

c. The request for re-marking shall be made within one month after the approval of the results by the Academic Board.

Examiners Board

Examiners' Boards shall be composed according to regulations laid down by the Academic Board of the University and they shall meet at the end of every semester examination to consider the results and make appropriate recommendations to the Academic Board.

Calculation of Semester and Cumulative Weighted Average (CWA)

The following steps are to be taken:

a. Multiply the percentage mark scored in each course by the course credit to obtain the Weighted Marks.

b. Add up all the Weighted Marks calculated up to the end of the semester in question to obtain the Cumulative Weighted Marks.

c. Add up all the corresponding Course Credits to the end of the semester in question to obtain the Cumulative Credits.

d. Calculate the Cumulative Weighted Average (CWA) up to the end of the semester in question as follows:

Example 1

Year One Semester One

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

Total Semester Weighted marks = 720   =   720

Total Credits for the Semester = 17   =   17

Year one Semester Two   =   720/17

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

Total Semester Weighted marks   =   883

Total Credits for the Semester   =   17

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

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

Supplementary Examinations Courses to be registered:

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

EXAMPLE 2

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

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

Year Two Semester One

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)		
1.	ARC 251	3	55	165	=	165
2.	ARC 253	3	61	183	=	183
3.	ARC 255	3	45	135	=	135
4.	ARC 257	3	76	228	=	228
5.	ARC 259	3	73	219	=	219
6.	ARC 261	3	70	210	=	90
7.	ARC 161	3	61	183	=	84
	Total	**21**	**1323**			**1,104**

Total Semester Weighted Marks   =   1323

Total credits for the semester   =   21

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

Regulations for the Conduct of Masters and Doctoral Degree Programmes

Programme of Study

Master Programme: A programme of study for the award of a Master's degree, for example, MPhil / MFA / MArch / MSc / MA / MPH / LLM / CMBA / MPA / MBA, shall consist of courses for each of which a number of credit hours shall be prescribed. Each module shall cover not more than one semester, except for theses/research project works.

Departments shall submit details of course credit hours and total COURSES and ELECTIVES for approval by the Departmental/ Faculty/College/Institute/School of Graduate Studies and Academic Boards.

PhD Programme: In a programme of study for the award of a PhD degree, a student is expected to register for or audit a set of recommended courses depending on the student's background. It is mandatory for ALL PhD students to take and pass with a minimum mark of 55% in a COMPREHENSIVE EXAMINATION organised by the student's Department/Faculty/School by the end of the COMPREHENSIVE EXAMINATION. When a student fails the COMPREHENSIVE EXAMINATION, he/she shall be given a maximum period of 60 days for re-examination or as may be determined by the department but within 60 days. The CANDIDACY of a student is terminated if he/she fails the re-examination.

Duration of Programmes

A student shall be enrolled as a Graduate Student for the following duration of the study indicated below:

Programme	Mandatory Years / Months		Year(s) of Grace Period		Total Number of Years	
	Full Time	Part-Time	Full Time	Part-Time	Full Time	Part-Time
PhD	4	5	2	2	6	7
MPhil/ MFA/MArch	2	3	1	1	3	4
MA/MSc/MBA/ CEMPA/ CEMBA etc	2	3	1	1	3	4
MSc	1	2	1	1	2	3
MPH	13 months	NA	NA	NA	1 year 1 month	NA

After a student has exhausted the mandatory period, he/she shall apply for an extension at a fee to the Director of the School of Graduate Studies through the Supervisor and the Head of Department/ Dean of Faculty/Deputy Director of IDL for approval. Such a student is required to download and complete "the Application for Extension of Time of Master's and Doctorate Degrees form" obtainable from http://sgs.knust.edu.gh/documents.

No further extension shall be granted after the expiry of the grace period.

Registration of Programmes

a. Every student must be admitted into a Department/Faculty/College/Institute/School of Graduate Studies for a programme of study. The student must be properly registered for the courses during the official registration period at the beginning of each semester.

The student shall plan his/her courses in consultation with his/her Head of Department/ Examinations Officer. In the case of IDL, the student shall plan his/her courses in consultation with his/her Programme Coordinator/ Examinations Officer. In the case of IDL, the student shall plan his/her courses in consultation with his/her Programme Coordinator/ Examinations Officer.

b. At the beginning of each semester, all students (Freshmen and students who have commenced thesis research) are obliged to do the following:

   i. Settle all indebtedness for the semester.

   ii. Undertake a biometric registration at any of the points on campus. It is only when this is completed, that you can proceed to do the online registration of courses.

   iii. Undertake an online course registration. Go to the University's website (http://knust.edu.gh) or the Academic Info Manager (AIM) and register your courses for the semester. The online course registration portal will be opened for a period of three weeks prior to the date of re-opening and the official registration period shall end a week after the re-opening

date. *IDL students should take note that they shall be given six weeks from re-opening to register their courses for the semester.*

    iv. It is only when a student has completed both biometric registration and online course registration that he/she would be deemed to have duly registered.

    v. Print out the registration slips at the end of the registration process for the student's Academic Tutor or Heads of Department/Dean/Deputy Director/Secretary of the School of Graduate Studies or their representatives to sign.

c. A student who is unable to register within the registration period on grounds of ill-health, shall on the provision of a Medical Report issued or endorsed by the Director of University Health Services, be allowed to register within one week from the closure of the registration period.

d. A student who fails to register for the semester within the stipulated period, shall be deemed to have automatically deferred his/her programme of study. The deferment will be for two (2) semesters. Should the student fail to resume his/her programme of study after the "automatic deferment" period, he/she shall be withdrawn for abandoning the programme.

e. Registration of trailed courses (except for Df) can only be done during supplementary examinations.

f. The student shall take courses equivalent to 12-18 credit hours, both limits inclusive, per semester. This will be prescribed by the Departmental Board with the approval of the Faculty/College/Institute/ School of Graduate Studies and the Academic Board. Registration for the appropriate courses shall qualify a student to participate in both continuous assessments and end-of-semester examinations. Where a student registers for a course(s) but fails to write the end-of-semester examinations, he/she shall be deemed to have failed the course(s) unless reasons acceptable to the Departmental/Faculty/ Institute Examiners Board can be advanced. In this case, the student shall be graded (I) and be expected to take part in the next available formal examination in which the course(s) is /are written.

g. A student is required to attend all lectures, seminars, workshops, and industrial/practical attachments, etc., prescribed for the courses for which he/she has registered, as a pre-condition for writing an examination.

h. Notwithstanding the "g" grade above, any student who is absent from lectures in ALL COURSES, seminars, laboratory practical sessions, practical attachments, etc., without proper permission for a total of fifteen (15) cumulative lecture days or more, and in the case of IDL students, a total of six facilitation or more in any semester shall be deemed not to have satisfied the requirements for the course in the semester and he/she SHALL NOT BE ALLOWED to write the End-of-Semester Examinations. The candidate shall compulsorily be deferred for that semester and the following semester. Should the student failed to resume his/her programme of study after the compulsory deferment period, he/she shall be withdrawn for abandoning programme.

i. Any student who is absent from lectures, seminars, laboratory practical sessions, tutorials, fieldwork, studio practice, workshops, industrial/practical attachments, etc. in any ONE

PARTICULAR COURSE without proper permission for a total of three (3) cumulative lecture periods or more and in the case of IDL students, a total of three (3) cumulative facilitation sessions or more in any semester shall be deemed not to have satisfied the requirements for the course in terms of attendance for the semester, and he/she shall not be ALLOWED to write the end-of-semester examinations FOR THE COURSE. A candidate shall compulsorily be deferred to repeat the course at the next available opportunity. The candidate must not be awarded zero percent (0 %).

Grading of Examinations

a. There shall be formal University examinations in programmes of study at the end of each semester. The examination in each course shall not be less than three (3) hours. In addition, there shall be continuous assessment of courses based on any or a combination of the following: mid-semester examinations, class tests, quizzes, essays, tutorials, assignments, etc. Mid-semester examinations shall not be less than one (1) hour in duration.

It is the responsibility of students to read the Graduate Students' Handbook or check from the Departmental Programme Coordinators/Examination Officers/School of Graduate Studies for the grading requirements of their programmes of study.

b. The end-of-semester examination shall be weighted 60% and continuous assessment 40% of the total marks in any course.

c. Examinations in all courses shall be credited with marks to the nearest whole number and later converted into letter grades as follows:

Mark (%)	Letter Grade	Remark/Definition
70 – 100	A	Excellent
60 – 69	B	Very Good
50 – 59	C	Pass
0 – 49	F	Fail
	I	Incomplete (Medical, Prevented from writing Examination, etc)
	I*	Mark not available
	Df	Could not register and attend lectures

d. A student may be prevented from writing examinations under any of the following conditions:

i.   Owing of fees.

ii. Not attaining the minimum hours for lectures for a course(s).

iii. Failure to register for a course(s).

Pass Mark

The pass mark for any course shall be 50%. However, a Cumulative Weighted Average (CWA) of 55.00 shall be obtained at the end of the taught courses phase to be able to proceed with the thesis. However, for programmes whose taught courses extend into the second year and run concurrently with the theses, a CWA of 55.00 shall be required before students are permitted to take the oral examinations/Viva Voce. Where a student does not maintain the minimum CWA of 55.00 and/or trails one or more courses, he/she shall be required to write supplementary examinations to be in good academic standing before proceeding to start the research work or take the oral examinations/ Viva Voce as the case may be.

