

RULES AND REGULATIONS

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1.0 PREAMBLE

This handbook is to help students understand how the Jayee University College is organised, what role is expected of them, and how they can make most of their stay in the College. Rules and regulations affecting students shall be made by the Academic Board, in accordance with the Statutes of the Colleges and promulgated by the President. In addition, each department and the students' representative council (SRC) of the College may issue its own rules governing the conduct of students within its domain, as long as they are not inconsistent with the general rules made by the Academic Board. The academic Board must approve such rules.

Copies of all regulations shall be deposited with the President, Registrar the Dean of Students affairs, Deans of programmes and heads of department. These rules and regulations apply to, and are binding on, all students. Ignorance of the rules and regulations or any public notice shall not be accepted as an excuse for any breach of discipline.

Every student, on enrolment, shall be required to obtain a copy of such rules and regulations as they are, for the time being in force. All cases of breach of discipline will attract sanctions, which may involve a fine, suspension or dismissal. The President shall be the ultimate authority on all disciplinary matters. The College is a pluralistic community. It is therefore, necessary that a standard of proper conduct be adhered to so that one member's freedom does not impinge on another member's rights. Students are expected to maintain discipline and courtesy and refrain from actions likely to cause embarrassment to College and to one another.

2.0 REGISTRATION

All students, residential and non-residential, are expected to register in their Halls of residence/ Affiliation, Departments and Academic affairs sections within the period advertised.

The appropriate hall and departmental registration forms will be used and must be endorsed respectively by the Hall manager and Head of Department.

- Registration for fresh students shall be considered complete unless a medical examination has been passed.
- A fine, determinable from time to time and advertised, shall not be imposed, for each day after the deadline for registration, on both fresh and continuing students.
- No registration shall be allowed beyond two weeks after close of registration.
- Students who fail to register will automatically lose their student status.

3.0 ORIENTATION FOR FRESH STUDENTS

Orientation for fresh students takes place at the beginning of the academic year and freshmen/women are required to be present. The purpose of the orientation may be as follows:

- To welcome the fresh students and help them to adjust and adapt.
- To explain the registration procedure to them.
- To expose them to facilities available in the College to make education a rewarding experience.
- To advertise the rules and regulations that governs the relationship between the students and SRC.
- To let students know their rights, privileges, obligations and responsibilities in relation to authorities and statutory bodies.
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4.0 ATTENDANCE AT LECTURES AND EXAMINATIONS

Students are required to attend all lectures, tutorials, practical classes and perform all written and practical classes and preform all written and practical activities specified for their course of study.

They shall write all examinations as the Department of the College may, from time to time, require.

Students who are absent from lectures, tutorials and practical classes for a cumulative period of 21 days or more in one semester will be deemed not to have satisfied the attendance requirements for the semester. Such students shall be required to withdraw from the College.

They shall be permitted to write the end of semester examination.

They may be re-admitted only following a favourable consideration of an application.

A student who absents himself/herself for a cumulative period between 10 and 20 days shall be cautioned by the Head of department.

In cases of absence involving non-attendance at lectures, tutorials or practical classes, permission shall be sought in writing, by the student from the head of department concerned.

5.0 USES OF ACADEMIC DRESS

5.1 All students are required to wear the academic dress appropriate to their status on the following ceremonial occasions:

- a) Matriculation
- b) Congregation and

- c) Other occasions as required.

6.0 CHANNELS OF COMMUNICATION

All students shall follow the following procedure to have their academic and non-academic requests met and their complaints resolved. No student or group of students shall deal directly with the President except through the procedure and channel, slated from the top of each subsection, as shown below.

7.0 ACADEMIC MATTERS

- Class secretaries/representatives
- Academic counsellors
- Heads of department
- Dean of studies
- Registrar
- President

All matters affecting students collectively should go to the institutional student – staff consultative committee

Non – academic matters

- SRC
- Dean of students' affairs
- Registrar
- Dean of programmes
- President

Hostel matters

Students as a collective body

- Hostel administrative assistant
- Hostel manager
- Dean of student's affairs
- Registrar
- Dean of programmes
- President

Individual students:

All requests, notifications and complaints from individual students, the channels

- Hostel administrative assistant
- Hostel manager
- Dean of students' affairs as the case may be, (if the matter is still unresolved).

