

UNIVERSITY ANTHEM

1. Good 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
Our motto is knowledge, truth and excellence
UMaT, arise and shine, arise and shine, arise and shine
Yes! UMaT, arise and shine



Words by Prof. D. Mireku-Gyimah
Music by Mr. M. K. Amissah

The Student Guide

2013/2014

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all correspondence relating to students,
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- vi. In all matters of negotiation, the Central Administration accepts to meet only accredited representatives of recognized 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.

16 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 If this is not observed, the privilege may be restricted or in severe cases withdrawn.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.

17 SMOKING, ALCOHOLIC DRINKS AND 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.

position in the University. Breaches of any of these pieces of advices are punishable.

14 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 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.

15 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.

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The University of Mines and Technology, (UMaT)

STUDENT GUIDE

1 A BRIEF HISTORY OF THE UNIVERSITY

The University of Mines and Technology (UMaT), Tarkwa, started in 1952 as the Tarkwa Technical Institute. In 1961, it was reorganized to become the Tarkwa School of Mines to train the required manpower for the mining and allied industries in Ghana. In 1976, the School was affiliated to the Kwame Nkrumah University of Science and Technology (KNUST) as a faculty of the University. In 2001, it became the Western University College of KNUST. In November, 2004, UMaT was established as a full-fledged autonomous University by act of Parliament (Act 677).

The University is situated approximately on a 1.39 square-kilometre campus of undulating land and pleasant surroundings, about 2 kilometres south of the town of Tarkwa.

The campus presents a panorama of beautiful old as well as modern buildings interspersed with verdant lawns and tropical flora which provide a cool and refreshing atmosphere congenial to academic studies. Within the short period of its existence it has become an important centre for the training of engineers and technologists not only for Ghana but also for other African countries as well as other parts of the world.

UMaT has two Halls of Residence. They are the Chamber of Mines and the Gold Refinery Halls. The Chamber of Mines Hall is located at the western end of the campus. The Gold Refinery Hall is located on a highland at the northern outskirts of Tarkwa. The Halls are self-contained, each with its kitchen, dining hall and separate junior and senior common rooms for students and senior members of the hall. The Administration Block, the Library, the Faculty Buildings, and Auditorium occupy the central portion of the grounds.

There are two Faculties. They are the Faculty of Engineering and Faculty of Mineral Resources Technology. In addition, there is a School of Postgraduate Studies which coordinates all postgraduate studies in the University.

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.

Deans of Faculties	Member
Registrar	Secretary
Two Student Representatives	Members

xxxiii. Publication

- 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.
- A copy of each issue shall be lodged with the Vice Chancellor and the Librarian on the day of publication.
- Each issue shall state the name of the editor, the membership of the editorial board and the publisher.
- 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

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

xxxv. 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.

xxxii. "Advice"

All forms of "advice" which have legal implications must be complied with particularly if they come from University and any person acting in official

- 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

- i. Any student or students wishing to organise a DRAP outside the campus of the University shall obtain the requisite police permit.
- ii. 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.
- iii. 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.
- iv. Should the DRAP start on the University campus clause (a-i) under xxx shall apply.
- v. 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.
- vi. The University's role in DRAP's staged off the campus, after the University has satisfied itself that 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	Member

Vice Chancellor

Prof. J. S.Y. Kuma PhD (Newcastle), MSc, PgD(Delft), BSc.(Ghana), MGHIG, MIAH

Pro Vice Chancellor

Assoc Prof Sulemana Al-Hassan PhD (Wales), PgD, BSc (KNUST), MIMM

Registrar

Mr. E. K. Bedai MDM (UG), PgD (GIMPA), BA (Hons) DipEd (UCC), FGIM, MCIM

Finance Officer

Dr. K. Osei-Afoakwa PhD, MSc (Lagos) BSc (Ghana), ICA (Ghana)

Librarian

Mrs. Victoria Dodoo MISC. (U Ibadan), PgDLS,(UG), BScEd (UCC)

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 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 Students' Representative Council is the recognized students' body of the University. It controls all students' activities organized by clubs and societies. The societies and clubs are financed partly by the University by means of a grant made to the Students' Representative Council, which controls the disbursement of the grant and partly 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 and Departmental Boards, Residence Committee, Library Committee and on the Hall Councils.

iv. Executive Officers of the Students' Representative Council are:

- President
- Secretary
- Treasurer

3 HALLS OF RESIDENCE

There are two 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 who is assisted by a Senior Tutor. There is also a Hall Bursar and other supporting staff. The number of students in a room is determined by the Hall authorities. Private Hostels are available around the campus and in Tarkwa town for students who, as a result of the limited residential facilities, cannot be admitted as resident students. Currently, about 30% of the total student population is non-resident.

