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The Student **Guide**

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Guide

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AUDITOR

Asamoah Bonsu & Co
Chartered Accountants
P. O. Box AN 7751
Accra

BANKERS

GCB Bank PLC, Tarkwa
Ecobank, Tarkwa

UNIVERSITY LEGAL ADVISER

Mr David Kweku Gyapong

CORRESPONDENCE

*All general and academic correspondence including
all correspondence relating to students,
should be addressed to:*

THE REGISTRAR

University of Mines and Technology
P. O. Box 237, Tarkwa
Telephone: +233 3121 97734
Email: registrar@umat.edu.gh

LONDON OFFICE

*University of Ghana Overseas Office
321 City Road, London EC1V 1LJ
Phone: +44 071-278-7413-5
Fax: 071-837640*

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STUDENT GUIDE

1 A BRIEF HISTORY OF THE UNIVERSITY

The University of Mines and Technology (UMaT), Tarkwa started as the Tarkwa Technical Institute (TTI) on 3rd November, 1952 but was officially commissioned by the Government of Ghana, more precisely by His Excellency the Governor of the Gold Coast, Sir Charles Noble Arden Clarke, on 7th October, 1953. In 1961, the Government, upon the advocacy of the Ghana Chamber of Mines redefined the mission of TTI to incorporate the training of mining technicians and other middle level manpower for the country's mining and related industries. In that same year, it was reorganised to become the Tarkwa School of Mines (TSM) to train the required manpower for the mining and allied industries in Ghana.

In 1976, the Government took cognisance of the capability of TSM and its strategic location, Tarkwa, which is at the centre of mining activities in the country. As this location gave TSM a special strength for mining education, TSM was affiliated to the Kwame Nkrumah University of Science and Technology (KNUST) as a faculty of the University so as to enable TSM offer degree, diploma and certificate programmes in mining and related fields. The name TSM was changed to KNUST School of Mines (KNUSTSM), Tarkwa. The KNUSTSM, Tarkwa and the Kumasi School of Mines were put together to become the Institute of Mining and Mineral Engineering (IMME).

In 1988, a University Rationalisation Committee (URC), commissioned by the Ministry of Education, recommended the development of the School and its conversion into a University. In 2000, the conversion of KNUSTSM into a University was again strongly recommended by Louis Berger Inc. in association with Kwame Asante and Associates in the report on partial commercialisation of KNUST.

In 2001, the Council of KNUST considered and approved proposals and recommendations of the Academic Board to merge the School of Mines at Kumasi and the School of Mines at Tarkwa into the Western University College of KNUST, Tarkwa.

On 3rd November, 2004, at exactly 11.35hrs GMT, the Parliament of the Republic of Ghana passed the bill of the University of Mines and Technology into an Act of Parliament. On 11th November, 2004, the President of Ghana gave the Presidential Assent and on 12th November, 2004 the University of Mines and Technology, Tarkwa Act, 2004 (Act 677) was gazetted and thus, became a law.

On Tuesday, 15th May, 2018, the Ministry of Railways Development (MRD) signed a Memorandum of Understanding (MoU) with UMaT to develop the Railways Training School (RTS) into an accredited institution of higher learning for the award of certificates, diplomas and degrees. The collaboration has transformed the RTS into the School of Railways and Infrastructure Development (SRID) situated at Essikado, Sekondi. The expectation of the Ministry is that the signing of the MoU will accelerate the training of manpower for the railway sector and the development of its infrastructure.

2 ADMINISTRATION OF THE UNIVERSITY

The governing body of the University is the University Council. The principal officers of the University are the Vice Chancellor, Pro Vice Chancellor, Registrar, Finance Officer, and the Librarian.

Vice Chancellor

Prof Richard K. Amankwah, PhD (Queens), MPhil, BSc (KNUST), FWA IMM, MSME, MGhIE, MghIG, MIAENG, MIMGA

Pro Vice Chancellor

Prof Anthony Simons, PhD (St Petersburg), MSc (Mogilev), ASNT NDT II, PE-GhIE, MASME, MNSBE

Registrar

Mr Matthew K. Okrah, MPhil, BA (Ghana), Cert in French Language Proficiency (UNB)

Finance Officer

Mr Jonathan Sakoe, MBA, ICA (Ghana), BEd (Cape Coast)

Librarian

Ms Korklu A. Laryea, MPhil (Ghana), MA (UCL), PGDL (Ghana), BEd, Dip. Arts (Cape Coast)

i. Academic Board

The Academic Board is the supreme body responsible, under the University Council, for:

- a. Formulating and carrying out the academic policies of the University;
- b. Devising and regulating the courses of instruction and study, and supervising research;
- c. Regulating the conduct of examinations and recommending the award of degrees, diplomas, and certificates;

- d. Advising the University Council on the admission of students and the award of scholarships and bursaries; and
- e. Reporting on such matters as may be referred to it by the University Council.

The Academic Board may make presentations to the University Council through the Vice Chancellor on any matter connected with the University, and has such additional functions as may be conferred on it by statutes enacted by the University Council.

There are committees of the University Academic Board, which normally make recommendations to it for its approval before they are implemented.

ii. Welfare Services Board

There is the Welfare Services Board, which is responsible to the Council through the Vice Chancellor. The functions of the Board are:

- a. To make such reports and recommendations on matters affecting the estate and the welfare services within the University and within the scope of policy approved by Council to take such actions as the Board may deem necessary.
- b. To make reports and recommendations to Council through the Vice Chancellor either on its own initiative or at the request of the Council on any matter prescribed by Council.

There are committees of the Welfare Services Board, the implementation of whose decisions are subject to the approval of the University Academic Board.

iii. Student Affairs

The Student Representative Council (SRC) is the recognised student body of the University. It controls all student activities organised by clubs and societies. The societies and clubs are financed by the payment of membership dues.