Student Representative Council (SRC)

- a) All request, notifications and redress of grievances affecting the student body as a whole should pass through the Dean of Students' Affairs to the appropriate officer.
- b) Where special committees exist, grievances should be channeled to those committees in the first instance.

8.0 ADMISSION TO THE HOSTEL

- Accommodation in the hostel shall not be automatic.
- Any student who wishes to transfer from one room to another may do so only once, but with the prior consent of the Hostel manager.
- All students accommodated in the hostel are expected to stay in residence till the end of the semester.
- All students offered accommodation must, on arrival, sign a Residence Book.

9.0 ARRANGEMENT AT THE END OF SEMESTER

- All students accommodated in the hostel are expected to stay in residence till the end of the semester. Any member who, by necessity, has to leave before the end of the semester must seek permission in writing from the hostel manager.
- The College officially closes on the last day of the semester. Residential students shall leave the hostel within 24 hours of that day, unless an exemption has been granted by the hostel manager.

Failure to comply will attract the commercial rate in force at the time for each day the student holds the key.

- Every residential student must sign a residence book before departure. Failure to do so will attract sanctions from the hostel manager.
- No residential student is permitted under any circumstance to go away with the key to his or her room or leave his/ her belongings in his/her room during holidays.

10.0 REGULATIONNS ON KEYS, VISITORS AND EXEAT

- No residential student shall keep a duplicate key to his/her room. Breach of these rules shall lead to loss of the residential status.
- Residential students shall not be allowed to live in the Hostel with their families or friends. Any breach will lead to loss of the accommodation.
- Residential students leaving campus should sign a departure book. Upon their return, such students are required to check in.
- In their own interest, any student travelling should have his/her identity card on him/her. He/she may find it useful in times of trouble or in cases of emergency.

- No visitors shall be allowed to stay in the hostel. Students who harbor unauthorized visitors shall be given/written warning by the hostel manger. Persistent offenders will lose their residential status.

11.0 NOISE-MAKING

- Students shall maintain, at all times, a kind of environment that supports the basic academic enterprise.
- To maintain a suitable environment, it is desirable that the campus is kept as quiet as possible, at all times. Students shall not make undue noise on the campus, especially from 10.00 p.m. to 6.00 a.m. This rule may be relaxed for purposes like the SRC week celebration.
- Radios, stereophonic instruments and musical instruments may be used quietly, subject to such regulations as made by the College.
- If the above regulation (7.17) is not observed, the privilege may be restricted or, in serious cases, withdrawn by the hostel manager.
- Club, society, religious and political meetings shall not be held in students rooms.
- Breach of any of these regulations will attract a fine, to be determined from time to time by the hostel council in the first instance, and loss of residential status for subsequent breach.

12.0 DRUNKENNESS

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

13.0 SMOKING

- Smoking is forbidden in all public places on campus. Offenders will be warned in writing by the Dean Students’ affairs.
- Smoking is not allowed in students rooms. Breach of this rule will lead to loss of Hostel accommodation.

14.0 DAMAGE TO/MODIFICATION OF COLLEGE PROPERTY

- Students shall not interfere with the electrical installations in their rooms or any part of the College.
 - i. First offenders will be warned in writing, by the Hostel Manager/
 - ii. Subsequent breach will lead to loss of Hostel accommodation.
- Students are liable for any loss of or damage to furniture, fittings or equipment of any kind caused by them.
- Breach of any of the rules will attract a penalty (to be determined by the College authorities), in addition to payment of cost of repairs.

15.0 TRANSFER OF INSTITUTE PROPERTY

- No student shall displace or transfer College property of any kind (e.g. furniture and fittings) without prior permission from the appropriate authorities.
- Sanctions, including cost of replacement, loss of accommodation, suspension and dismissal, shall be applied for breach of any of the regulation.

16.0 LIVING OUTSIDE THE HOSTEL

- Students, who have been given residential accommodation on campus but want to stay in town, must obtain prior written permission from the hostel manager. A student who disregards this regulation will lose his/her residential status.
- Non-residential students may report their grievances to SRC, the Dean of Students' Affairs or the Students Residential Management Committee.

