

STUDENTS RULES AND REGULATIONS

The University College has rules and regulations that guide students through their student life. All students must endeavor to live up to expectations and not fall short of the standards.

1.0 OFFENCES

1.1 ACADEMIC / ACADEMIC RELATED OFFENCES

It shall be an offence for a student, knowingly or out to have known:

- a. to forge or in any other way alter or falsify any document or evidence required by the University College for admission purposes , or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
- b. to engage in any form of academic malpractice or plagiarism in academic exercises such as take home work, term papers, end of semester examinations, to gain undue advantage.
- c. to impersonate another person, or to have another person impersonate for you, at any academic examination or interim assessment, assignment, term test or in connection with any other form of academic work;
- d. to represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic writing or semester test or in connection with any other form of academic work;
- e. to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University College or elsewhere;
- f. to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
- g. to engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, slides without authority;

h. to gain access to or procure or cause such access to be gained to any office or other facility of the University College or University College official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person;

i. to steal a mate's solution to assignment; or

k. to steal a mate's answer script.

l. to forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record is in print or electronic form; or

m. to engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

A graduate of the University College may be charged with any of the above offences committed knowingly or ought to have known while he or she was an active student, when in the opinion of the University College, the offence would have resulted in a sanction had it been detected at the time it was committed.

1.2 NON-ACADEMIC OFFENCES

Without prejudice to the application of the national laws by the University College, no junior member (as defined by the Statutes) of the University College shall:

a. assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person (assault and battery)

b. cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;

c. create a condition that unnecessarily endangers the health or safety of other persons;

d. threaten or cause any other person with damage to such person's property, or cause any other person to fear damage to his or her property;

e. engage in a course of vexatious conduct that is directed at one or more specific individuals, and - that is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship,

sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals; - that is known to be unwelcome; and - that exceeds the bounds of freedom of expression or academic freedom as these are understood in University College policies and accepted practices, including but not restricted to those explicitly adopted;

f. cause by action, threat or otherwise, a disturbance that the member knows or ought to have known obstructs any activity organised by the University College or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent;

g. steal, knowingly take without the intent of returning, destroy or damage premises or any property of the University College;

h. destroy or damage information or intellectual property belonging to the University College or to any of its members;

i. in any manner whatsoever, deface any property of the University College;

j. knowingly possess effects or property of the University College appropriated without authorization;

k. create a condition that endangers or threatens destruction of the property of the University College or of any of its members;

l. knowingly use any facility, equipment or service of the University College contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause;

m. knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system;

n. knowingly or maliciously bring a false charge against any member of the University College;

o. counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes;

p. deface the trees on campus with advertising or other material or notices howsoever described without authorization;

q. sexually harass, assault or rape a person. Without prejudice to the generality of the above, it is an offence for a member of the University College to sexually harass another member of the University College by engaging in unwelcome or unwanted or unsolicited behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing;

r. irresponsible environmental or sanitary conduct/behavior;

s. produce or distribute pornographic material on the premises of the University College; or

t. indecently expose himself or herself in or outside the University College;

No person found by a disciplinary committee of the University College to have committed an offence under these Regulations shall refuse to comply with a sanction or sanctions imposed under the procedures of the Statutes of the University College.

In addition to offences stated above, it shall be an offence for a Junior Member to:

i. Cultivate, possess, use or peddle narcotics and other drugs as listed in the Schedule to the Narcotic Drugs (Control, Enforcement and Sanctions) Act, 1990 (PNDCL 236) and any other subsequent amendment thereto.

ii. Willfully cause damage to University College property or the good name of the University College and incite others to cause such damage.

iii. Publish defamatory material which brings the school's image or reputation into disrepute.

iv. No smoking as a junior member.

v. Throw any person into ponds in the University.

vi. Possess and use firearms and dangerous instruments or weapons that can cause bodily damage or harm on campus and other public places.

vii. Unauthorized and unregulated trading on campus.

viii. Make undue noise within the University College precincts. In particular, the hours between 10.00 p.m. and 6.00 a.m. are to be regarded as hours of quiet, provided that this rule shall not apply where permission to organize a function has been granted by the Head of Hall or Dean of Students.

2.0 USE OF VEHICLES

a. Any Junior Member who wishes to use or keep a vehicle on the campus of the University College must obtain permission from the Dean of Students and or the Senior Tutor of the Hall. The permit should be posted on the vehicle after the approved fee has been paid.

b. The University College accepts no responsibility for such vehicles, or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

c. The University College does not provide garages for student' vehicles. Any arrangement for garaging such vehicles in the University College should be made privately by the owners.