- 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 days prior notice must be given.

xxviii. Clubs and Societies

- a. Students shall have freedom of association.
- b. However, only Clubs/Societies recognized 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 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 organize 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 a.m.
- 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.

xxiv. The Student Representative Council (SRC)

- a. The University recognizes the Student Representative Council (SRC) as the legitimate representative organ of the student body as a whole.
- b. The University does not recognize any body or organization 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) Fulfill 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 days before the function takes place. The Registrar may impose such other requirements and conditions as may be deemed necessary.

i. Chamber of Mines Hall

The Hall was named after the 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. A new 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 in September, 2001. It provides accommodation for about 250 students.

iii. Non-Resident Student Accommodation

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

4 FACULTIES

i. Faculty of Mineral Resources Technology

The present Faculty of Mineral Resource Technology was established in October 2001.

a. Departments under the Faculty

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

- i. Geomatic Engineering
- ii. Geological Engineering
- iii. Mining Engineering
- iv. Mineral Engineering
- v. Petroleum Engineering
- vi. Environmental and Safety Engineering

b. Courses Offered and Degrees Awarded

The Faculty offers 4-year degree programmes leading to the award of the following:

- Bachelor of Science (BSc) in Geomatic Engineering
- Bachelor of Science (BSc) in Geological Engineering
- Bachelor of Science (BSc) in Mining Engineering
- Bachelor of Science (BSc) in Mineral Engineering

- Bachelor of Science (BSc) in Petroleum Engineering
- Bachelor of Science (BSc) in Environmental and Safety Engineering
- Two-year Diploma in General Drilling

ii. Faculty of Engineering

The Faculty of Engineering was established in October 2001.

a. Departments under the Faculty

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

- Electrical and Electronic Engineering
- Mechanical Engineering
- Mathematics
- Computer Science and Engineering

b. Courses offered and Degrees Awarded

The Faculty offers 4-year degree programmes leading to the award of the following:

- Bachelor of Science (BSc) in Electrical and Electronic Engineering
- Bachelor of Science (BSc) in Mechanical Engineering.
- Bachelor of Science (BSc) in Mathematics .
- Bachelor of Science (BSc) in Computer Science and Engineering

c. CENCES

CENCES is an acronym for “Centre for Communication and Entrepreneurship Skills”. CENCES was established in the 2011/2012 academic year to co-ordinate the teaching and learning of all the non-hard core science and technology disciplines at the University of Mines and Technology (UMaT). It is to serve as the nucleus of the future Faculty of Integrated Management Sciences. CENCES operates at the level of a department but it is not subsumed under any faculty; it is a servicing department and does not run its own degree programmes.

Currently, the Centre runs a one-year certificate programme in English for non-english speaking students.

d. Postgraduate Programmes

The School of Postgraduate Studies runs MSc, MPhil and PhD degrees in the following programmes; Mining Engineering, Mineral Engineering, Geomatic Engineering, Geological Engineering, Mechanical Engineering, Electrical and Electronic Engineering, and Mathematics.

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 Hall of Residence

- Visitors to Hall of Residence are allowed during visiting hours, that is, from 12 noon to 12 mid-night daily. For security reasons, visitors shall sign the Visitors’ Register at the porters’ 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.
- 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

- 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.
- The Hall Council shall be the governing body of each Hall of Residence.
- The Hall Master shall be the Head of the Hall and shall be responsible for the administration of the Hall.

xxiii. University Property

- Students shall be liable to pay for any loss or damage to University property of any kind caused by students. This includes SRC property.
- 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.
- Students must not interfere with electrical installation in their cubicles, Halls or any other part of the University.

- 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.

xiii. 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. Students' 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 Porter on duty. Students contravening this regulation shall not have any co-operation from the Hall authorities when personal articles are stolen.
 - (ii) *Penalty for students who fail to submit their keys at the end of the semester.* 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 Porter 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

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

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

e. Special Programmes

In addition to the above programmes, leading to the awards of degrees, the University runs special programmes to meet the middle level manpower needs of the mining and related industries.