17.0 KEEPING THE ENVIRONMENT CLEAN

- It is expected that all students will keep the environment clean and tidy at all times and refrain from degrading the surroundings.
- No student should throw water from the balcony.

18.0 PUBLICATIONS

The following shall govern all student publications;

- The Dean of Students' Affairs will be informed of any intention to produce a student publication. Approval shall be duly given by the Registrar before publication.
- Copies of each publication shall be deposited with the President, Dean of Programmes, Registrar, Dean of Students' Affairs, the Library and SRC.
- Each issue of a publication shall indicate the names of the Editor(s), members of the Editorial Board and the publishers.
- Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- The Editorial Board shall ensure that no publication has elements of obscenity, derogatory and libelous statements, personal attacks, falsehoods or any statement that may cause disharmony.

- The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

19.0 COMMUNICATION WITH GOVERNMENT MINISTERS, EMBASSIES AND THE MEDIA

- Students are not allowed to have direct communication with the media, any Ministry or Embassy on any matter affecting College life, policy and administration.
- All formal communication on College matters should be forwarded through the Dean of Students' Affairs to the Registrar.

20.0 DEMONSTRATIONS, RALLIES, PROCESSIONS (DRAP) EITHER ON OR OFF CAMPUS

- Students wishing to organize start or end a DRAP shall seek permission in writing from the Registrar in writing with copies to the President, Dean of Students Affairs.
- The written application should reach the Registrar at least 48 hours before the DRAP is due to commerce.
- The publication shall state the purpose of the DRAP, the name(s) of the organizer(s), the organizing body and the duration of the DRAP.
- A DRAP shall be held at a place or places approved by the Registrar. Route marches shall avoid abstracting the flow of traffic and the movement of pedestrians.
- During a DRAP, nothing shall be done or said that may provoke violence.
- The organisers of a DRAP shall be held jointly and severally responsible for any act of violence or breach of College rules and regulations that occurs during the DRAP.
- Participants in a DRAP shall be held collectively and individually responsible for any act of lawlessness or destruction that occurs during the DRAP.
- The Registrar may prescribe conditions, restrictions or limitations that he considers appropriate in any given situation.
- Students wishing to stage a DRAP outside the campus shall inform the police with copies to the Dean of Students' Affairs and SRC
- Students wishing to organize a DRAP outside the College shall notify the Registrar in writing through the Dean of Students' Affairs and SRC with copies to the President, for their information.
- Participants and organizers of a DRAP outside the College shall be deemed to have familiarized themselves with the laws of the country on DRAP.
- No DRAP shall be allowed between the hours 6.00p.m. and 6.00a.m. Exceptions may be granted depending upon the circumstance.
- The granting of the permission to embark on a DRAP shall not prejudice the position of the College vis-avis the objectives of the DRAP.
- The authorities shall grant group exits to participants in DRAP staged outside the campuses only after satisfying themselves that adequate notice has been given the police.

- Before a DRAP begins, any student who disagrees with the move and wishes to be disassociated from it may do so by writing to the hostile manager/or Academic Board disassociating himself/herself from the particular DRAP.
- Any contravention of the above stated regulations on DRAP will attract a fine, suspension or dismissal. In addition, any damage caused to property shall be repaired or replaced by the offending student(s)

21.0 REGULATIONS FOR STUDENTS ON OR OFF CAMPUS

- Every member of the College is bound by the laws of Ghana. The walls of the College do not protect anyone from the application of the laws of Ghana.
- All regulation of the College is consistent with the laws of the nation and will be enforced accordingly. The College will therefore not permit the behaviour by any student, whether on or off campus, that contravened the laws of Ghana.
- Every member is expected to use the officially-approved channels of communication and to follow the laid down procedures to resolve grievance.
- For the presentation of formal petitions, resolutions, protests, etc. the residence of the officers of the College are out of bounds. All formal negotiations should take place in the offices of such official or at designed venues.
- In all matters of negotiation, the administration will meet only the accredited representatives of recognized student organizations and agreements reached are deemed to binding on both sides.