3.0 COLLECTION OF MONEY

Permission to make general collections of money other than for club subscriptions and cinema shows or parties must be obtained from the Dean of Student Affairs/Senior Tutors of the Halls. Junior Members are advised to ask to see the license or other valid authority by any collector of money from the University College.

4.0 THE DEAN OF STUDENTS AFFAIRS

a. The Dean of Student Affairs is responsible for the welfare and discipline of students on campus. The Dean works in close collaboration with the Students' Representative Council (SRC), the Halls/Hostels of Residence, the Careers and Counseling Centre and the Sports Directorate.

b. For the efficient running of the office, the Dean of Student Affairs shall be assisted by an Advisory Board comprising:

i. All Senior Tutors and Hostel/Hall Managers

ii. A representative of students of the University College elected by the Students' Representative Council

iii. The Director, Public Affairs Directorate or his/her representative

5.0 RULES AND PROCEDURES RELATING TO DISCIPLINE

a. If a student violates Hall/Hostel regulations, disciplinary measures shall be taken by the authorities of the hall to which he/she belongs.

b. i. There shall be a disciplinary board or committee for Junior Members.

ii. A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Disciplinary Officer or the Registrar and shall make appropriate decisions on the charges including sanctions. The Rector shall implement the decisions of the disciplinary board or committee in accordance with these Statutes.

iii. The Registrar or other authorized University College official shall cause to be investigated an allegation of misconduct referred to him/her by the Disciplinary Officer.

iv. Where the investigations confirm the misconduct, and applicable sanctions recommended, disciplinary proceedings shall be instituted. The Disciplinary Officer shall ensure the effective and immediate implementation of the said sanctions.

v. For the avoidance of doubt, it shall not be necessary to conduct an investigation of alleged misconduct where the University College is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Disciplinary Officer.

vi. Where a disciplinary action concerns a person who is a member of the disciplinary committee, the Rector shall replace that person with a suitably qualified alternative.

- vii. The Registrar shall appoint a disciplinary committee to deal with any matter of discipline affecting junior members which shall comprise: - two senior members (at least one lecturer and one administrative officer), and who shall be designated as chairman by the Registrar; - one student nominated by the Students' Representative Council; nominated by the University College, one senior member to be appointed by the Registrar taking into account the subject matter of the proceedings.
- viii. A disciplinary proceeding in respect of a junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University College or examinations and to take appropriate action including disciplinary sanctions.
- ix. The Registrar shall provide secretarial services to the disciplinary committee.
- c. The University College shall appoint a Disciplinary Officer not below the rank of an Assistant Registrar who shall be responsible for prosecuting junior members accused of breaching the provisions of any enactment.
- d. No charge shall be laid except with the approval of the Rector.
- e. A charge shall be in writing, addressed to the accused, signed by or under the authority of the Disciplinary Officer and filed with the Secretary to the disciplinary board or committee. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairman.
- f. Upon receipt by the Chairman and the Secretary of a charge which appears to be in proper form, the Chairman shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing to the accused. The Chairman shall ensure that the proceedings are conducted with due dispatch.
- g. The Rector shall implement the decisions of the Disciplinary Board or Committee.
- h. Disputes between Students of Different Halls: Where disputes arise between students from different Halls, the Tutors of the students involved shall attempt to resolve the dispute. Should their attempts fail, the matter shall be referred to the Senior Tutors of the Halls involved. Should the dispute persist, the matter shall be referred to the Dean of Student Affairs.

6.0 SANCTIONS

a. One or more of the following sanctions may be imposed by the Disciplinary Committee upon the conviction of any junior member found guilty of an offense charged:

- i. written reprimand;
- ii. an order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation, such a sanction shall be imposed only for minor offences and where the student has committed no related previous offence;
- iii. assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed (as deemed appropriate by the committee);
- iv. a reduction of the final grade in the course in respect of which the offence was committed (as deemed appropriate by the committee);
- v. denial of privileges to use any facility of the University College, including library and computer facilities;
- vi. a monetary fine;
- vii. suspension from a course or courses, a programme, an academic unit or division, or the University College for such a period of time up to five years as may be determined by the Disciplinary Committee;
- viii. expulsion from the University College. Expulsion shall mean that the student shall be permanently denied registration in any of the University College programmes;
- ix. disqualification from contesting elections or removal from any office in the University College; or

b. For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so-ever described, the University College shall have the power to cancel or withhold or withdraw any award at any time it becomes known that:

- i. a candidate had gained admission into the University College with false qualifications;

or

- ii. a candidate had impersonated someone else, or
 - iii. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
 - iv. a candidate had engaged in any other conduct which in the opinion of the University College would have resulted in the cancellation or withdrawal of the award.
- c. The decision to cancel, withhold or withdraw an award shall be made by Council on the recommendation of the Academic Board.
- d. The Rector shall have authority to order that any sanction imposed by the committee be recorded on the student's academic record and transcript. The decision of the Rector shall be reported by the University College in the University College Bulletin and, where appropriate, in the national media.