Students participate actively in the administration of the University through their representatives serving on the Council, the Welfare Services Board, Faculty Board, Residence Committee, Library Committee and on the Hall Council.

iv. Executive Council of the SRC are:

- President
- Vice President
- Secretary
- Treasurer

3 HALLS OF RESIDENCE

There are four main Halls of Residence at the University. Each of the Halls is administered by a Hall Council consisting of Senior and Junior members. The executive head of the Hall is the Hall Master/Warden who is assisted by a Senior Hall Tutor. In addition, there is an Administrator, Security Persons, a Hall Bursar and some supporting staff. The number of students in a room is determined by the Hall authorities. Hostels are available around the campuses in Tarkwa and Sekondi and also in both towns for students who, as a result of the limited residential facilities, cannot be admitted as resident students. Currently, about 80% of the total student population is non-resident.

i. Chamber of Mines Hall

This Hall was named after the Ghana Chamber of Mines in recognition of the major role played by the Chamber in establishing the Tarkwa School of Mines in 1961.

The Hall was completed in 1986, and provides accommodation for about 200 students. An annex block, which was completed in 2003, also provides accommodation for about 200 students.

ii. Gold Refinery Hall

This Hall was named after the abandoned Gold Refinery building which was rehabilitated and turned into a hall of residence in September, 2001. It provides accommodation for about 250 students.

iii. Dr M. T. Kofi Hall (K. T. Hall)

This Hall, established in June 2014, was named after Dr Michael Tetteh Kofi, a past principal of this institution, in recognition of the major role he played towards the development of the institution. It provides accommodation for about 500 students.

iv. Railway Hall

This Hall was part of the infrastructure given to UMaT to establish the UMaT-SRID. The Railway Hall was established in June 2020. It provides accommodation for about 100 students.

v. Non-Resident Student Accommodation

Non-resident students wishing to avail themselves of residential facility may contact the Office of the Dean of Students.

4 FACULTIES/SCHOOLS

i. Faculty of Engineering (FoE)

The Faculty of Engineering was established in October 2001.

a. Departments under the Faculty

The Faculty is made up of five academic departments, namely:

- Mechanical Engineering
- Electrical and Electronic Engineering
- Mathematical Sciences
- Computer Science and Engineering
- Renewable Energy Engineering

b. Programmes Offered and Degrees Awarded

The Faculty offers the following programmes:

- MPhil/MSc in Mechanical Engineering
- PhD/MPhil/MSc in Electrical and Electronic Engineering
- PhD/MPhil/MSc in Mathematics
- BSc in Mechanical Engineering
- BSc in Electrical and Electronic Engineering
- BSc in Mathematics
- BSc in Computer Science and Engineering
- BSc in Renewable Energy Engineering
- Certificate in Plant and Maintenance
- Certificate in Electrical Technology

ii. Faculty of Integrated Management Sciences (FIMS)

This Faculty started as a Centre for Communication and Entrepreneurship Skills (CENCES) in the 2011/2012 academic year to co-ordinate the teaching and learning of all the non-hardcore science and technology disciplines at the University of Mines and Technology (UMaT). It was reorganised as a Faculty in the 2016/2017 academic year.

a. Departments under the Faculty

The Faculty is made up of two academic departments, namely:

- Technical Communication
- Management Studies

b. Programmes Offered and Degrees Awarded

The Faculty offers the following programmes:

- MSc Engineering Management
- Master of Business and Technology Management (specialisation in Supply Chain Management, Management Information Systems, Strategic Human Resource Management, and Finance and Investment)
- Certificate in English
- Certificate in French
- Certificate in Small-Scale Mine and Quarry Administration

iii. School of Petroleum Studies (SPetS)

The School of Petroleum Studies was established in November 2020.

a. Departments under the School

The School is made up of three academic departments, namely:

- Petroleum and Natural Gas Engineering
- Petroleum Geosciences and Engineering
- Chemical and Petrochemical Engineering

b. Programmes Offered and Degrees/Certificate Awarded

The School offers the following programmes:

- PhD/MPhil/MSc in Petroleum Engineering
- BSc in Petroleum Engineering
- BSc in Natural Gas Engineering
- BSc in Petroleum Geosciences and Engineering
- BSc in Petroleum Refining and Petrochemical Engineering
- Certificate in Drilling Fluids Technology
- Certificate in Oil Well Cementing Technology
- Certificate in Reservoir Management

iv. School of Railways and Infrastructure Development (SRID)

a. Programmes Offered and Degrees/Certificate Awarded

The School offers the following programmes:

- BSc in Geomatic Engineering
- BSc in Geological Engineering
- BSc in Environmental and Safety Engineering
- BSc in Mechanical Engineering
- BSc in Electrical and Electronic Engineering
- BSc in Computer Science and Engineering

- BSc in Mathematics
- Certificate in Survey and Mapping
- Certificate in Occupational Health and Safety
- Certificate in Geological Assistantship

v. Faculty of Geosciences and Environmental Studies (FGES)

The Faculty of Geosciences and Environmental Studies was established in August 2021.

a. Departments under the Faculty

The Faculty is made up of three academic departments, namely:

- Geomatic Engineering
- Geological Engineering
- Environmental and Safety Engineering

b. Programmes Offered and Degrees/Certificates Awarded

The Faculty offers the following programmes:

- PhD/MPhil/MSc in Geomatic Engineering
- PhD/MPhil/MSc in Geological Engineering
- BSc in Geomatic Engineering
- BSc in Geological Engineering
- BSc in Environmental and Safety Engineering
- Diploma in General Drilling
- Certificate in Survey and Mapping
- Certificate in Water Resources
- Certificate in Geological Assistantship
- Certificate in Environmental Studies
- Certificate in Occupational Health and Safety

vi. Faculty of Mining and Minerals Technology (FMMT)

The Faculty of Mining and Minerals Technology was established in August 2021.

a. Departments under the Faculty

The Faculty is made up of two academic departments, namely:

- Mining Engineering
- Minerals Engineering

b. Programmes Offered and Degrees/Certificates Awarded

The Faculty offers the following programmes:

- PhD/MPhil/MSc/PgD in Mining Engineering
- PhD/MPhil/MSc in Minerals Engineering
- BSc in Mining Engineering
- BSc in Minerals Engineering
- Certificate in Minerals Technology
- Certificate in Surface and Underground Mining

vii. School of Postgraduate Studies

The School of Postgraduate Studies coordinates all postgraduate programmes, i.e., PgD, MSc, MPhil and PhD programmes in the University.