Requirements for Progression to Thesis Research

To progress to thesis research, a student is required to have:

- completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study or completed the prescribed number of credit hours recommended for the programme.
- obtained a minimum pass mark of 50% in any taught course;
- achieved the minimum CWA of 55.00;
- passed all required courses in the programme; and
- satisfied all other requirements of the Department/Faculty/Institute and School of Graduate Studies Boards

NOTE: There is no classification of degree for Masters and PhD programmes. All students with a minimum CWA of 55.00 are deemed to have a PASS.

Graduation Requirements

In addition to the requirements for progression to the thesis research (section 11.0), for the AWARD of the PhD degree, the candidate shall have:

- passed a Comprehensive Examination with a minimum mark of 55%;
- fulfilled a minimum residency requirement of two (2) years
- obtained a total score not exceeding 20% with each component not exceeding 2% in the similarity test using KNUST's Turnitin system;
- submitted and successfully defended a thesis; and
- shown evidence of submission of at least two manuscripts from the thesis for publication in a peer-reviewed journal(s).

FURTHER INFORMATION FOR POSTGRADUATE CANDIDATES

For further information on credit hours for programmes, change of programme of study, deferment of programme, grading of examinations, supplementary examinations, requirements for progression to thesis research, graduation requirements, regulations for programme upgrade, thesis examinations, and oral examination (viva voce), the KNUST School of Graduate Studies Handbook would be an important resource for all postgraduate candidates.

Kindly access the handbook via https://sgs.knust.edu.gh/student-resources/documents

Regulations for the Conduct of University Examinations

REGULATIONS

ALL Students are advised to take note of the REGULATIONS guiding the conduct of University Examinations. Students are required to inform themselves of the following.

a. Copies of the Examination Timetables shall be posted on Student Notice Boards, and it is the responsibility of candidates to consult these Notice Boards for details of their examinations.

b. The actual Examination Hall/Room in which each paper will be taken is indicated on the Timetables. In their own interest, candidates are strongly advised to find out where to report for each examination. Practical and oral examinations will normally be conducted in the Departments concerned.

c. The University reserves the right, where circumstances so demand it, to change the times appointed for holding examinations. If it should become necessary, for any changes to be made in the Timetables, candidates will be informed accordingly.

d. Candidates should report at the Examination Hall/Room not earlier than 30 minutes before the time fixed for the beginning of the Examination and should occupy the place assigned to them as indicated by the Index Number or any form of identification arranged by the Invigilator on the Examination timetable.

e. No candidate shall enter the examination room later than half an hour after the commencement of the examination.

f. No candidate will be allowed to leave the Examination room until half an hour after the commencement of the examination.

g. Any candidate who enters the examination room within 30 minutes from the start of the paper should report to the Invigilator to be checked in.

h. No candidate shall be allowed to leave the examination room within the last 30 minutes of the paper.

i. Candidates are not permitted to commence writing on answer booklets until the Invigilator instructs them to do so. Writing on answer booklets prior to the start of the examination shall be treated as a breach of examination regulations.

j.   Candidates are to have in their possession their identity and admission cards since Invigilators will check these before candidates are allowed to take the Examinations.

k.   Unless specifically authorised by the Examiner, no candidate shall take into an Examination room or have in his/her possession during an examination, any book, smart devices such as watches, spectacles, pens; mobile phones, programmable calculators, palm−top computers, scanners, radio, materials related to the course, hat, bag, pencil case, etc. An Invigilator has the authority to confiscate such documents, materials, or items and the matter shall be reported as a breach of examinations regulation to the Faculty/Institute/College Examinations Officer in writing.

l.   Candidates are to use their Index numbers throughout the examination. Under no circumstance should candidates use their names.

m.   Candidates may leave the Examination room temporarily only with the express permission of the Invigilator.

n.   Any candidate leaving an Examination room temporarily shall be escorted by an attendant appointed for that purpose. The Invigilator shall take every necessary precaution including a physical search of the candidate before a candidate is allowed to leave or return to the Examination room. The maximum time the candidate can be away shall be indicated by the Invigilator.

o.   No communication between candidates or borrowing of materials shall be permitted during the examination. A candidate may attract the attention of the Invigilator by raising an arm.

p.   At the end of each Examination, candidates shall not take away any used or unused answer booklet, supplementary sheet, scannable form, or any material supplied for the examination.

q.   Smoking or eating is not allowed in the Examination room.

r.   Giraffing is used to describe the practice of peeping and copying from scripts of other candidates in an examination environment and shall be treated as a serious university examination offence and shall be treated in merit according to available evidence.

s.   Plagiarism is a serious offence punishable by dismissal from a programme.

i.   In this context, Plagiarism is defined as the deliberate and substantial unacknowledged incorporation in students' work of material derived from the work (published or unpublished) of another and is considered by the University to be a very serious offence that can result in severe penalties.

ii.   Students should not attempt to use the same substantive piece of work to meet the assessment requirements of another item of Coursework, Dissertation, Project, Long Essay, or Studio Work.

t.   Students, both males and females are entreated to dress decently to the examination Hall. The University Administration is concerned about the indecent dressing of students and every effort would be made to correct it. Any candidate who does not dress decently would be refused entry into the Examination Hall.

u.   Candidates infringing any of the above regulations shall be reported by the invigilator to the Faculty/College Examination Officer for necessary action.

SANCTIONS

A Candidate shall have himself/herself to blame in the event of a violation of any of the said Regulations for the Conduct of University Examinations. It is the responsibility of the Candidate to always inform him/ herself of these Regulations. Ignorance of these Regulations shall not be considered as a mitigating factor in the event of any breach of a said Regulation. Infringement of any of these Regulations by an Examination Candidate shall constitute MISCONDUCT and shall attract one or more of the following sanctions:

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

NOTE: Upon dismissal from the University a student shall not be entitled to an academic transcript from the University. All academic records, including transcripts, become null and void after the dismissal of a student.

PROCEDURE FOR HANDLING MISCONDUCT OF CANDIDATES DURING EXAMINATIONS

The following steps are to be followed if any candidate is caught in breach of the above Examination Regulations:

1. Candidate(s) caught in breach of Examination Regulations should be allowed to continue writing the paper.
2. The Invigilator shall submit a written report of the incident including exhibit(s), if any, to the Faculty/College Examinations Officer.
3. The candidate shall also submit a signed report of the incident to the Faculty/College Examinations Officer immediately after that examination.
4. The Departmental/Faculty Examinations Officer shall forward the report(s) and available exhibit(s) to the Head of Department/Dean of the Faculty concerned, with copies to the candidate(s), the invigilator, and the appropriate Provost of the College.
5. The Head of Department/Dean shall forward the reports(s) to the Provost of the College.
6. The Provost of the College shall promptly refer the case to the College's standing committee to investigate the matter and present a report to the Provost.
7. The Provost shall promptly forward the report, including his recommendations to the Vice-Chancellor.

8. The Vice-Chancellor shall take appropriate action and same communicated to the candidates concerned before the result(s) of the candidate(s) is/are declared.

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

Students' Assessment of Teaching and Learning

Introduction

In accordance with the mandate of the Quality Assurance and Planning Office to ensure improvement, value for money, and customer satisfaction, the students' online assessment of lecturers and courses is conducted to ensure continuous monitoring and enhancement of both teaching and learning processes to optimise efficiency and effectiveness.

Nature of the assessment and the process

The assessment is currently being done via the student portal: apps.knust.edu.gh/students. It is done every semester for every lecturer for every course he/she teaches for the semester. Students log on to the portal using their username, password, and student reference number. The system has been modified to require students to assess lecturers before they can access their results for the previous semester. This is intended to boost the number of students who participate in the assessment and enhance the reliability of the information obtained from the assessment. The portal will be opened after the mid-semester examination and closed before the final semester examination.

The assessment form bears the course code and course name, the name of the lecturer, and a photograph of the lecturer. These are followed by the indicators by which students are expected to assess lecturers

What the Assessment Entails

Lecturers are assessed based on indicators arising from these themes:

Teaching Methods and Strategies

- How well prepared and organised the lecturer is
- Whether the lecturer uses appropriate teaching and learning materials
- Whether the lecturer provides the syllabus on schedule
- Whether the lecturer provides a course outline to facilitate advanced reading
- Whether the lecturer clearly explains concepts
- Whether the lecturer expresses clear expectations for learning and performance in the course
- Whether the lecturer communicates the subject matter clearly and clarifies difficult issues
- Whether the lecturer uses teaching methods that enhance students' learning
- Whether the lecturer encourages questions or comments on the issue under discussion
- Whether the lecturer makes the course intellectually stimulating,
- Whether the lecturer creates an atmosphere conducive to learning and good class control

Evaluation of course material

- Whether assignments and practical aspects of the curse enhance learning
- Whether assignments encourage students to think critically for themselves
- Whether the questions in the lecturer's assignments provide clear evaluation criteria
- Whether tests accurately assess what has been taught in the course.
- Whether the assignments are discussed with students
- Whether feedback received for work enhances learning
- Whether the lecturer provides a reading list.