22.0 TRADING

- No trading, including sales of food items and alcoholic beverages shall take place in the hostel.
- Any student who trades in the hostel does so at his/her own risk
- Any student who violates 25.1 shall be warned in writing in the first instance. Subsequent violations will attract confiscation of the items and or loss of residential status. Hawkers are not allowed to sell on the hostel. Any student who patronizes any hawkers in the hall shall lose his/her residential status.

23.0 EXCURSIONS

All excursions organized by students shall be governed by the following regulations.

- The decision to undertake the trip should be taken at a general meeting of the club or society.
- Written permission for an excursion or an educational tour should be sought from the Dean of students' affairs or the Head of Department concerned. The application letter should contain the list of those undertaking the trip.
- No student shall take part in any excursion organized outside or inside the College without prior permission from the authorizes.

- The purpose of any trip should be related to the aims and objectives of the club or society.
- There should be evidence of correspondence between the club/society and the institutions or establishments.

24.0 CLUBS AND SOCIETIES

- Applications for the formation of a club or society should be forwarded to the Dean of students affairs through the student representative council who will place the request before the students' residential management committee for considerations. The application should state the names of the founding members, officers and patrons. It should also include the constitution of the society and its proposed activities.
- With the exception of a subject association, a society, union or an association can be given the mandate to operate only if it is open to all students. This mandate can be withdrawn if the club or society is found to be operating contrary to its approved objective.
- Students societies shall be of two kinds.
 - a) Recognized societies
These are societies that help in the promotion of the individuals own desire and aspirations, (e.g. Religious organization)
 - b) Approved societies.
These are societies whose objectives help the College in the attainment of its broad objectives (e.g. Department clubs)
- Every approved society must have a senior member of the College as its patron.
- The Treasurers of each approved society must present to the Registrar, through the Dean of students' affairs, a detailed annual financial statement. The annual financial statement must be duly signed by the Financial Secretary and the President of the society.
- The names of the executive members of each society shall be forwarded to the Dean of students affairs and the students representative council
- Before the arrangements are made to invite guest speakers or artistes from outside the College to address a meeting or give entertainment, a formal written request must be made until permission is granted.
- All requests, on behalf of members of a new club or society for recognition or approval should pass through the Dean of Students to the Registrar.
- Cases requiring settlement of grievances shall go to the patrons of the club or society. Unresolved grievances shall be referred to the Dean of students Affairs.
- The assembly hall and certain other rooms are available under certain conditions of the meeting. In all cases, permission for use must be obtained from the head of department concerned. At least, 48 hours' notice must be given.
- The officer granting the permission reserves the right to impose conditions pertaining to the use of such premises.

25.0 ARMS AND AMMUNITION

- No student is allowed to possess any form of arms or ammunition, whether licenced or unlicenced, on campus.

26.0 DRUGS

- Possession of, and indulgence in, hard drugs on any part of the College are prohibited.

27.0 UNAUTHORISED USE OF COMBUSTIBLE SUBSTANCES

- Students are warned against the use of combustible substances such as petrol or gas in the halls.

28.0 IDENTITY CARD

- Each Student of the College should always endeavor to carry his/her identity card of the College.
- In case of suspension, dismissal or withdrawal, the student concerned should surrender his/her identity card to the Registrar.

29.0 RULES, DISCIPLINARY AND SANCTIONS

- The officers of the College who have direct responsibility for the discipline of students in the Hostel are the Hostel Managers.
- Disciplinary measures shall be taken by the authorities of the Hostel against any student violating Hostel regulations.
- Head of Departments are responsible for discipline in their respective Department.
- It shall be an offence to disobey these officers in the discharge of their official duties.
- Students who flouts the Statutes and regulations of the College shall be disciplined, with the consent of the President.
- The operation of the College regulations is without prejudice to the application of the general laws of the land which apply also to all persons in the College.
- If a student violates any regulation of the College, outside the Hostel, it shall be reported to the Dean of Students Affairs who will notify the Hostel Manager concerned for appropriate Sanctions.
- For serious offences (or offences involving a group of students) the Dean of Students Affairs shall appoint a Committee to investigate the matter and apply disciplinary sanctions or make recommendations to the President.
- It shall be an offence for a student or group of students to 'pond' any person in the College, no matter the form the ponding takes.
- The following offences shall attract the sanctions listed under them.