A minimum of 2 years duration is allowed for MSc and MPhil programmes and a minimum of 3 years duration are allowed for the PhD programmes for students on full time basis. For students on part-time basis, a minimum of 3 years duration is allowed for MSc and MPhil programmes and a minimum of 4 years duration are allowed for the PhD programmes.

However, in all cases, a student could be granted a one-year extension where need be.

viii. Special Programmes

In addition to the existing programmes, the University runs special programmes to meet the middle level human resource needs of the mining and related industries.

5 UNIVERSITY LIBRARY SYSTEM

The University Library System currently comprises collections found in the University Library, the School of Petroleum Studies (SPetS), both in Tarkwa, and the SRID at Essikado, Sekondi. The libraries' collections focus on all the academic programmes offered in the University. It has a growing stock of both printed and electronic resources of reference materials and books, and subscriptions of more than forty (40) national and international journals, and eight (8) national newspapers. The Libraries gets its collection through purchases, donations from individuals and corporate bodies, and exchanges.

The Library is a member of the African Libraries and Information Association (AfLIA), Consortium of Academic and Research Libraries in Ghana (CARLIGH), Committee of University Librarians and their Deputies (CULD), and the Ghana Library Association (GLA).

i. Use of the Libraries

Use of the Libraries is open to the University community, students (undergraduate and postgraduate), staff (teaching and administrative), technical staff and researchers. All users are required to register to use the Library. External (walk-in users) may use the facility after registering with a valid identity card.

Follow the appropriate link on the library website (<http://library.umat.edu.gh/>) to register.

ii. Arrangement and Access

The library catalogue is accessible on the Open Public Access Catalogue (OPAC). Click on <http://library.umat.edu.gh/> for most of the printed collection.

Electronic resources (both subscribed and free) are available on the website. A valid institutional email address is essential to access these offsite. Register on RemoteXs (<https://elibraryumat.remotexs.co/user/login>) for a seamless service.

iii. Classification Scheme and Catalogue

Library of Congress Classification Scheme is used in classifying the books and their arrangement on the shelves. Guides explaining the use of this scheme and the catalogue are displayed on the shelves. Both the author and classified catalogues can be accessed through the Online Public Access Catalogue (OPAC) system at the Library. The class number of each book is written at the bottom of the spine of the book, and books are shelved in this class order. Readers who cannot find what they require should ask the Library Staff.

iv. Operating Times

Semester time:

Days	Operating Times
Monday to Friday	*8.00/9.00 am to 5.00/*10.00 pm
Saturday	*9.00 am to 4.00 pm
**Sunday	2.00 pm to 10.00 pm

*Two weeks after the start of the semester.

** Two weeks before and during examinations.

Closed: Public holidays

v. Services and Facilities

The underlisted services and facilities are operational in the University Library, while similar ones will be rolled out at SPetS and SRID taking cognisance of their unique spaces.

- a. Computer Centre: This is located on the Ground Floor of the Library. A number of computers are available for students to use. Printing is done at a fee.
- b. Wi-Fi connectivity is available in most parts of the Library building and its immediate environs for those with their own computers and digital devices.
- c. Reprographic Services (printing, photocopying and scanning) are located in the Business Enclave and Computer Centre at a fee.
- d. Binding Services: Thermal and spiral binding of documents is available at the Business Enclave. The Library provides the required standard for the binding of Project Work. Various fees apply for this service.
- e. Discussion and Study Areas: A Discussion Room on the first floor is used by students for group work and discussion. Noise should be kept at a minimum for the sake of other users. Apart from the Discussion Room, all other areas are for quiet studying. A Study Room for postgraduate students is located on the second floor of the Library Complex.

vi. Loan and Care of Books and Other Materials

Readers are responsible for any damage to or loss of a book in their charge. They will be required to pay the appropriate cost of damaged or lost books. Fines also apply for defacing or mutilating books and other materials belonging to the Library.

All printed and non-printed materials should be used with care. Copyright regulations for both printed and electronic information must be observed.

vii. Borrowing of Books

The following are conditions for borrowing of books:

- Undergraduate students may borrow up to 2 books for 2 weeks; renewable only once if not requested by another reader.
- Postgraduate and research students may borrow up to 3 books at a time during their modular programmes on campus. All books must be returned before leaving campus.
- Senior Members may borrow up to 6 books for 4 weeks, subject to recall if needed by other users. Books may be renewed only once if not requested by other users.

The possession of a library material, which has not been properly checked/issued out to a reader, will be treated as a deliberate and a serious offence and the appropriate sanctions will apply.

Books and materials in the Reference Collection and Reserved/Restricted Section cannot be borrowed. They are to be used in-house. Users may scan or make photocopies of desired pages at a fee.

Renewal of books must be done in person at the Library. Fines apply for the late return of all loanable materials.

viii. The Library and the Pandemic (COVID-19)

To minimise the spread of COVID-19, all users are required to register on entering the Library. To gain access, ensure that you:

- Bring your ID card. You will not be given access to the Library if you fail to bring a valid University ID card/document.
- Leave your bag outside. Take out all valuables first.