Student learning effect

- Whether students learn a great deal from taking the course
- Whether the course increases the student's interest in the field of study
- Whether the lecturer shows respect and concern for students
- Whether the lecturer was genuinely interested in helping students and devoid of any biases

Overall rating of the course and lecturer

- Whether the lecturer has overall been effective
- Whether the course has overall been effective in advancing the students' learning
- How the student would rate the lecturer on a scale of 1 to 5

Student perception of inputs

This section enables the student to indicate his/her perception of the effort he/she has put into the course. It enquires from the student:

- Whether the student attends class regularly and punctually

- Whether the student comes to class prepared
- Whether the student has been absent from class for up to three sessions
- Whether he actively participates in discussions and group assignments or projects
- Whether the student has put a great deal of effort into advancing his learning in that course
- Whether the course challenges him to learn more than he expected
- Whether he is working up to his potential in the course
- Whether he has made his best effort to participate in the course
- Whether he spends several hours a week doing work out of class

Grading Performance of Lecturers

Each student scores the lecturer on each indicator using the Likert scale that ranges from '1' to '5' as shown below:

Grade	Remarks
1 - <1.5	Very Good
1.5 - <2.5	Good
2.5 - <3.5	Average
3.5 - <=4	Poor
>4	Very Poor

In rating the performance of lecturers in KNUST in a semester, the KNUST Assessment of Lecturers by students utilises a scale that runs from 1 to 5, for both performances on an indicator and the overall performance. For each indicator, the average of all scores given by each student is determined. the overall performance, the average of the average score for every indicator is determined.

Why students must assess the teaching process

- Students as major stakeholders and direct beneficiary of the teaching and learning process provides valuable assessment for continuous improvement
- Students' views are respected through this process. Input from students makes them partners in development.
- Student assessment enables the university to identify areas faculty members need to build capacity and better improve upon their pedagogical skills and contribute to a better learning outcome
- Students' assessment serve as evidence of student's involvement in the teaching and learning process as required by the regulator- the Ghana Tertiary Education Commission (GTEC)
- Students assessment enables management to identify appropriate teaching and learning environment which needs improvement for better learning outcome
- Students assessment enable the university to identify faculty members who are bringing innovation into the classroom and reward them

Section Five

Definition of Terms

Supplementary Examinations

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

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

    b. The following category of students shall qualify to write the Supplementary Examinations:

        i. A student who was unable to write the semester examination i.e., first or second, or both semesters on grounds of ill health, with a medical report issued or endorsed by the Director of University Health Services. Such a student must have registered for the course(s), attended all lectures, tutorials, and practical sessions, and participated in all class assignments, etc.

        ii. Students who have written and failed the examination. Students who are tagged as Deferred (Df) either for a course(s) or for the programme shall not be eligible to take advantage of the provision of Supplementary Examinations.

        iii. All first-year students are eligible to take part in the Supplementary Examinations regardless of the number of trailed courses they may have obtained. No first-year student shall be withdrawn from any programme of study based on the number of courses he/she is trailing either at the end of the first semester or the end of the second semester.

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

Students who fail to write the Supplementary Examinations can only do so at the next supplementary examinations or during the grace period. Therefore, a student can not write a trailed paper during the End of Semester Examinations.

Any student who does not take advantage of the supplementary examination and has more than two trails shall be withdrawn.

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

NOTE: The fee to be paid for each Supplementary Examination paper is 50 % of the examination fees for undergraduate students and 23% of the examination fees for postgraduate students per paper for IDL students. Supplementary examination fees for regular students shall be determined by the Academic Board from time to time.

Trail

A student trails a course when:

a. he/she is unable to obtain a pass mark and therefore is deemed to have failed (F) or
b. it is graded Incomplete (I) or
c. the mark is unavailable (I*)
d. he/she is tagged with (Df)
e. the exam paper is cancelled for a stated offence.

Fail

A student fails a course when:

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

Incomplete (I or I*)

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

Deferred course

A Deferred (Df) course is:

a. an unregistered course that is neither Fail (F) nor Incomplete (I) and for which the student is/was required to register but did not register.

b.	when candidate is compulsorily deferred (Df) for absenting himself/herself in a particular course without permission for a total of three (3) cumulative lecture periods or more in any semester.

Cancelled Paper (X)

A course for which the exam paper has been cancelled as a result of exam malpractice.

Probation

A first, second, or third-year student on obtaining a CWA of 40.00 to 44.99 or 45.00 to 50.00, as may be applicable, at the end of the Supplementary Examinations shall be on probation.

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

Repetition

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

a.	2nd and 3rd-year students on obtaining CWAs of less than 40.00 at the end of the Supplementary Examinations.

b.	A student who must be put on Probation for the second successive time.

c.	A student on deferring his/her programme.

d.	A regular student whose performance is such that he/she must be withdrawn but offers to pay the AFUF for the year and in addition other ancillary charges to repeat the failed year. Or a fee-paying student whose performance is such that he/she must be withdrawn but offers to pay half the fees for the year and in addition other ancillary charges to repeat the failed year. There shall be no limit to the number of times such a student can repeat the programme provided he/she is prepared to pay the said fees. A regular/fee-paying student who after successful repetition and is in good academic standing shall return to the regular/fee-paying status.

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

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

Withdrawal

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

a.	A 1st, 2nd, or 3rd-year student who trails (F) more than TWO (2) courses at the end of the Supplementary Examinations.

b. A 2nd or 3rd year student whose performance is such that he/she must repeat for the second time in the programme.

c. A repeated student failing to obtain a CWA of 40 or above.

d. A 1st-year student on obtaining a CWA less than 40.00 at the end of the Supplementary Examination.

e. Any student upon absenting himself/herself from all registered courses for the end-of-semester examinations without permission shall be deemed to have abandoned the programme.

Grace Period

The grace period shall be for a maximum period of eight (8) semesters for programmes that are of four (4) years duration or above, six (6) semesters for three-year programmes, four (4) semesters for two-year programmes, and two (2) semesters for one-year programmes. This is granted to final-year students immediately after the Supplementary Examinations to correct their deficiencies in the following situations:

a. A final-year student who at the end of the supplementary examinations still trails any course(s).

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

Appendices

Appendix A: Privacy rights of students

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

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

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

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

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

KNUST has established administrative procedures necessary to accomplish and ensure compliance with the policy, specifically including procedures permitting students to inspect and review their educational records and the opportunity for discussion or a hearing if a student challenges any materials in such records. The Registrar is designated as the officer with responsibility for ensuring University compliance with this policy.

Appendix B: Parental/Guardian Notification

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

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

Appendix C: Alcohol Policy

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

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

Appendix D: Drug Policy

KNUST does not condone the use of any illicit drug. Therefore, the possession, consumption, sharing, or sale of marijuana, narcotics, illegal synthetic drugs, non – prescribed prescription drugs, or other illegal drugs is prohibited. Do also note it is illegal under the laws of Ghana. Offenders shall be prosecuted.

There are reasons other than legal implications that warrant the University's concern about drugs. The availability of drugs in any large group setting subjects members to potentially serious security

risks. The potential for drug use will continue to attract non-members of the University community who are interested in drugs for reasons of personal profit.

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

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

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

KNUST Alcohol & Drugs Amnesty

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

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

Appendix E: Freedom of Expression

KNUST assures its student body that the students' viewpoint, presented through proper channels, will be listened to and given full consideration on all matters affecting the lives and welfare of students. KNUST respects and upholds the rights of students to mass criticize, object, dissent, protest, and demonstrate; provided the necessary reliefs are sought and granted ahead of any such exhibition from the Vice-Chancellor through the Director of Student Affairs (two weeks at the minimum).

When permission is granted for any such mass activity, it may well invite differences of opinion and conflicts of ideas, which, in extreme cases, could result in actions that prove to be disruptive to the University or the civic community. To guard against the possibility of such disruptive activity the

University may restrict the time, the location, and the manner of the activity. The University insists that student dissent, in whatever form it takes, must always show respect for:

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

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

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

Appendix F: Academic Dishonesty Policy

Academic Integrity

All members of the community are expected to be honest and forthright in their academic endeavours. Since violations of academic integrity erode community confidence and undermine the pursuit of truth and knowledge at KNUST; academic dishonesty is therefore not acceptable.

The Office of each College Provost has responsibility for the oversight and enforcement of the Academic Integrity Policy and for making the policy an institutional priority. The Office of the Provost is also responsible for publishing the policy and for educating faculty, staff, and students about the policy. Faculty members play a crucial role in implementing the Academic Integrity Policy.

They are responsible for educating their students about the importance of academic integrity and for communicating to students their expectations with respect to academic integrity in coursework. They also report alleged violations of the policy to the Provost.

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

Criteria

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

Cheating

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

- copying from another student's work;

- allowing another student to copy his/her work;

- using unauthorized materials such as a textbook, notebook, or electronic devices during an examination;

- using specifically prepared materials, such as notes written on clothing, or other unauthorized notes, formula lists, etc., during an examination;

- collaborating with another person during an examination by giving or receiving information without authorization from the instructor;

- taking a test for another person or asking or allowing another to take the student's own test.

