

# UMaT RECORDER

Published by Authority



**University of  
Mines and Technology (UMaT),  
Tarkwa, Ghana**

## **GUIDELINES ON POLITICAL ACTIVITIES**

**VOL. 10, NO. 5**

December, 2014

# Political Activities Guidelines

## Preamble

The University of Mines and Technology (UMaT), Tarkwa is committed to free expression of political views by members of the University Community and values discourse and debate as a critical part of the higher education experience.

The University, therefore, views political activity as a fundamental right and encourages and supports the free exchange of ideas and political viewpoints. However, as a secular public institution of higher education, the University has adopted these guidelines as a way of creating a politically neutral environment to foster academic work and uphold civility.

The University has developed these guidelines for regulating political activities. The guidelines include information on postering and publicity, the use of University resources and facilities for political purposes, among others. These guidelines are not intended to limit discussions among students and staff regarding political activities or campaign issues, or to limit debates.

Anyone who wishes to organise a political activity on UMaT campus and has questions, should please contact the University Relations Unit.

## 1.0 Political Activities

Political activities are permitted on the University campus as long as they are sponsored or hosted by registered student organisations and all expenses related to the activity, if any, are borne by the candidate in respect of students' elections, or by student political organisations. *However, rallies organised by political parties are not allowed on campus.*

A student political organisation must initiate a request for an appearance of a candidate for public office or host a political event through the University Relations Office to the Dean of Students for his/her onward recommendation(s) to the Registrar for approval. Such request should be made at least 5 working days before the event is scheduled to be held.

## 2.0 Postering and Publicity Regulations

Postering and other means of publicity are recognised by the University as

one of the means by which members of the University community are made aware of upcoming events and activities of potential interest.

Taken to an extreme, however, the proliferation of posters and publicity can be a cause of concern from safety, maintenance, and aesthetic perspectives. These regulations governing postering and publicity are intended to provide for a reasonable level of postering and publicity on campus, consistent with University community standards.

2.1 No display or distribution of political materials, such as posters, notices, handbills and banners, shall be permitted except as authorised by the Registrar, Dean of Students or University Relations Officer concerning the time, place, and manner of distributing the publicity materials.

2.2 Postering on the University's physical structures such as doors and walls is prohibited.

2.3 Posters displayed to advertise a meeting or political event must be removed within 48 hours after the event. Publicity materials not removed within the stipulated hours after the event shall be removed by the University and the cost surcharged against the student political organisation or its leader.

2.4 The posters may include the official logo of the parent political party. Political leaflets, emblems, flag or memorabilia cannot be displayed outside the approved environment.

2.5 The insignia or seal of the University or any of its offices or units can not be used for or in connection with any political purpose or activity.

2.6 University crest/motif cannot be used on student political organisation's stationery except as consistent with University regulations.

2.7 All pre-event publicity for candidates or parties to public office must include a statement that the views of those invited to speak on campus are the views of the speaker and not the views of UMaT.

2.8 The use of UMaT's facilities for the event does not constitute an endorsement by UMaT and UMaT does not endorse the candidate or any other candidate in connection with this, or any other political campaign or election.

### **3.0 Political Candidates Appearing on Campus**

3.1 Any student political organisation is permitted to invite a political candidate to campus for the purpose of educating voters about the candidate's position.

3.2 A student political organisation cannot invite a candidate or political party to campus to conduct a political rally.

Candidates for public office or their representatives are welcome to appear on campus for campaign related activities, such as an educational or informational talk to the University Community. The appearance of a candidate or party for the purpose stated above, must however be sponsored by a University recognised student political organisation.

### **4.0 Use of UMaT Letterhead or Logo**

UMaT letterhead and logo cannot be used in any way on any document (hard copy or electronic) intended to support a particular candidate or political party.

### **5.0 Use of UMaT Equipment**

The University of Mines and Technology's equipment or services (e.g. vehicles, computers, photocopiers, fax, etc.) cannot be used for political campaign activities. This applies equally to University staff and students, and to individuals external to the University.

### **6.0 Individual Activities by UMaT Student Leadership**

UMaT is committed to respecting personal and academic freedom. However, because of UMaT's status as a secular and public institution, those in student leadership positions (SRC) at UMaT cannot make partisan comments in official UMaT publications or official UMaT meetings or functions.

### **7.0 Endorsements by Individuals in Student Leadership Position**

A person in a student leadership position is permitted to endorse a candidate in an advertisement, provided that the endorsement is clearly made in the leader's personal capacity and not on behalf of UMaT students' organisation. *Such an endorsement must not appear in any official UMaT or student publication, even if such advert on the endorsement is to be paid for*

*by the student or endorsed candidate.*

## **8.0 Student Representative Council**

It is prohibited for the SRC as a body, to resolve, directly or indirectly, to offer institutional endorsement to any political candidate or party.

The SRC can, however, engage in certain non-partisan political activities such as voter registration activities and voter education programmes that may be held on campus for students.

In addition, they may engage in activities, including training and or educational programmes, and debates designed to increase public awareness and encourage participation in the electoral process.

A registered student political organisation may advocate for a particular candidate, provided that the organisation clearly identifies itself as a registered student political organisation and that its views do not represent the official views of students of the University.

## **9.0 Venue for Political Activities**

9.1 A student political organisation may make a request to the appropriate office to rent a meeting room or event space and as such, is subject to the same rules, regulations, and fees for all users as set out by the Estate Committee and the University from time to time.

9.2 Any rented facility for a political event must be in the same condition in which it was given out and any breakage or damage shall be surcharged to the student organisation that requested for the venue. (See Request for Venue Form).

9.3 A request for use of the University facility such as a meeting room or event space by a registered student political organisations to host a political event or activity to be attended by political figures must be addressed to the Officer-in-Charge of the facility. The request for use of the facility shall only be approved after obtaining approval to host such an event.

9.4 A facility such as a meeting place may be made available to a candidate only if the place can be made available to all candidates in the same election on an equal basis.

## **10.0 UMaT Employees**

Each member of the University Community has the right to freely express his or her views on any subject, including advocacy for or against any candidate for public office. However, in exercising these rights, the resources of the University cannot be used.

Any engagement in a political campaign activity by an employee of the University should be conducted independent of his/her University employment and at times when such activity does not interfere with employment obligations to the University.

UMaT employees, therefore, cannot perform tasks to support a particular candidate or political party during working hours, unless performed during permissible and available vacation or leave time taken in accordance with UMaT policy.

**UNIVERSITY OF MINES AND TECHNOLOGY**  
**REQUEST FOR VENUE FORM**

I/We.....  
hereby request for (a venue .....)  
for a political party related activity scheduled for.....day of  
.....20.....

We solemnly pledge to be responsible for all damages that may arise from the use of the venue thereof and would be surcharged for the repairs thereof.

We also promise to abide by all policies regulating the conduct of political activities on the campus of the University.

.....  
**Name of Student**

.....  
**Signature & Date**

.....  
**Position / Student Political Organisation**

.....  
**Telephone Number**

.....  
**Name of Witness**

.....  
**Signature & Date**

.....  
**Position / Student Organisation**

**OFFICE USE**

**Officer - in - Charge of Facility**

Has approval been given to carry out the event?  Yes  No

**Comments** .....  
.....

**Name of Officer** .....

**Faculty/Dept/Unit/Section** .....

.....  
.....

**Approved**     **Not Approved**

Date: .....

Signature: .....