The seating capacity in the Library has been reduced in accordance with COVID-19 protocols. Seating has been arranged with that in mind. Therefore, do not move the chairs and cluster around tables; and users are to observe social distancing and wear their masks within the premises.

The Computer Centre will operate at half its seating capacity. Seating spaces are limited for those with laptops.

Note: Visit <http://library.umat.edu.gh/> for an updated version of services and facilities at the Library

6 AUDIO-VISUAL UNIT

The Audio-Visual Unit undertakes all the printing, binding, photocopying and videotaping requirements of the University. The Unit publishes Calendars, Annual Reports, Newsletters and other official publications of the University. It is equipped with computers, printers, and photographic and video cameras.

7 UNIVERSITY BOOKSHOP

Currently, the University Bookshop is attached to the General Stores and stocks only stationery items such as pens, pencils, notebooks, exercise books, files, ruled sheets, etc. Arrangements are being made to establish a new bookshop.

8 UNIVERSITY HEALTH SERVICES

The University Health Services comprises a clinic on campus and any NHIS accredited hospital. The Clinic has a Principal Physician Assistant, nurses and a part-time Medical Doctor. Medical attention is given to students, members of staff and their families at the Clinic. Serious cases and emergency cases that require a doctor's attention are referred to any NHIS accredited hospital, especially government hospitals. At the hospital, NHIS cards are used and any fee paid but not covered under the NHIS are refunded upon request. Arrangements are usually

made for specific cases to receive specialist's attention, where necessary, outside the government hospitals.

- a. Students may visit the University Clinic and any NHIS accredited Hospital for treatment only at appointed times prescribed by the Head of Medical and Health Services except in an emergency.
- b. All new students shall undergo a medical examination at the University Clinic within the period stipulated by the Head of Health Services.
- c. All students may receive medical attention through NHIS at the University Clinic or any accredited NHIS Hospital. Such students shall, however, be levied a fee, which is subject to review every academic year for cost of drugs.
- d. There is a 24-hour ambulance service.

9 SOCIAL LIFE ON CAMPUS

Student social life on campus is organised by the Junior Common Room Committees, which also act as a liaison between the student body and the authorities of their Halls.

The SRC, whose executive members are appointed from campus-wide elections, is responsible for the coordination of the activities of the various Junior Common Room Committees.

There are faculty societies, which provide extra curricula activities for Junior Members of their respective faculties.

i. Use of Motor Vehicles

- a. Any student who wishes to use or keep a motor vehicle on the grounds of the University must obtain permission from the Registrar who will issue an identification disc.
- b. The University accepts no responsibility for such motor 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 person concerned and which may be withdrawn if it is abused.
- c. The University does not provide garages for students' motor vehicles. The Hall Master/Warden may, however, direct as to where students vehicles may be parked.
- d. Before permission is granted to any students to use a car or motor cycle on the campus, he will be required to produce evidence of having complied with the laws regarding licenses and insurance.

ii. Use of University Transport

All requests for use of University transport by students must be submitted in writing to the Registrar through the SRC at least seven (7) days before the date of the journey. Each requisition must contain the following:

- a. The destination and purpose of the activity.
- b. The date and time when the transport will be required.
- c. The name and signature of the organiser of the activity who will be responsible for payment to the Finance Officer before transport is provided.
- d. Written permission from Hall Masters/Hall Wardens, Deans of Faculties/ Heads of Departments as appropriate.
- e. The names of students who wish to travel, together with the names of the Halls of Residence and Faculties. This should be provided at least 48 hours before the journey.

10 OTHER INFORMATION

Religious Activities

The University has an Inter-denominational Chaplaincy Committee and Ghana Muslim Students' Association (GMSA), which are responsible for organising and coordinating the religious life of staff and students.

Sports Facilities

The University has a number of sports facilities including a football pitch, and basketball, tennis and volleyball courts.

Matriculation

Matriculation Ceremony is held in the first Semester for the purpose of formally administering into the University all fresh students entering the University to pursue Undergraduate and Postgraduate programmes. Attendance at the ceremony is compulsory and no fresh student is allowed to remain in the University or take any University examinations unless he/she has been duly matriculated. Failure to attend or lateness to the Matriculation Ceremony shall attract appropriate sanctions as stated in Section 14 (vi).

Identification Card

All students should possess a UMaT Identification (ID) Card and endeavour to carry it on them always. Any student who misplaces his/her ID Card must immediately report the loss to the Head, Academic and Student Affairs.

11 STUDENT COUNSELLING SERVICES

The University has a Counselling and Student Support Unit under the Office of the Registrar. It is located on the ground floor of the E. K. Bedai Block. The Unit normally works from 8.00 am to 5.00 pm from Monday to Friday but, in emergency cases, the Unit works 24 hours a day. The Unit is headed by a Professional Counsellor.

The Counselling and Student Support Unit aims at helping or assisting students to address personal or emotional challenges that may affect them during their stay in UMaT. The Unit works closely with all University Units to enable students realise their academic and socio-personal potential. The Unit offers the following services to students and staff:

- Individual Counselling
- Academic Counselling
- Career Guidance and Counselling
- Study Clinic (Academic support services)
- Relationship Management
- Group Counselling
- Seminars, Conferences, Conventions and Workshops for Students/Staff
- Information Services (Educational, Occupational, and Socio-personal)
- Work /Home Stress Management

12 OFFICE OF THE DEAN OF STUDENTS

The Dean of Students is responsible for the welfare and discipline of all students and gives meaning to the role of Senior Members as acting in *loco parentis* for students. The Office works in close collaboration with the Academic and Student Affairs Section of the Registry and the SRC to ensure the welfare of students. It also links up with external bodies who have to deal with students' welfare issues in general or with the SRC, in particular. In addition, it collaborates with the Hall authorities to ensure students' welfare. The Office is in charge of the management of the Non-Resident Student Facilities, and also links up with the operators of hostels for non-resident students. Non-Resident Students are, therefore, strongly advised to contact the Office before entering into any contractual agreement with landlords or hostel operators.