Plagiarism

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

- whenever he or she quotes another person's words directly;

- whenever he or she uses another person's ideas, opinions, or theories, even if they have been completely paraphrased in one's own words;

- whenever he or she allows another individual to contribute to the work in some significant fashion (for instance, through editing or sharing of ideas);

- whenever he or she uses facts, statistics, or other illustrative material taken from a source unless the information is common knowledge.

Academic Misconduct

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

- changing, altering, falsifying, or being the accessory to the changing, altering, or falsifying of a grade report or form, transcript, or other academic records, or entering any computer system or College office or building for that purpose;

- stealing, buying, selling, giving way, or otherwise obtaining all or part of any unadministered test or paper or entering any computer system or College office or building for the purpose of obtaining an un-administered test;

- submitting written work (in whole or in significant part) to fulfill the requirements of more than one course without the explicit permission of both instructors;

- disregarding policies governing the use of human subjects or animals in research;

- sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment;

- knowingly facilitating a violation of the academic integrity policy by another person.

Fabrication

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

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

Reporting Violations

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

Hearing Process

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

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

Resolution by the faculty member

A faculty member may choose to resolve the case him/herself. The faculty member will notify the student of the allegation in writing and arrange a review conference with the student, reminding the student to review the Academic Integrity Policy and Procedure before the meeting. At the conference, the faculty member will present the evidence to the student and give the student two options: to resolve the case with the faculty member or to send the case to the Provost for further review. If the student elects to resolve the case with the faculty member, the faculty member will issue a finding (i.e., responsible or not responsible for violating the Academic Integrity Policy) and, if responsible,

a sanction. Sanctions may include requiring students to redo the assignment or to retake the exam with or without penalty, assigning a failing grade on the assignment or the exam, or assigning a failing grade for the course. The faculty member may also recommend that a student seeks support. The faculty member reports the incident as well as the finding and the sanction on the reporting form and submits it with all supporting documents to the Provost. The Provost will acknowledge receipt of the report. If, once the case is reported, the Provost determines that the student has been found responsible for a prior offence; the Provost may refer the case to a disciplinary committee set up for the purpose of review. The finding and the sanction of the committee shall override the finding and the sanction of the faculty member.

Retention of Records

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

Reinstatement and Readmission following Academic Suspension

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

- A student on academic suspension who wishes to return to KNUST after one or more years of absence must appeal for reinstatement to the Provost of the college to which he or she wishes to return.

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

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

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

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

Upon a successful appeal, a student will be conditionally reinstated/readmitted and placed on

Continued Probation. The Provost may stipulate additional conditions beyond the minimum standards cited below. He/she will be required to regularly meet with his/her Counsellor

Appendix G: Creating space for Students with Disabilities

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

Any student with a disability who believes that s/he has been the victim of discrimination may file a written complaint to the Directorate of Student Affairs to seek redress. Details are found in the KNUST Disability Policy and Equality and Diversity Policy: https://www.knust.edu.gh/about/knust/policies

Appendix H: Computing Ethics

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

KNUST specifically prohibits the following:

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

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

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

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

a. Any attempt to breach or the actual breach of network or computer security.

b. Unauthorized entry into a file to use, read, delete, change the contents, or for any other reason.

c. Unauthorized copying or distribution of copyrighted computer software or other materials.

d. Unauthorized transfer of a file.

e. Use, or attempted use, of another person's identification and/or password or assisting another to misuse any identification or password.

f. Use of computing facilities to interfere with the work of another student, faculty member, University official, or any other member of the University community; to send or access obscene or abusive messages; to send or access unauthorized mass e-mailings or chain mail; to interfere with the normal operation of any University computing system or network.

g. Unauthorized monitoring or extracting of data that is in transport over the University's hardwired or wireless networks.

h. Use of computing facilities to create and/or send or forward computer messages or programs designed to destroy or corrupt data.

i. Use of computing facilities in such a way as to dishonour or malign the reputation of the University or to create any form of liability for the University.

j. Misuse of computing facilities – Use of computing facilities to violate any campus policy or to violate any local or national law.

Details are found in the ICT Policy: https://www.knust.edu.gh/about/knust/policies

Appendix I: Guest Speaker Policy

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

The following guidelines are to ensure that proper respect is afforded guests of the University or sponsoring group(s) within the University:

• The University seeks to provide a forum open to all.

• The University neither has nor desires authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations on behalf of causes they support, as long as it is understood that these individuals do not represent the University or the position of the University.

Appendix J: AIDS Policy

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

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

Details are found in the HIV Policy and Counselling Policy: https://www.knust.edu.gh/about/knust/policies

Appendix K: Fire Alarms & Equipment

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

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

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

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

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

Details are found in the Maintenance Policy: https://www.knust.edu.gh/about/knust/policies

Appendix L: Physical and Sexual Misconduct Policy

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

This document is to help articulate requirements for policies, procedures, and services designed to insure that the needs of victims are met and that KNUST creates and maintains communities that support human dignity.

Central to the mission of KNUST is providing a healthy environment for all its members, which includes maintaining a climate conducive to learning, a positive work environment, and an environment free of harassment for its students, faculty, staff, and visitors. Students and employees have a responsibility to treat each other with appropriate respect and deference to personal dignity.

Therefore, this policy applies to all staff and faculty, agents, and students at all times and places in any connection with the University. This policy applies to those who conduct business here at KNUST. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass others.

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

1) Spoken, written, and symbolic harassment,

2) Physical harassment,

3) Sexual assault,

4) Sexual harassment.

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

Spoken, Written, and Symbolic Harassment

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

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

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

1) causes physical contact with another person;

2) damages, destroys, or defaces any real or personal property of another person

3) threatens, by word, or act, to do an act described in subdivision 1) or 2) will occur."

Sexual Assault

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

statement, the term "sexual assault" includes rape, attempted rape, acquaintance rape, and other sexual misconduct, both forcible and non-forcible.

Prevention Efforts

Rape by an acquaintance is sexual assault. KNUST does not differentiate if the victim knows the perpetrator of a sexual assault or is a complete stranger. KNUST will not tolerate sexual assault in any form, including acquaintance or date rape. Sexual assault involving any member of our community is an affront to the values of our university. KNUST is committed to investigating and disciplining assailants within the jurisdiction of the University. There are several ways for men and women to avoid the circumstance that might lead to rape:

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

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

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

a. The right to be present during the entire proceeding.

b. The right to have a person from the University present throughout the process to provide support.

c. The right not to have their sexual history discussed during the proceedings, except as it relates to the specific incident in question.

d. The right to relate their account of the incident.

e. The right to be informed of the results of the conduct proceeding.

f. The right to have their name and any identifying information kept confidential, except as otherwise required by law, court order, or University policies or needs.

g. The right to a speedy hearing and decision.

h. The right to appeal a decision made by the University Disciplinary Committee or the Director of Student Affairs.

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

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

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

Sexual Harassment

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

1. Submission to or rejection of the conduct is a term or condition for instruction, employment, or participation in University activities; and/or

2. Submission or rejection of such conduct is used as a basis for academic evaluation or personnel decisions; or

3. Such conduct has the purpose or effect of unreasonably interfering with the individual's performance or creating an intimidating, hostile, or offensive University environment. Examples of sexual harassment include but are not limited to the following:

    •   Requests for dates with a student when that student is in your class or is your advisee

    •   Persistent requests for a date

    •   Unwelcome requests for sexual favours or acts

    •   Continued expressions of sexual interests after being informed that the interest is unwelcome

    •   Unconsented or unwelcome physical contact

    •   Nude or semi-nude posters, photos, cartoons, or graffiti that are demeaning or offensive

    •   Leering or staring

    •   Comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar, or lewd

- Preferential treatment or promise/insinuation of preferential treatment for submitting to sexual conduct
- Unwelcome conduct of a sexual nature including unwelcome sexual advances, requests for sexual favours, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also may include inappropriate touching, suggestive comments, and public display of pornographic or suggestive calendars, posters, or signs where such images are not connected to any legitimate academic or workplace purpose.
- Sexual Harassment also exists when: (1) submission to conduct is made as an express or implicit term or condition of an individual's employment, performance, appraisal, or evaluation of academic performance; or (2) unlawful conduct which has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive working or learning environment.

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

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

Stalking

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

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

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

Dating Violence

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

(a) who is or has been in a social relationship of a romantic or intimate nature with the victim;

(b) where the existence of such a relationship will be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

(c) Dating violence includes the use or threat of physical force or restraint carried out with the intent of causing pain or injury to another within a dating relationship.

Domestic Violence

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

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

• Hitting, punching, pinching, slapping, or choking someone with whom the person is intimately involved.

• Violating a protective order.

• Touching an intimate partner sexually without the person's consent.

Retaliation

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

Sexual Assault

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

• Non-Consensual Sexual Contact (or attempts to commit) is defined as any intentional sexual touching with any object(s) or body part that is without consent and/or by force. Sexual contact is defined as kissing or touching another's intimate parts. Intimate parts may include but are not limited to, a person's groin, buttocks, mouth, or breasts.

• Non-Consensual Sexual Intercourse (or attempts to commit) defined as penetration, no matter how slight, of a person's vagina, anus, or mouth with any object(s) or sex organ that is without consent and/or by force.

