



**CAPE COAST  
TECHNICAL  
UNIVERSITY**

# **DISCIPLINARY REGULATIONS FOR STUDENTS**

**CCTU P NO. 49**





**CAPE COAST  
TECHNICAL  
UNIVERSITY**

# **GAZETTE**

## **DISCIPLINARY REGULATIONS FOR STUDENTS**

**April 3, 2025  
CCTU P NO.49**

**PUBLISHED BY THE DIRECTORATE OF PUBLIC AFFAIRS**

## **PREFACE**

This policy gives a detailed description of the various rules and regulations for disciplining students admitted into the Institute. It is anticipated that successful implantation of this policy will lead to improvements in the academic, administrative and support services and thereby enhance student achievement and public confidence in the Institute.

# Table of Contents

1.0	Introduction	1
1.1	Background	1
1.2	Objectives	1
1.3	Policy Statement	1
2.0	Guidelines and Procedures	2
2.1	Provisions of Disciplinary Regulations for Students	2
2.2	Membership of the Disciplinary Committee	3
2.3	Functions of the Disciplinary Committee	3
2.4	Quorum	4
2.5	Provision for Sanctions	4
2.6	Order or Combination of Sanctions	5
2.7	Misconducts or Malpractices	6
2.8	Other non-academic misconducts or offences	8
2.9	Academic Misconduct	14
2.10	Examination Rules and Regulations	16
2.10.1	Eligibility to write Examination	16
2.10.2	Examination Venues and Seating Arrangements	16
2.10.3	Student's Identity Cards and Registration Numbers	17
2.10.4	Entering and leaving Examination rooms	17
2.10.5	Procedures during Examination	19
2.10.6	Absence from Examination	21
2.10.7	Malpractice and or Misconduct	22
2.11	Sanctions	23

## **1.0 Introduction**

### **1.1 Background**

Discipline plays a pivotal role within the university campus, extending its significance across both academic and non-academic realms. In the academic sphere, discipline fosters an environment conducive to effective learning and scholarly growth, ensuring that students engage with their studies earnestly and uphold the integrity of their academic endeavors. This, in turn, safeguards the credibility of degrees conferred by the institution. Simultaneously, discipline curtails non-academic misconduct, creating a respectful and harmonious atmosphere where students and faculty interact with professionalism and ethical consideration. By upholding discipline in both domains, universities not only nurture a culture of excellence and integrity but also prepare students to become responsible citizens equipped with the values and skills necessary for success in their future pursuits.

### **1.2 Objective**

To carry out disciplinary proceedings based on accepted regulations and processes approved by the Academic board.

### **1.3 Policy Statement**

Approved and acceptable rules, regulations and procedures recognized by the academic board and the Disciplinary committee of the university shall be the basis for conducting examinations.

## **2.0 Guidelines and Procedures**

### **2.1 Provisions of Disciplinary Regulations for Students**

- a. All students of Cape Coast Technical University shall be governed by the provisions of these Disciplinary Regulations for Students.
- b. Disciplinary Committee for Students

Subject to the provisions of the Technical University Act 2016 (Act 922), the Technical Universities (Amendment) Act, 2018 (Act 974) and any further amendments thereof, and Cape Coast Technical University Statutes;

1. The Vice Chancellor or the Academic Board or Council shall setup a Disciplinary Committee to investigate incidence(s) of academic and or examination malpractices and or other misconducts by any student of Cape Coast Technical University and to make the appropriate recommendation(s).
2. All cases of academic, examination, non-academic, and/or other misconduct referred to the Disciplinary Committee should be investigated as soon as practicable and a report and/or recommendation(s) made to the appropriate body.
3. In all cases of examination malpractices, cancellation of the examination(s) may be ordered by the Vice Chancellor or the Academic Board to maintain the sanctity of the examination(s) concerned.

## 2.2 Membership of the Disciplinary Committee

The membership of the committee may consist of, but not limited to, the following:

- i. Dean of Students or duly appointed representative - **Chairperson**
- ii. Head of Department (of student(s) concerned) or duly appointed representative - **Member**
- iii. Representative of SRC - **Member**
- iv. Legal Officer or duly appointed representative - **Member**
- v. Deputy Registrar (Academic) - **Member/Secretary**

## 2.3 Functions of the Disciplinary Committee

- a. The Disciplinary Committee shall investigate matters relating, but not limited, to the following which shall be referred to it by the Vice Chancellor or the Academic Board:
  - i. Academic offences or misconducts as contained in the Statutes or the Student's Handbook or the Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of Cape Coast Technical University.
  - ii. Examination or any malpractices as contained in the Statutes or the Student's Handbook or the Laws, Regulations, Rules, Policies, Guidelines, Notices, etc of Cape Coast Technical University.
  - iii. Student's misconduct
  - iv. Insubordination.
  - v. Stealing, fighting, sexual offences, homosexuality, occultism, etc.
  - vi. Possession and/or use of offensive weapons.
  - vii. Possession and/or use of banned narcotic substances.
  - viii. Any act that violates or attempt to violate the provisions of the Statutes, the Student's Handbook, Laws,

Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of Cape Coast Technical University.