5 THE LIBRARY

The University Library complex stocks a wide range of relevant printed and electronic material in all the major disciplines of the University. It stocks about 9653 volumes, and subscribes to over 44 periodicals of which only 29 are active. The Library of Congress Classification Scheme is used in classifying the books and arranging them on the shelves. There are author, and classified catalogues. In addition, there are reference and restricted loan sections.

i. Membership

The membership of the Library is open to all postgraduate and undergraduate students of the University, academic staff, senior administrative and technical staff as may be recommended by Heads of Department. It is also opened to external users. By special permission of the Vice Chancellor, other persons may be admitted to membership for purposes of consulting books.

ii. Arrangement and Access

In the new Library complex are the catalogue cabinets, circulation areas and a reading area, which can accommodate about 550 readers.

The reference/restricted loan service and current periodicals can also be found in the Library. Back issues of newspapers and periodicals are also located on the ground floor of the Library complex.

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 these scheme and the Catalogue are displayed at the Issue Desk. Both the author and classified catalogues are on cards. 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. Other Library Service

The Library has photocopiers. Books on loan may be reserved by other readers on application to the Lending Librarian or an Assistant at the Issue Desk.

v. Borrowing of Books

The number of books users may borrow from the Library are as follows:

Lecturers	-	8 books
Part-time Lecturers	-	4 books
Demonstrators	-	4 books
Postgraduate Students	-	4 books
Undergraduate Students	-	3 books
Senior Administrative Staff	-	2 books
Junior Staff	-	1 book

vi. Operating Hours

During the Semester, the Library opens as follows:

Mondays - Fridays	-	8.00 am – 10.00 pm
Saturdays	-	8.00 am – 4.00 pm

During vacations, the Library opens as follows:

Mondays - Fridays	-	8.00 am – 5.00 pm
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Note: The Library does not operate on Sundays and Saturdays (during vacations) and it is closed on all Public Holidays. It, however, operates on Saturdays and Sundays during examination periods.

vii. General Regulations of the Library

- a. Silence should be observed in the Library.
- b. Books consulted in the Library should not be returned to the shelves. They should be left on the tables.
- c. Marking, mutilation and misappropriation of library materials are serious offences and severe disciplinary action will be taken against offenders.
- d. Smoking and eating are forbidden in the Library.
- e. Brief cases, handbags, etc. should be placed in the pigeon holes provided at the Issue Desk or at the entrance of the library.

- 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 Senior Hall Tutor. 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 and Dean of Students.

xv. Arrangements for Final Year Students

When a student has completed his/her programme of studies 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.

- 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 and final year students with effect from the 2000/2001 academic year. Under this policy, a first year student who is unable to get into residence in his/her first year, shall 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. Two students shall be accommodated in a room in the Chamber of Mines Hall and four to six to a room in the Gold Refinery Hall.
- e. 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 mid-night.

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 Porters' 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.

- f. Readers must submit any book and material they are carrying while leaving the library for scrutiny at the security check point.
- g. The Librarian or his Deputy shall be responsible for maintaining order in the library and may require any person who is guilty of disorderly or improper conduct or of any breach of regulations to withdraw from the library for a stated period. Serious offences shall be immediately communicated to the Vice Chancellor by the Librarian.
- h. Students are required to make themselves familiar with the regulations of the library.
- i. All final year students are required to return their library books four (4) days before the beginning of second semester examinations.
- j. The names of all final year students who do not return their books by the stated period shall be sent to the Deans of the Faculties concerned who shall, through their Faculty Examinations Officers, ensure that the students are debarred from taking their examinations.

viii. Borrowing of Books and Periodicals

- a. Only books in the Lending Library may be borrowed. Other books at the reference, restricted loan library, theses and materials in the gridded cage are for in-house use. Current unbound and bound periodicals may be borrowed only with permission from the Librarian.
- b. The borrower may take the book(s) he or she wishes to borrow to the Issue Desk where they are issued out.
- c. The possession of a library book which has not been properly issued to the reader will be treated as a deliberate and serious offence.
- d. The period allowed for a book loaned is two weeks but a reader can renew any book for a further period, provided it has not been requested by another reader.
- e. On return of a book(s), the Assistant at the Issue Desk discharges the book(s).
- f. Books borrowed must on no account be passed from reader to reader, but must in all cases be formally returned and re-issued at the Issue Desk.