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

· Engaging in sexual activity with an unconscious or semi-conscious person;

- Engaging in sexual activity with someone who is asleep or passed out;

- Engaging in sexual activity with someone who has said "no";

- Engaging in sexual activity with someone who is not reciprocating by body movement;

- Engaging in sexual activity with someone who is vomiting, unable to stand or undress without assistance, or has to be carried to bed;

- Engaging in sexual activity with someone who is under the statutory age of consent (statutory rape) or related by degrees within sexual contact would be illegal (incest);

- Allowing another person to engage in sexual activity with your partner without his or her consent;

- Requiring any person to perform any sexual activity as a condition of acceptance into a fraternity, sorority, athletic, or any other organization affiliated with KNUST;

- Telling someone you will expose them if they do not engage in sexual activity (e.g., threatening to disclose the person's sexual activity without their consent);

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

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

Sexual Exploitation

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

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

- Photographing or videotaping another in a state of undress without consent;

- Prostituting another;

- Allowing a third party to watch consensual sexual contact without the permission of both parties involved in the sex act showing voluntarily recorded sexual activity to others without permission;

- Knowingly giving another a sexually transmitted infection (STI) or HIV; or

- Allowing others to have sex with an incapacitated person.

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

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

a. Student conduct sanctions may range from a reprimand to dismissal from residence, co-curricular, and/or academic participation at the University.

b. Employee discipline may include but is not limited to, any of the following: oral reprimand, written reprimand, suspension with or without pay, and termination of employment.

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

Complaint Process

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

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

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

For Immediate Assistance

Confidential Support:

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

Reporting:

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

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

- The Security Department: (available 24 hours a day, 7 days a week) 0322062999
- The Directorate of Student Affairs (available during regular business hours) 0322062975

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

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

Anonymous Online Reporting:

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

Medical Treatment and Evidence Preservation:

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

A victim does not have to make a criminal complaint or decide whether to file charges to have forensic evidence collection completed, however, the survivor must use his/her legal name. In circumstances of sexual assault, if a complainant does not opt for forensic evidence collection, healthcare providers still can treat injuries and take steps to address concerns of pregnancy and/ or sexually transmitted infection.

It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where she or he was assaulted within 96 hours after the incident occurred so that evidence may be preserved. Complainants of sexual assault, domestic violence, dating violence, or stalking also are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if any exist that may be useful to KNUST investigators, Department of Security personnel, or local police.

Investigations:

Survivors who wish to pursue an investigation may choose to contact the KNUST Security Services or the Directorate of Student Affairs.

Subsequently, the individual has the right to

1. Contact the KNUST Police to pursue a criminal investigation.
2. File civil charges in a civil court.

Accommodations:

A survivor may request accommodation from the Director of Student Affairs. The survivor does not need to participate in an investigation or file charges to request accommodation. The Director

of Student Affairs will work in conjunction with relevant parties to determine which measures are appropriate to ensure the victim's safety and equal access to educational programmes and activities. Accommodation includes:

- Accommodation related to academics, transportation, medical services, and counselling.
- Relocation in their on-campus housing assignment or campus job if either will bring them into proximity with the perpetrator. Survivors can also request changes to their class schedule if they have classes in common with the accused.
- A "no-contact" order may be put in place between the survivor and the accused.

The following rights shall be accorded to victims of sexual assault that occur:

- where the victim or alleged perpetrator is a student at KNUST, and/or
- when the victim is a student involved in an off-campus sexual assault.
- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously. The right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any pressure from campus personnel to report crimes if the victim does not wish to do so

To report crimes as lesser offences than the victim perceive the crime to be o refrain from reporting crimes to refrain from reporting crimes to avoid unwanted personal publicity.

- To be notified of existing campus and community-based medical, counselling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- To have access to campus counselling under the same terms and conditions as apply to other students in their institution seeking such counselling.
- To be informed of and assisted in exercising:
  - any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy
  - any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.
- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed for the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.
- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.

- To receive full and prompt cooperation and assistance from campus personnel in notifying the proper authorities.

- To receive full, prompt, and victim-sensitive cooperation of campus personnel regarding obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

- To be free from any suggestion that victims were contributory negligent or assumed the risk of being assaulted.

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.

- To be notified of the options for and aided in changing academic and living situations if such changes are reasonably available.

This policy shall not be used to bring frivolous charges against students or employees. Any person who files a complaint, whether informal or formal, which is found to be frivolous, malicious, or made in bad faith, shall be subject to the same discipline as outlined in the Sanction section above.

KNUST is committed to maintaining a respectful and professional academic and working environment for students, staff, and visitors. This includes having an environment free from sexual misconduct. Sexual misconduct refers to a range of prohibited offences designated under this policy.

KNUST is committed to the following principles to reduce sexual harassment

- Disseminating clear policies and procedures for responding to sexual misconduct reported at KNUST;

- Engaging in investigative inquiry and resolution of reports that are prompt, fair, equitable, and independent of other investigations that may occur;

- Supporting complainants and respondents and holding persons accountable for established violations of this Policy; and

- Providing a written explanation of the rights and options available to every student that has been the victim of sexual misconduct, regardless of whether the offence occurred on or off campus.

- Identifies how students can confidentially report sexual misconduct to the University and what resources are available both on and off campus to aid them, including students' rights to notify local law enforcement and their right also to decline to notify such authorities.

- Provides information about how reports are assessed, investigated, and resolved.

- Provides KNUST with a means to take all reasonable steps to identify sexual misconduct, prevent the recurrence of such misconduct, and correct the discriminatory effects of sexual misconduct on the complainant and others, if appropriate.

- KNUST is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate based on race, ethnicity, religion, or any other protected status.

Definition of Affirmative Consent

AFFIRMATIVE CONSENT: Affirmative consent (hereafter "consent") is the voluntary, unambiguous, clear agreement of an act understood by each party. It is the responsibility of each person involved in the sexual activity to ensure that the person has the consent of the other or others to engage in the sexual activity. Consent must be ongoing throughout a sexual activity and may be withdrawn at any time before the completion of an act. A person may be incapable of consent due to physical or mental incapacitation, physical or mental disability, threat, coercion, the influence of alcohol or drugs, being asleep, or under the legal age of consent.

What is not consent?

- Consent to one act does not infer or imply that a person is consenting to another act;

- Consent to an act on a prior occasion does not infer or imply consent to a current act;

- The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

- An individual's silence or lack of protest does not infer or imply that they are consenting to an act,

  Consent must be clear and obvious to all partners, who have willingly and affirmatively chosen to participate without force, threat, or coercion, throughout the act;

- Incapacitated individuals, (physically, mentally, and/or due to alcohol or other drugs) are unable to consent.

- For purposes of this Policy, the standard that shall be applied is whether or not a reasonable person would have known, based on the facts and circumstances presented, that the other person was incapacitated and therefore, not capable of giving consent.

- A respondent cannot claim that being under the influence of alcohol or drugs is a defence or excuse for engaging in sexual misconduct.

- If at any time consent is uncertain, the initiating party should stop and obtain verbal consent. The use of any force, coercion, threat, or intimidation negates consent. It is important to note that in the evaluation of a complaint in a disciplinary process, it shall not be a valid excuse that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

  (1) the accused's belief in consent arose from the intoxication or recklessness of the accused; or

  (2) the accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant consented.

Additionally, it shall not be a valid excuse that the accused believed that the complainant consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

(1) the complainant was asleep or unconscious;

(2) the complainant was incapacitated due to the influence of drugs, alcohol, or medication so that the complainant could not understand the fact, nature, or extent of the sexual activity; or

(3) the complainant was unable to communicate due to a mental or physical condition.

KNUST will use the reasonable person standard in determining whether or not the respondent knew or should have known given all facts and circumstances present at the time if any of the above conditions were met.

Other Definitions:

Coercion

An expression through words or acts of threats, intimidation, or undue or unreasonable pressure.

Complainant

The person reporting sexual misconduct. The Complainant can be either the victim or a third party.

Consensual Relationships

Romantic and/or sexual relationships between KNUST employees and students, even with students who are not subject to direct supervision or evaluation by the faculty or staff member, should be avoided because they may negatively impact the learning environment.

Moreover, KNUST prohibits all employees from having romantic, sexual, or other close personal relationships with students over whom they have an educational evaluation, advisory, or supervisory responsibility, regardless of whether the relationship was entered into with the consent of both parties. Such relationships are inconsistent with the proper role of the instructor, administrator, or manager in KNUST's educational mission, and are susceptible to perceptions of favouritism, unprofessional behaviour, and conflicts of interest. In the event that a faculty member or other employee is placed in a position that would require him or her to assume educational instruction, evaluation, or supervisory authority over a student with whom he or she has, or has had, a romantic or sexual relationship, he or she shall immediately disclose the identity of the student to the unit head and shall refrain from exercising such authority over the student. The unit head shall notify his/her College Provost, and shall immediately arrange for another employee to instruct, evaluate, or supervise the student. Any employee or student who obtains knowledge of such a romantic or sexual relationship between an employee and a student is required to disclose it to the Pro Vice Chancellor for confidential investigation.

Employee

For purposes of this Policy, a KNUST employee shall include all hourly, part-time, and full-time faculty and staff members.