The Office is gradually expanding to include international students affairs, non-formal skill development programmes, and other issues pertaining to student welfare. Contact the Dean's office whenever you need any assistance.

13 ORIENTATION PROGRAMME

Fresh students are given orientation during the registration period, i.e., during the first two weeks after the University re-opens.

The students are oriented to enable them acquaint themselves with facilities and activities within the University including visiting the classrooms, laboratories, workshops, library, faculties, departments and academic and administrative staff.

14 REGULATIONS FOR STUDENTS

i. General Regulations

The regulations for students are made under the authority of the University Council.

- a. The term STUDENT shall apply to a person enrolled in the University for a programme of study.
- b. The University has a general disciplinary authority over all students enrolled in the University.
- c. General regulations affecting students shall be made by the Academic Board.
- d. In addition to these general regulations, each Hall of Residence, Library or any other unit of the University may enact its own rules/regulations to govern the conduct of students, provided that such rules/regulations are not inconsistent with the general regulations made by the University Academic Board. Such rules/regulations shall be approved by the Academic Board.
- e. The Hall Council shall be responsible for the management of each Hall and shall be responsible for taking disciplinary action against any Junior Member with respect to breach of discipline of the Hall, provided that where the breach of discipline results in dismissal or is, in the opinion of the Hall Council, a major breach of discipline, the matter shall be referred to the Vice Chancellor for his decision.

ii. Access to Regulations

Copies of all regulations shall be made available to the Registrar, Hall Authorities, Dean of Students, Deans of Faculties, Heads of Departments, SRC and all first year students.

Students shall acquaint themselves with all Regulations as well as Official Notices which affect them and ignorance of them shall not be an acceptable excuse for breach of discipline.

iii. Probation

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

iv. Misconduct

It shall be a misconduct for any student to do any act without reasonable excuse, or to fail to perform in a proper manner any duty imposed upon him/her, which contravenes any regulation, instruction or directive relating to students of the University, or tends to bring the University into disrepute.

v. Enforcement of Regulations

Members of the Academic Staff, the Academic Board, Residence Committee, Dean of Students, the Senior Administrative Officers, Hall Officers and other persons, so authorised for the purpose, shall maintain order and proper conduct and take appropriate disciplinary action against any student for misconduct.

vi. List of Offences and their Sanctions

SN	OFFENCE	SANCTION
a	Physical Assault	Rustication plus appropriate compensation or dismissal
b	Verbal Assault	Caution with written apology/ejection from Hall/ Rustication
c	Sexual Assault	Dismissal/referral to an appropriate law enforcement body
d	Sexual Harassment	Caution with written apology/counselling/ dismissal/ rustication/withholding of results
e	Ponding	Dismissal/Rustication
f	Noise Making	Caution/written apology/ejection from Hall/Rustication
g	Inconveniencing Room Mate(s)	Caution, replacement, rustication or dismissal
h	Destruction of University Property	Replacement, rustication or dismissal
i	Smoking in Public Places/Drunkenness/ Drug Abuse	Expulsion from public place and caution/ suspension/ rustication/dismissal
j	Carrying keys away during holidays	Fine based on commercial rate of rent as well as the cost of replacing the lock where necessary/ejection from Hall
k	Stealing/Fraud	Replacement and rustication/dismissal
l	Littering/throwing out water at unauthorised places	Caution and cleaning the place/fine and cleaning the place/ejection
m	Refusing to leave Room upon Hall Master's order	Forced ejection from the Hall/Rustication

n	Refusing to pay Hall dues	Be given deadline for payment/lose residential status
o	Extortion/Forgery	Refund with written apology/dismissal/rustication
p	Embezzlement of funds by officer	Refund, lose official position and disqualified from holding any other position, rustication/dismissal
q	Perjury/Slander/Impersonation	Suspension, written apology/rustication/dismissal
r	DRAP – Breaking of DRAP regulations/ Disruption of Official Ceremony/Activity (see subsection xxx)	Suspension or Rustication/Dismissal
s	Sub-letting of rooms in Halls by Students	Ejection plus rustication/loss of residential fees paid
t	Lateness to matriculation ceremony	Caution with written apology, go through the ceremony and pay a fee to be determined by the University
u	Failure to attend matriculation	Withdrawal
v	Refusing to comply with COVID-19 or other Health Protocols	Caution and signing of bond to be of good behaviour or Rustication

The Vice Chancellor shall appoint a Committee of Enquiry to investigate cases likely to attract the imposition of a major penalty against a student.

The findings and recommendations of such a Committee shall be forwarded to the Vice Chancellor for necessary action.

vii. Appeal

- a. Any student who is aggrieved by any disciplinary action against him/her may appeal to the Vice Chancellor within twenty-one days upon the receipt of the notice of the punishment.
- b. The Vice Chancellor, upon receipt of the appeal, may review the punishment by taking into consideration the circumstances of the case.

viii. Names of Students

- a. For the purposes of the University, students are known only by the names used in completing their application for admission, which are the names that appear on their original certificates.
- b. Once a student enters the University (whether male or female) the University shall not change the name by which the student entered the University.

ix. Registration and Admission of Students

- a. Only students who fully satisfy the entry requirements for their programme of study can be admitted to the University. Any student found not to be qualified will be withdrawn immediately.
- b. **Payment of Fees**
Students on Ghana Government Scholarship (resident or non-resident) and sponsored (i.e. private) students shall pay all approved fees at the Accounts Office on or before registration.
- c. **Residential Students**
 - i) Every resident student shall report at the Hall Assistants' Lodge of the Hall of Residence to which he/she has been assigned.
 - ii) The student shall present his/her receipt to the Hall Assistant on duty who shall give him/her a key to a cubicle.
 - iii) He/she is required to sign the Residence Register at the Hall Assistants' Lodge.
- d. All students who owe the University shall settle their debts at the Accounts Office before they are registered.