6 AUDIO-VISUAL UNIT

The Audio-Visual Unit undertakes all the printing, binding, photocopying and videotaping requirements of the Departments and Units of the University. It publishes the Calendar, Annual Report, Newsletter and other official publications.

It also serves the student body by undertaking some of their printing requirements such as binding of their theses and posters for their social activities. All printing

done at the Audio-Visual Unit is charged at approved commercial rates. It is equipped with photocopiers, computers, binding machines, photographic cameras, video deck, television and video cameras.

7 UNIVERSITY BOOKSHOP

Currently, the University Bookshop is a small room 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 off-campus hospital. The clinic is staffed by nurses and a part-time doctor. Serious cases and emergency cases that require a doctor's attention are referred to the ABA Hospital in Tarkwa. This same hospital is under the supervision of the clinic part-time doctor. The hospital consists of an Out-patient Department, an Operating theatre, Ordinary Wards and Special Wards. Medical attention is given to students, members of staff (both senior and junior) and their families at the clinic. At the Hospital, fees are paid but are refundable. Arrangements are usually made for specific cases to receive specialist's attention, where necessary, outside the ABA Hospital. The hospital has a Maternity Unit.

- a. Students may visit the University Clinic and ABA 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/ABA Hospital within the period stipulated by the Head of Health Services.
- c. Ghana government sponsored students may receive free medical attention at the University Clinic/ABA Hospital. Such students shall however be levied a fee which is subject to review every academic year for cost of drugs.
- d. Foreign and fee-paying students shall pay for medical attention received at the University Clinic/ABA Hospital and shall be responsible for their own medical care.

9 SOCIAL LIFE ON CAMPUS

Students' social life on the campus is organized by the Junior Common Room Committees, which also act as liaison between the student body and the Hall authorities in their Halls.

The Students' Representative Council whose executive is appointed from campus-wide elections, is responsible for the co-ordination of the activities of the various

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 Porters' Lodge of the Hall of Residence to which he/she has been assigned.
- ii) The student shall present his/her receipt to the Porter on duty who shall give him/her a key to a cubicle.
- iii) He/she is required to sign the Residence Register at the Porters' Lodge.
- d. All students who owe the University shall settle their debts at the Accounts Office before they are registered.

x. Residential Facilities/Arrangements

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 authorized 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

OFFENCE	SANCTION
a Physical Assault	Rustication plus appropriate compensation or dismissal from the University/going to court for compensation
b Verbal Assault	Caution with written apology/ejection from Hall/Rustication
c Sexual Assault	Dismissal
d Sexual Harassment	Caution with written apology/Counseling/Dismissal/rustication
e Pounding	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 Drunkness/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 unauthorized 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

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 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 7 (seven) days before the date of the journey. Each requisition must contain the following:

- a. The destination and purpose of the excursion.
- b. The date and time when the transport will be required.
- c. 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.
- d. The name and signature of the organiser of the party who will be responsible for payment to the Finance Officer before transport is provided.
- e. Exeats or written permission from Senior Hall Tutor/Deans of Faculty/ Heads of Department as appropriate.

10 OTHER INFORMATION

There are also the following facilities on the campus: a Sports Park, and a Senior Staff Club. Religious services are held regularly in the auditorium. The University has a Chaplaincy Board which is responsible for organising and coordinating the religious life of staff and students.

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 Degree, Postgraduate, Diploma, and any other 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.

Identification Card

All students should possess a University of Mines and Technology, Tarkwa Identification (ID) Card and endeavour to carry it on them always. Any student who misplaces his/her ID Card must report it immediately to the Academic Deputy Registrar or Assistant Registrar (Students Affairs).

11 STUDENTS COUNSELLING SERVICES

There is a student Career and Counseling Bureau at the Academic Section of the Registry, located at the Administration Building. The Bureau is currently under the direct supervision of the Registrar.

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 Students Affairs Section of the Registry and the Students' Representative Council (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 which is newly created is gradually expanding to include counseling and guidance services, 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.

12 ORIENTATION COURSE

Fresh students are given orientation courses 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.

13 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/