Force

Includes physical acts, coercion, threats, and intimidation.

Gender Bias

A preformed negative opinion or attitude toward a person or group of persons based on their gender, e.g., male or female.

Impairment

The state of being diminished or weakened due to the consumption of alcohol or other drugs.

Intimidation

An expression through words or acts that imply a threat.

Physical Force

Actions that may include but not be limited to hitting, pushing, holding, pinching, leaning on, obstructing an entrance or exit, or carrying away. Physical force may include the use or display of any weapon.

The preponderance of the Evidence

A standard of proof in which the totality of the evidence demonstrates that an individual's version of events more likely than not occurred. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility i.e. 51 % or greater.

Respondent/Accused

The person reported to have engaged in sexual misconduct is the "Respondent" or the "Accused" and those terms may be used interchangeably.

Sexual Misconduct

A broad term that identifies forms of discrimination and harassment based on sex including, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Threat

An expression through words or acts of intent to inflict harm or other negative consequences.

Confidentiality

Confidential resources are individuals who are not obligated to report information that is given to them. This allows a student to explore his or her options in order to make informed decisions. The only exceptions to this rule are in cases that involve imminent risk of serious harm, child abuse, emergency hospitalization, or court order. While specific information may be kept confidential, these incidents may be counted for statistical purposes. The confidential resources shall include the University Chaplains and the professional staff of the KNUST Counselling Centre

Non-confidential resources are individuals who are required to deal with these cases and to report these incidents of alleged sexual misconduct. The non-confidential resources include the Director of Student Affairs, his Deputy, the head of Security, and his Deputy. These will keep the identity of an unwilling victim or witness confidential. However, confidentiality cannot be guaranteed as they must balance a request for confidentiality against the safety of other members of our community. If these determine that there is the threat of imminent or ongoing harm to an individual or the community, information may need to be shared and then only with appropriate individuals. If the Complainant reports to the University and requests confidentiality or asks that the report not be pursued, the KNUST will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation. If a Complainant insists that his/ her name or other identifiable information not be disclosed to the Respondent, KNUST's ability to respond may be limited. If the Complainant continues to ask that his or her name not be revealed, the University will take all reasonable steps to investigate and respond to the report consistent with the respondent's request as long as doing so does not prevent the KNUST from responding effectively to the harassment and preventing harassment of other members of the community. These officers plus any others, included for their legal, social, and medical expertise, will evaluate the confidentiality request in the context of its responsibility to provide a safe and non-discriminatory environment for all persons. If it is determined that circumstances do not allow a request for confidentiality to be granted, the University will take action as appropriate. It is a violation of KNUST policy to retaliate against an individual who reports sexual misconduct, is a Complainant in an investigation, serves as a witness, or is a third party involved in the investigation of such a report.

Additionally, personally identifiable information will be treated as confidential and only shared with persons who have a specific need to know and who are investigating/adjudicating the report or delivering resources or support services. Further, KNUST will maintain as confidential, any accommodations or protective measures provided to the Complainant to the extent that maintaining such confidentiality would not impair KNUST's ability to provide such accommodations or protective measures.

Confidential Health, Counselling, and Pastoral Services

KNUST provides confidential health, counselling, and pastoral services on campus. The healthcare professionals, counsellors, and clergy providing these services can be of assistance to students in ordinary or emergent circumstances. Conversations with these individuals are confidential:

1. Healthcare professionals – Health Services provides emergency contraception, testing for Sexually Transmitted Infections (STIs), pregnancy testing, and more. These services are provided free of charge for survivors of sexual assault.

2. Professional Counsellors in the Counselling Centre: when contacting the Counselling Centre please request a counsellor. Counsellors' responsibilities to KNUST include providing mental health counselling to members of the campus community.

3. Pastoral Counsellors – A pastoral counsellor is someone who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counselling, and who is functioning within the scope of that recognition

as a pastoral counsellor at the University. At KNUST, there are two University chaplains (Protestant and Catholic) and others appropriately recognized as fitting that definition by these chaplains coming from the Department of Religion and elsewhere who will assist them to perform these functions.

Reporting

If any student has been the victim of sexual misconduct, she/he should report the incident promptly to the Director of Student Affairs, College Counsellor, Hall Tutor/Warden, or Head of Security. The victim should demand confidential access indicating briefly he/she is reporting a sexual assault. Such reports should not appear in the SITREP report with names and programs but reported all the same. KNUST will provide resources to any person who has been a victim of sexual misconduct and will apply appropriate disciplinary procedures to those who violate this Policy. The procedures set forth below afford a prompt response to reports of sexual misconduct, maintain confidentiality and fairness consistent with applicable legal requirements, and impose appropriate sanctions on violators of this Policy.

Contact Information for Reporting

Any person who believes she/he has been the subject of sexual misconduct or who is aware of a member of the University who has been subject to sexual misconduct is strongly encouraged to contact:

1. Director of Student Affairs: (available during regular business hours)

    1. Security Department: (available 24 hours a day, 7 days a week)
    2. Counselling Centre: (available during regular business hours) (please see earlier comment on this)

Responsibility of KNUST Employees to Report

KNUST employee (including faculty, student and professional staff, and administrators) who learns of an incident of sexual misconduct MUST report it within 24 hours

Essentials of a Report

1. A "report" is made when the University knows or reasonably should know based on the statements of a complainant or a third party that sexual misconduct has occurred.
2. A complainant need not supply a written statement, although it is preferable.
3. Actual notice, which consists of direct statements from a complainant of sexual misconduct, is desirable, although the University accepts verbal or written statements from any party who has knowledge of an incident occurring either on or off campus that has the potential to interfere with the educational mission or associated activities of the University and thus bring its hard-earned reputation into disrepute.
4. KNUST reserves the right to bring reports forward against a student or staff and to act as the Complainant for purposes of this Policy. In addition, an individual does not have to be a member of the University to file a report under this Policy.

Medical Attention

After an incident of sexual assault, or any other incident of sexual misconduct resulting in injury, the victim should consider seeking medical attention as soon as possible at the closest emergency room.

Resources

Upon receipt of a report, the University will inform the complainant of the availability of medical, counselling, and support services, and additional interim measures to prevent contact between a complainant and a respondent, such as housing, academic, transportation, and working accommodations, if reasonably available.

Right to Pursue Criminal Charges

1. Notwithstanding what the University can or shall do, the victim has the right to file an incident report with a law enforcement agency.

2. Although KNUST strongly encourages all members of its community to report violations of this Policy to the law enforcement agency, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if he/she so desires.

3. A complainant may choose NOT to have law enforcement contacted and no report filed BUT still may have forensic evidence collected. (Note: The Complainant later may choose to file a police report and cooperate with a criminal investigation.) Victims of sexual assault are encouraged to request and cooperate fully with an investigation so the possibility of filing criminal charges remains an option if they later chose to do so.

4. If a survivor does not want to make a report to the police, he/she may seek civil remedies, including the filing of an application for a restraining order. For additional information about civil remedies, the survivor should contact his/her own legal counsel.

5. A complainant may file a police incident report and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decisionmaker in whether the perpetrator is charged criminally, the complainant can cooperate and provide as much timely information as may be possible.

Timing of Reporting

While KNUST does not limit the time in which a report can be made, as time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, or obtaining protection from protective orders related to the incident more difficult. If a victim chooses not to make a report regarding an incident, he/she nevertheless should consider speaking with local law enforcement to preserve evidence in the event that he/she changes her/his mind at a later time.

Jurisdiction & Reporting Timeframes

Since sexual misconduct that occurs off campus may impact a person's work, academic, or cocurricular experience, KNUST assumes jurisdiction to adjudicate off-campus reports of sexual misconduct if

the alleged misconduct was committed by a KNUST student. In addition, the University encourages prompt reporting of sexual misconduct so that the University can respond promptly and equitably; however, the University does not limit the timeframe for reporting.

Interim and/or Protective Measures

The University may take interim and/ or protective measures at any point during an investigation. These actions are designed to eliminate harassment/sexual misconduct and prevent its recurrence. These measures may include, but are not limited to, no contact orders, changes in housing assignment for the Respondent and/or Complainant, removal from campus housing or grounds, academic accommodations, changes in supervisor or work location, social restrictions, changes in parking locations, increased security, and/or emotional and other support. An accused student may be issued an Interim Suspension (i.e. suspension from classes, work, and other privileges or activities or the University) until the resolution of a case.

If the Respondent is a member of the University, a No Contact Order may be issued to all parties involved by the University. This will prohibit communication between the parties, including contact verbally, in writing, through technology, or by third parties. If a student has been the victim of domestic or dating violence, stalking, or sexual abuse, she/he also should consider obtaining a restraining order from the Courts the University Legal office should assist in this.

Investigation & Resolution

In proceedings under this Policy, the standard of proof used to determine whether or not a violation of this Policy has occurred is a preponderance of evidence, which means it is more likely the misconduct occurred.

The University reserves the right to bring reports forward against a student or employee and to act as the Complainant for purposes of this Policy. In addition, an individual does not have to be a member of the University to file a report under this Policy.

Process

1. Upon receiving a report (either verbally or in writing), the Director of Student Affairs /Head of Counselling/Head of Security will jointly assess the report.