7.0 APPEAL AGAINST DISCIPLINARY ACTION

- a. Any Junior Member who is aggrieved by any disciplinary action may appeal to the University College's Appeals Board.
- b. The Appeals Board shall hear and determine appeal matters on
- i. acts or omissions in contravention of the Act or the Statutes of the University College enacted by the Council of the University College;
 - ii. grievances by students against the University College on matters related to welfare and discipline; or
 - iii. any other matter or dispute referred to the Board by the Council.
- c. The University College's Appeals Board shall consist of:
- i. The Vice Rector;
 - ii. Two lawyers of at least ten years standing at the Bar who are persons of high moral integrity one of whom shall be a woman; and

- iii. Two persons who are not legal practitioners or employees of the University College who are persons of high moral integrity one of whom shall be a woman.
- d. The Chair of the Appeals Committee and two other members shall constitute a panel for the hearing and determination of the appeal before the committee.
- e. The Chair's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the Chair of the Appeals Board and the Chair's alternate shall have the same authority and powers as the Chair.
- f. The Council shall establish the rules and procedures which govern:
- i. the operations of the Board/Committee;
 - ii. the appointment and remuneration of its members;
 - iii. the functions of the Chair's alternate;
 - iv. the establishment of the Secretariat of the Board;
 - v. the co-opting of members to the Appeals Board; and
 - vi. any other relevant matter.

8.0 EXAMINATIONS

8.1 ELIGIBILITY FOR EXAMINATIONS

- a. A full-time student shall attend all such lectures, tutorials, seminars and practicals and undertake all other activities and assignments as are approved by the University College in addition to those prescribed for the courses for which he/she has registered.
- b. Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfill the requirements for any course shall not be allowed to take the examination for that course.
- c. A student who is absent for a cumulative period of 25% from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit the semester examination.

8.2 REGISTRATION FOR EXAMINATIONS

1. Registration for the University College's examination shall require endorsement of the Registration List by the Dean of Faculty to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.
2. In the event of the withholding of an endorsement, the Dean of Faculty shall request the appropriate School Management Committee to confirm the action taken.
3. Where applicable, candidates shall have up to 3 weeks (21 days) from the commencement of the semester within which to ADD or DROP courses.
4. Students whose names do not appear in any course list shall not be allowed into the end-of-semester examination for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded.

8.3 SEMESTER EXAMINATIONS

- a. Each course, with the exception of a project work/long essay/thesis/dissertation, shall normally be completed in one semester.
- b. A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester.
- c. The marks obtained in the end-of-semester examination shall constitute 60% of the grade for the course while continuous assessment constitutes the remaining 40%, except for practicals or other courses which are assessed entirely by continuous assessment.

Time allotted to examination papers shall be as follows:

Each course shall have a maximum of three (3) credit hours and three hours for examination.

8.4 STUDENT IN GOOD STANDING

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.00.

8.5 PROGRESSION AND WITHDRAWAL

8.5.1. REGULATIONS FOR PROGRESSION

- i. A candidate shall be deemed to have satisfied the requirements for progression if he/she has obtained a CGPA of 1.00 or better overall in all examinations determined at the end of each academic year.
- ii. The candidate shall have satisfied School/Departmental requirements for entry to subjects at the next level.
- iii. There shall be no probation.
- iv. A candidate who does not qualify to progress to the next level on the basis of the above stated reason shall be asked by the Registrar to withdraw from the University College.

