

GUIDELINES ON RULES AND REGULATIONS FOR STUDENT CONDUCT AND DISCIPLINE FOR A PROPOSED UNIVERSITY

1. Preliminary

There should be preliminary provisions clearly laying out the following:-

- Definitions, with regards to terms such as a student, discipline etc.
- Organ/Department of the university entrusted with making the rules and regulations.
- University Department entitled to enforce them.
- Time frame when the rules would come into force and duration over which they will be binding to student.
- Student organization entrusted with duties of promoting student welfare etc.

2. Provisions for conduct of students

2.1. Attendance, e.g.

- Punctuality
- Lateness
- Absence etc

2.2. Obligations, e.g.

- Towards the general public, e.g. in times of riots, in case of issuance of information to press, etc
- Among themselves
- Towards teaching staff
- Towards Administration

2.3. Rights, e.g.

- Rights of students
- Human rights
- Rights to medical facilities, vehicle on campus

2.4. Dignity, e.g.

- Upholding the dignity of the institution
- Dressing codes

2.5. Usage of Equipment, e.g.

- Laboratory equipment, clinical equipment, computers etc
- 2.6. **Utilization of utilities/ facilities**, e.g.
 - Use of water, light, telephone, etc
 - Parking and traffic, etc
- 2.7 **Regard for property**, e.g.
 - Regard to institutions property
 - Regard to property of others
- 2.8 **Honesty**, e.g.
 - Academic Honesty
- 2.9 **On-Campus** (conduct)
- 2.10 **Off-Campus** (conduct)
- 2.11 **Study Environment** – upholding and respecting the rights of others to study.
- 2.12 **Safety**, e.g.
 - Not giving false alarms, starting fires willfully
 - Caring for others safety and self
- 2.13 **Harassment**, e.g.
 - Sexual harassment, psychological
- 2.14 **Alcohol/ Drug Abuse** etc

3. **Provisions concerning student Discipline**

Disciplinary offences such as:

- 3.1 Fighting
- 3.2 Theft
- 3.3 Sexual Harassment
- 3.4 Lateness
- 3.5 Assault
- 3.6 Absenteeism
- 3.7 Possession of illegal items/ things e.g. weapons, illicit brew, etc
- 3.8 Smoking in unauthorized areas
- 3.9 Gambling on university property
- 3.10 Falsifying records etc.

4. **Provisions for Disciplinary Process**

There should be provisions on how

- To deal with student complaints
- Mechanisms for dealing with grievances
 - Ensure fair treatment of students
 - Deal with student complains
 - Resolve problems

5. **Provisions on penalties for misconduct**

There should be provisions for-

- 5.1 Warnings/counselling
- 5.2 Oral or written reprimand
- 5.3 Suspension
- 5.4 Expulsion, etc

6. **Provisions for Appeals against disciplinary and penalties**

- Rights of Appeal by students
- Appeal Body
- Procedure of Appeal

7. **Miscellaneous Provision**

Students subscribing to the Rules and Regulations.