- (a) Theft
 - (i) Loss of residential status
 - (ii) Refund of the stolen item(s)
 - (iii) Suspension or dismissal from the College, depending on the gravity of the offence.
- (b) Embezzlement of Students Funds (e.g., SRC, Clubs, Societies, Religious Group)
 - (i) Refund Restoration of the embezzled funds
 - (ii) Suspension/Dismissal from the College depending on the gravity of offence
 - (iii) Withholding of results
- (c) Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination malpractice, Arson, Drug use and peddling
 - (i) Suspension or dismissal depending on the gravity of the offence.
 - (ii) Any offence the criminal code considers as felony, shall attract outright dismissal.
 - (iii) Withholding of results for a period determinably by authorities of College.
 - (iv) Other forms of sanctions, depending on the nature of offence.
- (d) Pondering of a student
 - (i) Suspension or dismissal, depending on the gravity of the offence
 - (ii) Withholding of results for a period determinable by Authorities
 - (iii) Compensation to victim
- (e) Unauthorized transfer of the College's property (e.g., Furniture, Fittings)
 - (i) A fine determinable by authorities
 - (ii) Habitual offenders shall be suspended
- (f) Mutilation or unauthorised removal of library books, refusal to pay fines imposed.
 - (i) A fine of not less than three (3) times the going price of the book(s).
 - (ii) Withholding of results
 - (iii) Suspension or dismissal from the College.
- (g) Non-Vacation of room or taking away keys during holidays
 - (i) Loss of residential status

- (ii) Rent payment at the going commercial rate for the number of day and the number of beds in the room
- (iii) Students shall have their semester and/or final results withheld if they refuse to payment.
- (h) Damage to property of the College.
 - (i) Repair/Replacement of the property damaged.
 - (ii) Suspension/ (Rustication) or Dismissal should the culprit refuse to repair or replace the property.

The College reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property. The culprit shall also bear the cost involved the recovery exercises.

Anonymous letter writing

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

The sanctions stated for any of the offences in (35.10) do not preclude prosecution by Civil Authorities.

30. APPEAL

- Any student who is aggrieved by any disciplinary action taken against him/her may appeal to the Dean of Students' Affairs through his/her Academic Counsellor for a review. The appeal should be lodged within seven (7) days of the notification to him/her of the sanctions imposed on him/her.
- The Dean of Students' Affairs, upon the receipt of the appeal, may request a reconsideration of the case by the appropriate authority.
- Should the student still remain unsatisfied, he/she can appeal to the President either through Dean of Students' Affairs.

31.0 REVISION OF EXISTING RULES AND REGULATIONS

All rules and regulations of the College are subject to review.

- Any student, Senior Member of recognized/approved society or club can propose amendments to the Academic Board through the SRC, Dean of Students' Affairs.

32.0 EXAMINATION RULES AND REGULATIONS: INSTRUCTIONS TO CANDIDATES

- A student who does not fulfill the continuous assessment requirement of a course does not qualify to take the end-of-semester examination in that course
 - It is the responsibility of the candidates to find the examination room well in advance and to be seated, at least, fifteen (15) minutes before the commencement of any Examination paper.
 - Candidates are required to use their index numbers (written in full) throughout the Examination.
 - Under no circumstances must a candidate's name be written on any part of the answer book provided. Candidates who fail to comply with this regulation will be penalized.
 - A Candidate arriving late may be refused entry to the examination. Normally no candidate will be allowed to leave the examination room during the first half hour of the period allowed for a paper or enter the examination room after the half-hour.. Any exception to this rule must be reported in writing to the relevant Head of Department.
 - Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
 - Candidates may be required, at anytime, to establish their identity.
 - No books, prepared notes, or paper of any kind are to be taken into the examination room unless otherwise specified.
 - Smoking is not allowed in the examination room.
- (a) There should be no communication whatsoever (verbal or non-Verbal) between candidates. Candidates may attract the attention of the invigilators by raising a hand.
- (b) No mobile phone, radio programmable calculator or any other communication equipment or media are to taken into the Examination room.
- Any irregular conduct on the part of a candidate, such as copying from student or from prepared notes, may result in the cancellation of his/her examination paper and/or a more severe penalty.
 - Candidates should not remove from the examination room any unused material (e.g. Answer booklets or parts thereof, supplementary answer sheets, graph sheets, drawing paper) supplied for the examination. Candidates may, however, retain the question papers except the rules state otherwise.