x. Residential Facilities/Arrangements

- a. Admission to the University does not entitle any student at any time to University accommodation. Places in the Halls of Residence shall be allocated to students in accordance with policy determined for the purpose from time to time by the Residence Committee of the Academic Board.
- b. The current policy of the University is to grant residential status to all first year students and, where available, some final year students. Under this policy, a first year student who is unable to get into residence in his/her first year, may be given the opportunity in the second or third year.
- c. It shall be a misconduct for a non-resident student to be found lodging in a student cubicle in the hall of residence. Similarly, his/her host shall be held for misconduct.
- d. A resident student who is placed on probation on academic grounds shall lose his/her residential status.

xi. Extension of Programmes

- a. Postgraduate students who require extension beyond the regular period to enable them to complete their programmes shall be made non-resident for the period of the extension. Any exemption shall be granted only by the Vice Chancellor.

- b. Undergraduate students who require an extension beyond the prescribed period to complete the requirements for the award of the certificate for which they are studying shall be made non-resident for the period of extension.

xii. Liberty of Movement within the University Precincts

Students have liberty of movement within the precincts of the University except as stated below:

The men's rooms shall be out of bounds to women and the women's to men except during visiting hours, that is, 12 noon to midnight.

xiii. Admission to Hall of Residence

- a. At the beginning of each semester every resident student shall settle all his/her accounts and then sign the Residence Register placed at the Hall Assistants' Lodge.
- b. Semester dates shall be announced in the University notices. Students must come into residence on the first day of every semester unless special permission has been granted by the Registrar.
- c. A resident student failing to sign the Residence Book on return from holidays shall be deemed to have returned late. A student who arrives after the first two weeks of the semester without prior permission may be refused admission by the Hall authorities. This is without prejudice to whatever action that shall be taken by a faculty in cases of a student's failure to register in the faculty.

xiv. Arrangements at End of Semester

No student may go home before the end of semester without the written permission from his/her Dean and his/her Hall Master/Warden. Each student must sign the Residence Book. Any student who contravenes this rule shall be liable to a suspension for a period not exceeding two weeks. Students are expected to leave their vacation forwarding addresses before going home at the end of each semester. In the case of Non-resident students, permission should be sought from his/her Dean of Faculty or Dean of Students.

xv. Arrangements for Final Year Students

When a student has completed his/her programme of study in the University or leaves the University for any other reason, he/she shall obtain clearance certificates from his/her Dean, Librarian, Hall Bursar and the Accounts Officer for presentation to the Senior Hall Tutor who shall issue him/her with a final exeat in the case of resident students and to the Dean of Students in the case of Non-resident students. 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.

xvi. Transfer from One Hall of Residence to Another

A student may apply through the Senior Hall Tutor of his/her Hall for transfer to another Hall. The recipient Senior Hall Tutor shall then forward the student's application with his/her comments to the Dean of Students for consideration.

xvii. Use of Hall of Residence during Vacation

- a. All students shall leave the Hall of Residence during vacation.
- b. Students who want to stay in any Hall of Residence during holidays/vacation on academic grounds, shall apply to the Hall authorities through their Heads of Departments or Deans. However, if it is on a private matter such a student shall be required to apply directly to the Hall.
- c. It shall be the prerogative of the Hall/Hostel Authorities to decide which part of the Hall shall be used for the vacation residence and students whose applications have been approved shall pay the prevailing rental charges.
- d. All University and Hall Regulations shall continue to be in force during the vacations. Infringement of any such regulations shall make a student liable to disciplinary action.
- e. As accommodation in the halls may be required for conferences held in the University during vacations, students must leave their rooms tidy and the wardrobe and at least two drawers must be emptied before going out of residence. 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, e.g., for conference, the student shall be deemed to be using the room and shall be fined at the prevailing vacation rate.
- f. Students not returning to the University or students leaving at the end of the second semester are not permitted to leave their properties behind in the Hall except for a limited period and with prior permission from the Hall authorities. Any property left behind without permission is liable to be disposed off at the discretion of the Hall authorities.

xviii. Commercial Activities

- a. Sale of food items, drugs and alcoholic beverages in the Halls by students is strictly prohibited.
- b. Students are warned against the use of combustible substances such as petrol or gas in the Halls.

xix. Student Cubicle

- a. The University normally accepts no responsibility for a student's property.
- b. A student who loses the keys to his cubicle must pay for its replacement.
- c. (i) Whenever a student is going out of residence, he must hand over the key to the Hall Assistant on duty. Students contravening this regulation shall

not have any co-operation from the Hall authorities when personal articles are stolen.

- (ii) A fine, at a rate to be determined from time to time by the Hall Council, shall be levied on a student who defaults in handing over his/her keys to the Head, Hall Assistant before going home at the end of a Semester.
- d. Students 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 session.
- e. Students are not to use stoves, electric irons, refrigerators, kettles and similar “heavy duty” electrical appliances in their rooms. Infringement of the foregoing shall result in the confiscation of such appliances by the Hall Authorities for the rest of the Semester, returnable to the defaulting owner at the end of the semester. Any student who contravenes this rule shall be reprimanded or warned in the first instance and expelled from the Hall of Residence in the second instance.