2. If the report and/or intake appear, upon initial assessment, to be a possible violation of this Policy, these title holders (Director of Student Affairs / /Head of Security) with support from the University Legal Office shall make the appropriate recommendations to the Vice Chancellor to have the appropriate Disciplinary Committee student or otherwise set up. This investigation shall proceed notwithstanding additional sanctions or otherwise imposed by the national courts.

3. The Investigative Board(s) shall conduct a thorough and impartial investigation into the facts of the case and will interview the Complainant, Respondent, witnesses, or other individuals who may have relevant information, and collect any other evidence deemed relevant to the case. Preliminary and follow-up interviews will be conducted as appropriate.

Critical Witnesses

The Board may identify a student as a Critical Witness if he or she may have information critical to the outcome of an investigation. A Critical Witnesses may be required by the Board to appear before it. A Critical Witness who refuses to do so may be charged with "failure to comply with the directions of University officials, acting in the performance of their duties

Unavailable Witnesses

Under rare circumstances, a signed, dated, and notarized statement of a witness who is unable to appear or who has been excused may be submitted to the Board. The decision as to whether such a document or any other alternative means of providing evidence may be considered lies solely with the Board.

4. After the investigation, the Board will report to the Vice-Chancellor who after conferring with the legal office will affirm or modify the final recommendations.

Appeals

All determinations, including not responsible findings, may be appealed to the Vice-Chancellor by the Complainant and/or the Respondent. Appeals are not heard in person; instead, all requests for appeal must be submitted in writing to the Vice-Chancellor within five (5) business days from the date on the letter notifying the Respondent or the Complainant of the original finding. Failure to appeal within the allotted time will render the original finding final. Appeals shall be decided upon the record of the original report and upon the written appeal letter.

Appeals shall be granted only on one or more of the following grounds:

1. If the sanctions are found to be significantly disproportionate to the offense;
2. If the specified procedural error or errors in the interpretation of the University regulations were so substantial as to effectively deny the party(ies) a fair investigation.
3. If new and significant evidence becomes available which could not have been discovered by a properly diligent person during the original investigation.

The fact that one of the parties disagrees with the finding or sanction does not constitute grounds for appeal.

If the Vice-Chancellor finds no grounds for an appeal, then the decision will become final. There is no further appeal within the University.

If the Vice-Chancellor (or designee) finds grounds for appeal, then s/he may dismiss the case, change the sanction, modify the finding, or uphold the finding based on the grounds identified. The decision of the Vice–Chancellor is final. There is no further appeal within the University.

The Vice-Chancellor (or designee) will communicate decisions regarding the appeal to the Complainant and Respondent simultaneously and in writing.

The imposition of sanctions is normally deferred during the appeal process although sanctions may go into effect immediately if the Board deems it necessary. Interim measures will remain in place during the appeal process.

Personal Advisors

The Complainant and the Respondent each could be advised by a personal advisor or legal counsel of his or her choice, at his/her expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing in which the Complainant or the Respondent is required to attend. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting. In addition, an advisor may not direct questions to any University administrator, party, or witness in the process. The University will never restrict who the advisor of choice can be (to include permitting an attorney to be an advisor), however, meetings and interviews will not be substantially delayed due to an advisor's availability.

Time Frames

Typically, the investigation and resolution under this Policy will not exceed 60 days although the

University reserves the right to exceed this time frame to conduct a thorough investigation or other appropriate proceedings. If the investigation does or is anticipated to exceed 60 days, the University will notify the Complainant and Respondent in writing and will advise them of the reason for the delay and the anticipated timeframe for the completion of the investigation. The University reserves the right to engage external investigators as it sees fit based on the complexity and scope of the complaint. HG. Informal Resolution

When appropriate, certain student-on-student complaints may be resolved by the Student Board Coordinator (Director of Student Affairs or his Deputy)/ Counsellors/ Head of Security without a full investigation. Informal resolutions are only possible when the violations do not involve sexual assault or domestic/dating violence and/or may not meet the criteria for classification as a crime. Either party may elect to have a formal investigation of the complaint at any period prior to the resolution. Any of these officers will facilitate the resolution and give final sanction(s) as deemed suitable. Mediation will never be used in the resolution of complaints of sexual assault or domestic/dating violence.

Withdrawal Prior to the Conclusion of an Investigation

The protocol established by this Policy will not be deferred due to the withdrawal from enrolment at the University of a Complainant or Respondent. Should either party decide to withdraw and/or not participate in the investigation, the process will nonetheless proceed in his or her absence. The final decision, after the Vice-Chancellor's final accent, will be communicated; the outcome, permanent protective measures (if any), and any sanction(s) (if any) to the withdrawn party using his or her last known e-mail and home address.

SANCTIONS

Recommended Sanctions for any form of Sexual Assault:

1. Suspension/ Rustication: Beginning on the date the suspension takes effect; the student may not attend classes or submit any further work for their courses. In addition, the student may not be present on the campus nor at a University-sponsored event for any reason whatsoever for a specified period of time. The student is not entitled to a refund or any tuition or fees after the scheduled refund dates.

2. Expulsion: Beginning on the date the expulsion takes effect, the student may never again register for classes, may never attend classes, or submit any further work for the courses in which they are currently registered. In addition, the student may never be present on the campus nor at a University-sponsored event for any reason whatsoever. The student is not entitled to any refund or any tuition or fees after the published refund dates.

Access to Electronic Mail Accounts

Students may have their privilege to use an e-mail account issued through the University revoked for a specified period. Specifically, students who have been suspended or expelled from the University may have their e-mail account terminated immediately (or directly after all appeal procedures have been exhausted).

The Policy enforces non-retaliation

Retaliation occurs when an adverse action is taken against the person who has brought the report or assisted in a resulting investigation under this Policy. It is important to note that impermissible retaliation can occur even in those circumstances where it is determined that the underlying report could not be substantiated. Any allegations of retaliation will result in an immediate investigation and appropriate action consistent with the University's due process procedures. Acts of retaliation may include, but are not limited to:

- Pressuring or enlisting the aid of third parties to have a complainant withdraw the complaint;
- Bullying, harassment, slut-shaming, or blackballing a participant in a complaint through social media or the internet;
- Lowering a grade;
- Stalking or threatening;
- Removal from classes, teams, and activities;
- Employment actions such as termination, demotion, or change in the schedule without cause;
- Other actions affecting a person's employment or academic or school-related activities such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance; and
- Any other act such as an assault or unfounded (i.e. baseless or falsely reported) civil or criminal charges that are likely to deter reasonable people from pursuing their rights. NOTE: Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, "snubbing", not talking to a student or negative comments that are justified by a student or employee's poor academic or work performance or history.

It is unlawful and a violation of University policy to retaliate against any faculty, staff member, or student who has brought a good-faith report of sexual misconduct or who has assisted in the investigation of a report of sexual misconduct. Retaliation destroys the sense of community and trust that is critical to a learning and work environment. The University considers acts of retaliation in response to such

disclosures or participation to constitute a serious violation of policy, which may result in disciplinary action, up to and including dismissal, against the retaliator.

This policy does not equate Incapacitation to Consent

Individuals who are incapacitated cannot consent to sexual activity. Incapacitation renders an individual unable to understand the fact, nature, or extent of the sexual activity. Incapacitation that renders a person mentally or physically helpless may result from intoxication or substance use, passing out, or being asleep. Consent is not present if someone is incapacitated by alcohol or drugs (legal or illegal). A person with a cognitive impairment such as a mental illness or a mental condition that renders the person incapable of understanding the nature of his or her conduct cannot consent to sexual activity.

When incapacitation occurs because of alcohol or drug use, some indicators of incapacitation may include, but are not limited to:

- Slurred speech;
- Bloodshot or unfocused eyes;
- Needing assistance to walk/stand;
- Vomiting;
- Outrageous or unusual behaviour;
- Concern expressed by others about the individual; or
- Expressed memory loss or disorientation.

An individual also may be in a state known as a "blackout" when she or he is incapacitated and likely will have no memory of the sexual activity, but may still be walking and talking. Therefore, it is particularly important that people engaging in sexual activity know each person's level of intoxication or impairment before beginning sexual activity.

Risk Reduction

Sexual assault and sexual misconduct are never the fault of the victim. With no intent to blame complainants and in recognizing that only abusers are responsible for the acts of abuse they perpetrate, the following are some strategies to reduce one's risk of sexual assault or harassment:

- Make sure you understand how to get and give consent. Make sure all participants have given consent prior to engaging in sexual activity and throughout the sexual activity.
- Be active in supporting a safe and respectful community. If you see others engaging in disrespectful or inappropriate actions, speak up and get involved, or contact someone else to assist.
- Practice being assertive about your boundaries. Respect the boundaries of others.
- Trust your instincts. If you feel uneasy or sense something is wrong, call for assistance.

The following strategies may help

1. Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation;

2. Avoid isolated areas. It is more difficult to get help if no one is around; 3. Walk with purpose. Even if you don't know where you are going, act as you do;

4. (repetitive) 4 and 10 should be put together.