- A candidate who finishes an examination ahead of time may leave the examination room after surrendering his/her answer booklets. The candidate shall not be allowed to return to the examination room.
- Candidates should not in any way interfere with the stapling of answer booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the invigilator.
- A candidate who fails to present himself/herself at an examination without satisfactory reason(s) shall be deemed to have failed the examination. Reasons for being absent from any paper, such as any of the following, shall not be entertained:
 - (a) mis-reading End of Semester Examination Timetable
 - (b) forgetting the date or time of examination
 - (c) inability to locate the examination hall
 - (d) inability to oneself from sleep in time for the Examination
 - (e) loss of a relation
 - (f) pregnancy(without medical report)
- A breach of any of the foregoing regulations, made for the conduct of Institute examinations, may attract one or more of the following sanctions:
 - (a) a reprimand
 - (b) loss of marks
 - (c) cancellation of results
 - (d) Withholding of results for a period.
- Further to (16), Grade F (Fail) shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination. Further sanctions may include:
 - (a) being barred from examinations indefinitely.
 - (b) suspension from the College
 - (c) expulsion from the College

33.0 ILLNESS DURING THE PERIOD OF THE EXAMINATION

- (a) If a candidate is prevented by illness from taking the whole or part of any examination, he/she should immediately report to the hospital for a medical report on the state of his/her health. The report should state whether he/she can take the examination at all and, if he/she can, whether at the hospital or at the examination hall.
- (b) The Medical Officer shall state in the report to the Registrar the name and the examination number of the candidate, the nature of the illness and whether, in his/her opinion, the candidate is capable of taking the examination at the hospital.
- (c) Where so recommended, the Registrar on the advice of the Medical Officer, will arrange for the candidate to take the examination at the hospital under the supervision of an invigilator to be appointed by the Head of Department.

34.0 DEFERMENT OF EXAMINATION

- (a) On grounds of ill health

A student who is unable to take end of semester examination on grounds of ill health shall, on application to the Registrar copied to the Head of Department and Deans of the Faculty and Students' Affairs, and on the provision of a medical certificate issued or endorsed by a Medical Officer of a government Hospital or a recognized Medical Officer, be allowed to take supplementary examination as his/her main examination. Subsequent application for deferment, on grounds of ill health, shall be subjected to a medical certification issued by a properly constituted Medical Board.

- (b) On grounds other than ill-health

A student who wishes to defer his/her course shall apply, in advance to the Head of Department and copied to the Dean of Students Affairs, stating reasons why he/she wants to defer his/her course. It shall be the student's responsibility to satisfy the College beyond any reasonable doubt why he/she wishes to defer the examination.

Permission should be duly granted before he/she leaves the College.

- (d) The decision of the Dean shall then be communicated to the Registrar who shall also communicate same to the applicant before he/she leaves the I College.

35.0 DISSATISFACTION WITH RESULTS OF EXAMINATIONS

- A candidate who is not satisfied with the result of an examination affecting him/her may request a review, by submission of an application to the Registrar. A review fee, to be determined by the Finance Committee of the College on the recommendation of the Academic Board, shall be paid by the candidate.
- An application for a review shall be submitted to the Registrar not later than 21 days after publication of the said results and shall state the grounds for review.
- An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
- No action shall be taken on an application which is submitted outside the time stipulated in (20b). Review shall not proceed unless the review fee is fully paid within the stipulated time.
- The Academic Board of the College may authorize the Registrar to amend the results as released in the light of the review.
- The Academic Board shall direct a refund of the review fee in whole or in part when a complaint succeeds. The Academic Board shall direct forfeiture of the review fee when a complaint fails.

If it emerges that a complaint is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from taking the College Examination(s) for a stated period or an indefinite period.