xx. Visitors to Halls of Residence

- a. Visitors to Halls of Residence are allowed during visiting hours, that is, from 12 noon to 12 midnight daily. For security reasons, visitors shall sign the Visitors’ Register at the Hall Assistants’ lodges. A visitor to a Hall, for purposes of this regulation, is a person who has not been assigned to that Hall as a resident student.
- b. A student whose visitor contravenes this rule shall be liable to a fine to be determined from time to time in the first instance, a suspension for a period not exceeding two weeks in the second instance and expulsion from the Hall of Residence in the third instance.

xxi. Non-Resident Students

All non-resident students shall be affiliated to Halls of Residence by the Registrar.

xxii. Management of Halls of Residence

- a. Each Hall of Residence and other residential facilities shall be managed by a Hall Council, subject to the University rules and the respective Hall Constitution.
- b. The Hall Council shall be the governing body of each Hall of Residence.
- c. The Hall Master/Hall Warden shall be the Head of the Hall and shall be responsible for the administration of the Hall.

xxiii. University Property

- a. Students shall be liable to pay for any loss or damage to University property of any kind caused by students. This includes SRC property.

- b. Students may not make attachment to or transfer furniture or fixtures of any kind from any part of the University, including Halls of Residence, Classrooms and the Auditorium without prior permission from the Dean of Students or the appropriate authority. This includes SRC property.
- c. Students must not interfere with electrical installation in their cubicles, Halls or any other part of the University.

xxiv. The Student Representative Council (SRC)

- a. The University recognises the SRC as the legitimate representative organ of the student body as a whole.
- b. The University does not recognise any body or organisation outside the University, which purports to speak on behalf of the students body.
- c. The SRC shall make representations to the authorities of the University on matters affecting the Students.
- d. The SRC shall be governed by a Constitution approved by the University Academic Board on the recommendation of the Residence Committee.

xxv. Sports Union

The Sports Union is the body responsible for the regulation of all students sporting activities in which the University participates. The Sports Union, in addition to University Regulations, shall be governed by its constitution, the promulgation of which shall lie with the Residence Committee of the Academic Board.

xxvi. Penalty for Withholding Sports Equipment

Immediately on cessation of the semester's sporting activities, a list of the names of all students in possession of sports equipment shall be published on all Hall/Faculty notice boards and a deadline given for the return of the items; that two (2) weeks prior to the start of semester examinations a list of all students still in possession of sports equipment shall be sent to the Faculties through the Registrar to prevent the affected students from taking their examinations till they have returned the items listed against their names.

xxvii. Public Functions within the University

- a. Permission to hold public functions within the University shall be obtained from the Registrar. The applications must supply information relating to:
 - i) Date and time of the function.
 - ii) Place where the function is to take place.
 - iii) Names and description of lecturers, speakers or artistes at the function.
 - iv) Fulfil any requirements prescribed by University Regulations in relation to the holding of such public functions.

- b. The application shall be communicated in writing through the SRC to the Registrar. This information shall normally reach the Registrar at least three (3) days before the function takes place. The Registrar may impose such other requirements and conditions as may be deemed necessary.
- c. For the purpose of this section, a public function is one to which persons other than University staff and students are invited or entitled to attend.
- d. The Auditorium and certain other rooms within the University are available under certain conditions for use by Clubs and Societies. In all cases, permission for use shall be obtained from the Dean of Students. At least, two (2) days prior notice must be given.

xxviii. Clubs and Societies

- a. Students shall have freedom of association.
- b. However, only Clubs/Societies recognised by the Residence Committee shall be entitled to use the University facilities.
- c. Every Society or Club, which collects or receives official funds, must account for its financial operations in accordance with the University Financial and Stores Regulations.
- d. Clubs and Society Secretaries are required, at the beginning of each session, to submit to the Residence Committee, a certified copy of their approved constitution and the particulars of Principal Officers and committee members of their Club or Society.

xxix. Academic Dress

- a. Academic gowns shall be worn by students on occasions to be specified by the Registrar.
- b. Students are expected to be decently dressed at all occasions.

xxx. Demonstrations/Rallies/Assemblies/Processions hereunder referred to as “DRAP” on Campus

- a. Any student or students wishing to organise a DRAP in the University shall notify in advance the Dean of Students with copies to the Vice Chancellor and the Registrar for their confirmation.
- b. Such notice shall be given to the Dean of Students at least 48 hours before the DRAP begins.
- c. The notification shall state the purpose of the DRAP and the name(s) of the organiser(s).
- d. No DRAP shall be held between the hours of 6:00 pm and 6:00 am
- e. The DRAP shall follow a route approved by the DRAP and the Police and keep as close as possible to the left side of roads to facilitate free passage of vehicular traffic; it shall do nothing to obstruct or interfere with traffic.

- f. During the DRAP, nothing shall be done and said that might occasion violence or cause a breach of peace.
- g. The organiser(s) of the DRAP shall be held responsible for any acts of violence and/or breach of University/Hall or other regulations that may occur during the DRAP.
- h. Notwithstanding sub-paragraph (g), an individual who commits an act of violence or breach of University/Hall of Residence regulations during any DRAP shall be held responsible for his/her action.
- i. The Registrar may prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- j. If, in the Registrar's opinion, the DRAP shall likely lead to a breach of the peace or cause serious interference with the work of the University, the Registrar may forbid the DRAP.
- k. The fact that a DRAP is not prohibited does not imply that the University has either approved of or is in sympathy with its objectives.
- l. The Police/Army shall be alerted by the Vice Chancellor as soon as an emergency occurs. If the situation gets out of hand or threatens to get out of hand and/or violence is resorted to, the Vice Chancellor shall ask the Police/ Army to assist to restore order.