5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable;

6. Make sure your cell phone is with you and charged and that you have money;

7. Don't allow yourself to be isolated by someone you don't trust or someone you don't know;

8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone;

9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation;

10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you can see something suspicious, contact campus security or some law enforcement immediately

11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one;

12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers;

13. Watch out for your friends and vice versa. If a friend seems out of it, is too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately;

14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others

15. If you need to get out of an uncomfortable or scary situation, here are some things you can try:

    a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame;

    b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with;

    c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave;

    d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use

are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment.

In summary

The following sexual misconduct offences are prohibited

1. Sexual Harassment
2. Sexual Assault
3. Sexual Exploitation
4. Stalking
5. Dating Violence
6. Domestic Violence

In addition, it is a prohibited offence to retaliate against anyone who files a sexual misconduct complaint or participates in a related investigation.

Details are found in the Sexual Harassment and Gender Policy : https://www.knust.edu.gh/about/knust/policies

APPENDIX M: Policy & Procedure for handling student emergencies

1. Introduction

The stress of University life and the normal developmental issues of late adolescence and early adulthood place some students under emotional and psychological pressure which, if not properly handled, can lead to undesired consequences with implications for the larger University community. The Kwame Nkrumah University of Science and Technology (KNUST) has faced and continues to wrestle with various student issues. It is for this reason that the University needs clear and functional guidelines for handling student-related issues.

At the KNUST, there are many outfits dedicated to students' welfare aside the KNUST Counselling Centre (KCC) which primarily serves the emotional and psychological needs of students. These include the under-listed:

1. The Directorate of Student Affairs
2. Chaplaincies
3. KNUST Security Services
4. Students' Representative Council (SRC)
5. University Hospital
6. Hall Tutors and Administrators

7. College Administrators and Lecturers

The main thesis of this protocol is that an "all hands on deck" approach must be the most viable option if the University is to be successful in combating and efficiently responding to the myriads of student needs, challenges, and crises.

Therefore, the following lines of communication are suggested for the reporting and disclosure of the under-listed student-related issues:

A. Academic and financial issues

B. Medical, non-psychological issues

C. Suicide/Death issues

D. Psychological, social/behavioural issues

E. Counselling referrals/Walk-ins

2. Lines of Communication

A. Academic And Financial Issues

I. REGISTRATION, DEFERMENT, CHANGE OF PROGRAMME, AND WITHDRAWAL

The Student Guide contains clear guidelines on all of the above student needs – registration, deferment, change of programme, and withdrawal. All university offices and personnel whose services are implicated in the smooth facilitation of these student needs are entreated to familiarize themselves with the stipulations in the Student Guide. These regulations/processes are not reiterated here in this protocol.

· Regulations regarding the Registration of courses are outlined in the Students' Guide and Code of Conduct. However, if a regular/fee-paying/parallel student is not able to register due to financial challenges, the student should report to the Head of Department (HOD), Finance Office, and the Director of Student Affairs (DoSA). The DoSA communicates back to the Finance Office.

If a student has a financial problem, related or unrelated to registration, the student reports to the DOSA for necessary action.

· The protocol for deferment of a programme for any reason is clearly specified in the Students' Guide.

· The protocol on issues about a change of programme is captured in Chapter twenty-one of this Students' Guide and Code of Conduct.

· Again chapter twenty-one clearly outlines the protocol for the withdrawal of a student.

However, if the aforementioned academic and financial issues have any underlying psychosocial implications, the KNUST Counselling Centre (KCC) is consulted through the respective College Counsellor as illustrated in the diagram below.

B. Medical, Non-Psychological Issues

Similarly, regulations and procedures for students concerning medical issues are clearly specified on Page 52 of the Students' Guide.

If the student's medical condition has an emotional or psychological component, then the medical personnel consults and/or refers the case to the Counselling Centre for support. Walk-in cases at the KCC needing medical attention will be referred to the Tech Hospital. A follow-up of such cases will be done by KCC.

C. Psychosocial Issues

The KCC is committed to the emotional and psychological well-being of students. Therefore, all such cases are to be referred to the Centre. However, since there are many other university offices/ personnel that interact and work with students, it is important that the various offices/personnel have a clear guide on how to communicate with each other for an effective and timely response.

- · In the case of a suicide attempt leading to death
- · Or a suicide attempt that DOES NOT lead to death but hospitalization, in both cases the following line of communication is recommended:

In the case of a suicide attempt leading to death in the hall or hostel either on or off campus, the witness or roommate should inform the Hall Assistant/Hostel Manager. The Hall Assistant/ Hostel Manager informs the hall or hostel administrators. Depending on the nature of the case and what is needed, the Hall /Hostel administrator will inform the Directorate of Student Affairs, the University Hospital, and the Security simultaneously. All things being equal, the sequence of communication from the Hall/Hostel must be through the Directorate of Student Affairs. This Office must be in the lead of all information management and reporting to outside bodies.

In the event of death, information to the family or any disclosure to close relatives or significant others must be done through The Directorate of Student Affairs. The Counselling Centre can be contacted to manage the crisis and handle the emotional and psychological needs of family and significant others as and when necessary.

If there is an unsuccessful suicide attempt (no death, but hospitalization), still The Directorate of Student Affairs takes the lead role in reporting and disclosure. But either the hospital or the DOSA may inform the Counselling Centre for the follow-up case management.

The recommended protocol is diagrammed below:

- · When a student dies at the KNUST Hospital, the hospital administrator reports to the DOSA. The DOSA discloses to family or significant others. The nature of the death occurrence may or may not call for counselling services.   In the case of the death of a parent/guardian of a student, again the suddenness of the occurrence and or the nature of death may require counselling before the disclosure to the student who in this case is considered a minor and might be more emotionally vulnerable. Therefore, the following line of communication is recommended:

D. Psychological, Social/Behavioural Issues

In the event of physical assault, drug use, romantic relationship issues, conflicts between roommates, and theft cases in the halls, hostels on and off campus, or lecture halls, the victim/witness reports to the Hall/Hostel authorities or lecturers around.

If the issue is threatening, the authorities will report to the DOSA and the KNUST Security Services.

If the issue is more emotional, the authorities will consult and refer to the KCC.

In the case of injuries because of the assault, the authorities report to the KNUST Security Services, University Hospital, and the DOSA.

E. Counseling Referrals

· STAFF

In the case of staff, the HOD reports the issue to Human Resource Development (HRD) who will refer the staff to KCC for assessment and recommendation.

· STUDENTS

If the case involves a student, the HOD or DOSA refers the student to College Counsellor. After an assessment, the Counsellor reports back to the referral source with a recommendation.

· OTHER WALK-IN CLIENTS

If a student comes to the KCC and presents with financial issues, the Counsellor assesses the student, makes recommendations, and refers him/her to the Student Financial Support Office.

The Counsellor assesses the student and presenting problem and refers them to the appropriate office for necessary action and support services.

3. Follow-Up

All persons and offices dedicated to student welfare on the university campus are encouraged to do a follow-up on cases they refer to any other office for intervention and support services. This way all stakeholders would be, as much as possible, well-informed and on the same page about the referred case. The concerted effort of all outfits would be a step in the right direction and go a long way in consolidating a more effective response to student needs and challenges.

Details are found in the Counselling Policy: https://www.knust.edu.gh/about/knust/policies

APPENDIX N: Smoking & Tobacco Policy

This policy applies to all areas on campus including buildings on the KNUST campus, and student housing. This policy applies to all faculty, staff, students, and guests on campus

1. Policy

KNUST recognizes the negative risks associated with the use of tobacco and smoking products and will provide as close to a smoke-free environment as practicable for its community. The rights of

non-smokers to maintain a healthy teaching and learning environment will take precedence over the choice of some to use tobacco and smoking products on campus.

2. Guidelines

a. Smoking and use of tobacco products are prohibited in all interior and exterior areas of campus.

b. Tobacco uses, including but not limited to smokeless tobacco, hookah (shisha), cigars, pipes, cigarettes, and electronic cigarettes are not permitted on University grounds.

c. Sales of smoking and/or tobacco products are prohibited on KNUST property.

d. Smoking is prohibited in all University owned or operated vehicles. e. Advertising by tobacco companies is strictly prohibited.

3. Enforcement

KNUST appreciates the cooperation of all smokers and non-smokers to observe and follow this policy.

a. **First offence/interaction –** If a KNUST community member sees an individual violating the Smoking and Tobacco policy, please respectfully inform them that this is a tobacco-free campus. If the individual is not compliant, notify the Department of Security.

b. **Repeated Violations/Non-Compliant Situations –** Faculty, staff, and students repeatedly violating this policy should be brought to the attention of the Department of Security. In these circumstances, faculty and staff will likely be referred to Human Resources and students to the Student Conduct system.

4. Implementation and Communications

a. Signage appropriately located around the KNUST campus will assist with the communication of this policy.

b. Copies of this policy will be distributed to faculty, staff and students via the broadcast e-mail system.

c. KNUST believes in promoting the health and well-being of our students, faculty, and staff. In conjunction with this purpose, the University believes that it is necessary to adopt a smoke-free environment policy that will be accomplished in phases and reviewed on an annual basis to determine the appropriate timing of this transition.

APPENDIX O - Posting Policy

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

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

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

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

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

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

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

APPENDIX P - Hazing Compliance Policy

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

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