8.5.2 DEFERMENT OF EXAMINATION

On Grounds of Ill-Health:

a. A student who has satisfied all the requirements as prescribed in Section 8.5.1 but is unable to take the main (end-of-semester) examination on grounds of ill-health, shall, on application to the Registrar, and on provision of a Medical Certificate issued by the Director of University College Health Services, be allowed to defer the semester examination and take the examination at the next offering. Subsequent applications for deferment on grounds of ill-health shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

b. On Grounds other than Ill-Health: In cases of requests for deferment on grounds other than ill-health such as family emergency, travels based on reasonable grounds and inability to meet financial obligations, the appropriate Head of Department shall invite the applicant for an interview and advise the University accordingly. It shall be the student's responsibility to satisfy the University College beyond reasonable doubt why he/she wishes to defer the examinations.

c. In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the University College.

d. Students who defer must return to the institution to continue their academic year at most one year after the deferment. Failure to do so will result in automatic withdrawal from the institution.

8.5.3 DECLARATION OF RESULTS

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

A result slip indicating the student's performance in the examination may be accessed through the student portal on the University College's website www.aucre.edu.gh.

8.5.4 REPEAT EXAMINATION

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

However, the rules regarding grading stated above shall apply to determine the grade.

9.0 UNIVERSITY EXAMINATIONS INSTRUCTIONS TO CANDIDATES (Extract from the Statutes on Regulations Governing University's Examinations)

1. A candidate for the University College's Examination must have followed the approved course over the required period, and must have registered for the examination.
2. It is the duty of the candidate to consult the daily time-table at least 24 hours ahead of time.
3. A candidate who reports for an examination more than half an hour after its commencement shall be refused entry to the examination.
4. It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator, an eraser or other approved material as needed. It is also the candidate's responsibility to ensure that he/she is given the right question paper and other material needed for the examination.

5. An examination candidate shall not bring to the Examination Hall/Room or to the wash-room of the Examination Centre any book, paper, written information or cellular/mobile phones, tablets or any other material, device or instrument not expressly authorized for the purpose of the examination.
6. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the Chief Invigilator to submit to a body search.
7. Smoking and drinking of alcoholic beverages is not allowed in the Examination Room/Centre.
8. No candidate shall enter the Examination Room until he/she is invited and/or requested to enter the Examination Room by the Chief Invigilator and/or his or her representatives.
9. Candidates shall uphold the highest standard of civility and courtesy in an Examination Room/Centre, and shall not flout the instruction(s) of a Chief Invigilator or Invigilator or misconduct themselves in any manner.
10. An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her a valid Adonai University College of Research and Entrepreneurship student identity card which shall be placed on the examination table to enable the Invigilator ascertain the identity of the person writing the examination. A defaced student identity card shall not be deemed valid for the purpose of identification.
11. The Chief Invigilator shall refuse any candidate without a valid Adonai University College of Research and Entrepreneurship student identity card entry to the Examination Room.
12. No communication between candidates is permitted in the Examination Room.
13. A candidate shall not pass, attempt to pass or receive any information, material, device or instrument from another candidate during an examination.
14. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
15. A candidate shall not in any way disturb or distract any other candidate during an examination.
16. A candidate shall not have any writing on any part of his/her body or clothing.

17. A candidate shall not plagiarize by presenting another person's work as though it were his/her work

18. A candidate may attract the attention of the Invigilator by raising his/her hand.

19. A candidate may leave the Examination Room temporarily, only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself/herself that the candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the Examination Room by an Attendant designated by the Invigilator.

20. A candidate who finishes an examination ahead of time may leave the Examination Room but not earlier than 30 minutes from the commencement of the examination and not later than 15 minutes to the end of the examination, and only after surrendering his/her answer book(s) and signing the attendance register. The candidate shall not be allowed to return to the Examination Room thereafter.

21. At the end of each examination, a candidate shall ensure that he/she does not take away any answer books, whether used or unused, from the Examination Room.

22. A candidate should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Chief Invigilator. A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.

23. A candidate who fails to be present at an examination without any satisfactory reason shall receive a Failure grade in that paper. Reasons which may not normally be accepted as excuses for being absent from any paper at the University College Examination include but are not limited to:

- a) mis-reading the time-table;
- b) forgetting the date or time of examination;
- c) inability to locate the examination hall;
- d) inability to rouse oneself from sleep in time for the examination;

- e) failure to find transport;
- f) any medical condition which has not been certified by the Dean of Students.

24. Provisional results of the University College Examinations may be posted on the University College Notice Boards and/or the MIS web portal on the University College's website, or any approved platform. It shall be the responsibility of the candidate to consult the University College Notice Boards, the student portal and any other approved platform for the provisional results of any examination taken.

25. A candidate who is not satisfied with the results of the University College Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee of GHC500.00 per paper.

26. An application for a review of examination results shall be submitted to the Registrar not later than 21 days after the release of the said results as approved by the Board of Examiners, and should state the grounds for review.