xxxi. DRAP off the Campus

- a. Any student or students wishing to organise a DRAP outside the campus of the University shall obtain the requisite permit from the Ghana Police Service.
- b. Any student or students wishing to organise a DRAP outside the walls of the University shall notify in writing to the Registrar through the Dean of Students with a copy to the Vice Chancellor for their information and response to the request.
- c. Such written notification shall be made to the Dean of Students with the requisite Police permit attached and must reach him/her at least 24 hours before the DRAP is due to begin.
- d. Should the DRAP start on the University campus, clause (a-i) under xxx shall apply.
- e. Participants and organisers of a DRAP outside the University campus shall be deemed to have acquainted themselves with the laws of the land governing DRAP at the material time.
- f. The University's role in DRAPs staged off the campus, after the University has satisfied itself that the appropriate Police permit has been obtained, shall be one of granting exeats or group exeats to participants.

xxxii. DRAP Committee

Dean of Students	Chairman
Hall Masters/Wardens	Member
Deans of Faculties	Member
Two Student Representatives	Members
Registrar’s Representative	Secretary

xxxiii. Publication

- a. The Vice Chancellor shall be informed of the intent to produce any student publication within the University and his approval shall be obtained for such publications.
- b. A copy of each issue shall be lodged with the Vice Chancellor and the Librarian on the day of publication.
- c. Each issue shall state the name of the editor, the membership of the editorial board and the publisher.
- d. The members of the editorial board shall be held jointly and severally responsible for the whole contents of each issue of the publication.

xxxiv. Communication with outside Establishments and the Press

- a. Students communicating with press or outside establishments shall do so in their own private capacity only.
- b. No student, unless specifically authorised by the Registrar, shall communicate either directly or indirectly to the Press or to any unauthorised person on any official University matter.

xxv. Amendments

Any amendments and additions to these Students’ Regulations may be made subject to the approval of the University Academic Board on the recommendation of the Residence Committee.

xxxvi. “Ponding” in any form in the University

This means any physical act with or without water by a student or a group of students intended to embarrass, harass, bully, tease, make mockery of, which is likely to cause injury to another student or group of students. Indeed, any act that is considered an assault by legal definition is also “ponding”. “Ponding” may be wet or dry, which means “ponding” may be with or without water. “Ponding” in any form is banned in the University and any student or group of students found guilty of breaching the ban shall be dismissed from the University.

xxxvii. “Advice”

All forms of “advice”, which have legal implications, must be complied with, particularly if they come from the University and any person acting in official position in the University. Breaches of any of these pieces of advice are punishable.

15 STUDENT EXCURSIONS

The following regulations govern the organisation of excursions by students:

- i. Decisions of the Society to undertake the trip should be taken at a general meeting of the Club/Society.
- ii. Permission for a society to go on excursion or education tour should be sought from the Dean of Students and/or Heads of Departments and should contain the list of all those making the trip. All students making the trip should seek permission from their various Heads of Departments. A written petition should reach the Dean of Students, at least, one (1) week in advance.
- iii. The trip should be restricted to University members of the club or other students of the University.
- iv. The itinerary of the trip should relate to the aims and objectives of the Club or Society.
- v. There should be evidence of correspondence between the Club or Society and the institutions or other establishments to be visited during the trip.
- vi. The fare for the trip must be known in the application.

16 REGULATION OF STUDENTS ON OR OFF CAMPUS

- i. The laws of Ghana apply equally to every member of the University community and the walls of the University do not protect anyone from the full application of the laws of Ghana.
- ii. All existing regulations in the University are fully consistent with the laws of the land and will be enforced accordingly.
- iii. The University, therefore, will not permit any behaviour on or off campus by any member of the University community that contravenes its regulations or the laws of the land.
- iv. In particular, all are expected to use the official channels of communication and to follow laid down grievance procedure.
- v. For the presentation of formal petitions, negotiations, etc., the residence of the Vice Chancellor and other officers of the University are out-of-bounds; all such formal negotiations should take place in the offices of such official or at designated venues.

- vi. In all matters of negotiation, the Central Administration accepts to meet only accredited representatives of recognised groups within the University, and arrangements reached are binding on both sides.
- vii. The regulations relating to DRAP (Demonstrations, Rallies, Assemblies and Processions) for students should be strictly adhered to.
- viii. Physical assault of any kind on any individual or group of individuals by a person or persons is strictly prohibited.
- ix. Willful destructions of University or private property or facility contravenes University Rules and Regulations and will attract appropriate penalties.

17 NOISE ON CAMPUS

- i. It is desirable to maintain at all times a kind of environment that supports the basic academic enterprise.
- ii. In pursuit of a suitable academic environment, the University wishes that the general level of noise be kept as low as possible. Students are enjoined to avoid disrupting the calm.
- iii. Radios, stereophonic instruments and musical instruments may be used quietly with consideration for others at any time, subject to such regulations as may be made by individual Halls.
- iv. If this is not observed, the privilege may be restricted or in severe cases withdrawn.
- v. Clubs, Societies and Religious groups meetings should not be held in students' rooms.

18 SMOKING, DRINKING OF ALCOHOLIC BEVERAGES AND PRACTICE OF OCCULTISM

- i. Smoking is forbidden in all public places on campus.
- ii. Smoking and drinking of alcoholic beverages are not allowed in students rooms.
- iii. Use of narcotic drugs in the University is prohibited.
- iv. Occultism of any kind is prohibited.

19 UNIVERSITY ANTHEM

1. God bless the University of Mines and Technology
The institution anointed with great mission
To Fly above the limits of the sky
To provide higher education
To provide higher education
Through teaching, through research and through service

Our motto is knowledge, truth and excellence

Our motto is knowledge, truth and excellence

UMaT, arise and shine, arise and shine, arise and shine

Yes! UMaT, arise and shine



2. Praise God for University of Mines and Technology
The institution anointed with great vision
To become a centre of excellence
For the training of world class professionals
And provide Africa's urgent needs
Through teaching, through research and through service

Our motto is knowledge, truth and excellence

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Words by **Prof. D. Mireku-Gyimah**

Music by **Sir M. K. Amissah**

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