27. An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.

28. No action shall be taken on an application which is submitted outside the time stipulated except with a certified authority note and a photocopy of the student's ID card.

29. Review shall not proceed unless the Review Fee is fully paid.

30. If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University College Examination for a stated period or an indefinite period.

31. The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.

32. No application whatsoever for review of academic award conferred or not conferred by the University College shall be entertained later than 5 (five) years after completion of programme.

10.0 EXAMINATION MALPRACTICE OR OFFENCE (Extract from the Statutes on Regulations Governing University's Examinations)

1. An Examination malpractice or offence shall include any attempt on the part of a candidate, conspiring with another candidate, or aiding or abetting or facilitating any candidate to gain an unfair advantage in the examination, and any breach of the Examination Regulations and Instructions to candidates.

2. An examination offence shall include but not be limited to the following:

- **Cheating**, by any means, attempting to cheat or assisting another candidate to cheat.
- **Impersonating** an examination candidate, or allowing one-self to be impersonated.
- Opening the examination paper before the examination has commenced person.
- Having any writing on any part of a Candidate's body or on his or her clothing.
- Carrying unauthorized material to the examination hall and/or having unauthorized material on his/her person.
- **Communicating** or attempting to communicate with other candidates or any other person without permission of the Invigilator or other authorized person while inside the Examination Room.
- **Plagiarism** that is presenting another person's work as though it were the Candidate's work.
- **Continuing** to write after the examination has officially ended.

11.0 SANCTIONS FOR EXAMINATION MALPRACTICE OR OFFENCE (Extract from the Statutes on Regulations Governing University College Examinations)

A breach of any of the Regulations or Instructions to Candidates herein may attract one or more of the following sanctions and/or any other sanction prescribed by the Statutes of the University College unless a specific sanction has been prescribed for the said breach:

1. A reprimand
2. Loss of marks
3. Cancellation of Candidate's marks for the examination paper in issue (in which case zero shall be substituted for the mark earned)
5. Cancellation of Candidate's marks for the whole course concerned, with the possibility of not being permitted to redeem the failure until the next academic session.
6. Cancellation of Candidates' marks in all of Candidates' courses for that particular level of study, with the possibility of being disqualified from sitting any future University examination.
7. Withholding of results for a period - Award of Grade X.
8. Award of Grade Z leading to failure in the entire semester's examination.
9. Being barred from a University College Examination for a stated period.
10. Being barred from a University College Examination indefinitely.
11. Suspension from the University College.
12. Expulsion from the University College.

Notification of relevant professional bodies of the offence which may lead to inability to practice in a particular profession.

SKILLS FOR EMPOWERMENT

12.0 PROCEDURES FOR HANDLING EXAMINATION MALPRACTICE OR OFFENCE Extract f(rom the Statutes on Regulations Governing University Examinations)

1. Processing of cases as reported by Chief Invigilators: The Chief Invigilators shall submit their files on reported cases of examination malpractice/offence to the Academic Affairs Office after the examinations. A week after the last paper of the semester's examinations, the Academic Affairs will sort out the cases into the three faculties and forward them to the respective Deans who in turn, through the Academic Officers will extract the cases for the respective Inter-School Committee on examination malpractices. The extraction of the cases should be completed within

two weeks after receipt of the files and strictly monitored by the Dean of Faculties to ensure the integrity of the process. Copies of the case files shall be kept in the Academic Affairs Office.

2. Letters to students and their response letters to students stating their offenses should be sent from the Deputy Rector's office after review by Examination Officers in the Departments. Students who do not appear or respond on the date indicated in the letters of invitation will have their cases heard without them. The dates for hearing of cases will be included in the Schedule of Meetings of the Department.

3. Date of meetings: The Inter-Faculty Committee on Examination Malpractices (IFC) shall meet at least twice in an academic year. The first, which is expected to be a series of meetings to hear cases of second semester examinations, should be held and completed in August and the second in March to hear cases of the first semester's examinations. The IFC may meet at such other times that they may deem necessary.

4. The Joint Examiners Board Reports from the IFC shall be sent to the Deputy Rector not later than two weeks from the date all cases are determined by the IFC. The Deputy Rector shall place them before the Joint Examiners Board not later than two weeks from the receipt of the report from the IFC. The Joint Examiners Board shall review all reports from the IFC and submit a report within two weeks.

5. In all instances of examination malpractice or offence, a formal report from the Joint Examiners Board shall be made to the Academic Board for a decision to be made. The Academic Board may review all such reported cases and may vary the recommended sanctions as it deems fit.