- ix. Any other act which is considered detrimental to the interest of the University stated in the Cape Coast Technical University Statutes, the Student's Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of Cape Coast Technical University
- b. In all instances of academic or examination or other malpractices or offences and non-academic offences or misconducts, the investigation shall be conducted as soon as practicable, and report submitted to the Vice Chancellor or the Academic Board or the appropriate body.
- c. Without prejudice to the referral of a student involved in a criminal act to the appropriate state institution to deal with under the laws of the Republic of Ghana, the University may take the appropriate investigative action under this regulation to discipline a student concerned for violating the provisions of these regulations of Cape Coast Technical University.

## **2.4 Quorum**

The quorum for meetings of the committee shall be two thirds (2/3) of the membership.

## **2.5 Provision for Sanctions**

Subject to the provisions of the Statutes, the Students' Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, and regulation 11 of the students' handbook of Cape Coast Technical University, where the Disciplinary Committee establishes that a student

has committed an academic, non-academic or examination misconduct and or violated the provision(s) of these regulations or been involved in any other misconduct, and depending on the gravity of the offence(s), misconduct, malpractice and mitigating circumstance(s), it may recommend one or more of the following:

- a. Confiscation of the offending material;
- b. Cancellation of examination paper or work;
- c. Signing bond of good behaviour;
- d. Expulsion or dismissal or suspension or rustication from the University
- e. A fine;
- f. Censor or reprimand in writing;
- g. Withholding of certificate for a stated period;
- h. Withdrawal of certificate;
- i. Withdrawal of an academic, a University or a residential privilege, benefit, right or facility;
- j. Referral to the appropriate national institution for further action.
- k. An apology letter to the appropriate person or body.
- l. Recovery of the money or property or subject of the misconduct;
- m. Additional sanctions as appropriate in each circumstance; and
- n. Any other penalty or sanctions prescribed by the Statutes, the Student's Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of Cape Coast Technical University.

## **2.6 Order or Combination of Sanctions**

The sanctions mentioned or prescribed in the Statutes, the Students' Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of Cape Coast Technical University may be applied in any order or in any combination.

## **2.7 Misconducts or Malpractices**

1. Without prejudice to the application of the national laws by the University, no student of the University shall:
  - a. Assault another person or threaten any other person with assault whether sexual or otherwise or commit a batter against another person;
  - b. Cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
  - c. Knowingly create a condition that unnecessarily endangers the health or safety of other persons;
  - d. Threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to his/her property;
  - e. Engage in a course of vexatious conduct that is directed at one or more specific individuals, and
    - i. That is based on the race, ancestry, place of birth, origin, colour, religion, ethnic origin, citizenship, sex, sexual disability, receipt of public assistance or record of offences of that individual or those individuals;
    - ii. That is known to be unwelcome; and
    - iii. That exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted;
  - f. Cause by action, threat or otherwise, a disturbance that the student knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others.
  - g. Peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the

- communication inside, or impede access to the meeting, is an acceptable expression of dissent;
- h. Steal, knowingly take, destroy or damage premises of the University or any physical property that is not his/hers own;
  - i. Knowingly destroy or damage information or intellectual property belonging to the University or to any of its members;
  - j. In any manner whatsoever, knowingly deface the inside or outside of any building of Cape Coast Technical University;
  - k. Knowingly possess effects or property of the Cape Coast Technical University appropriated without authorization;
  - l. Knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;
  - m. Knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorised to give such instruction, or without just cause;
  - n. Knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system;
  - o. Knowingly or maliciously bring a false charge against any member of Cape Coast Technical University.
  - p. (a) Counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in the Statutes, the Student's Handbook, Laws, Regulations,

Rules, Policies, Guide- lines, Notices, Instructions, Letters, etc of Cape Coast Technical University.

- q. Deface the trees, walls , buildings and any other property of the University with advertising or other material or notices however described;
- r. Sexual assault or rape of a person;
- s. Defecate outside the designated buildings or places on campus;
- t. Produce or distribute pornographic material on the premises of the University; or
- u. Indecently exposes himself or herself in public.
- v. Refusal or neglecting to take and or sign the matriculation oath of Cape Coast Technical University.

## **2.8 Other non-academic misconducts or offences**

Non-academic misconduct includes the following specifically prohibited acts whenever, unless otherwise stated, such acts occur on Cape Coast Technical University owned or controlled property.

### **a. Alcoholic Beverages:**

- i. Consumption or possession of alcoholic beverages.
- ii. Intoxication made manifest by disorderly conduct, including fighting boisterousness, rowdiness, obscene or indecent conduct or appearance, or vulgar, profane, lewd or unbecoming language.

### **b. Drugs:**

Use, possession (without valid medical or dental prescriptions), manufacture, furnishing, sales, or any distribution of any narcotic or dangerous drug controlled by law.

**c. Disorderly Conduct:**

- i. Breach of the peace or obstruction or disruption of teaching, administration, disciplinary procedures, or other Technical University activities, including its public-service functions or other authorized activities.
- ii. Intentionally harassing another person. Harassing behaviour includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following or persistently bothering or annoying or any other behaviour which has the purpose or effect of interfering with an individual's work, lawful activity or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Harassment may or may not represent, but is not limited to acts based on sex, race, religion, national origin, disability or sexual orientation.
- iii. Refusal to vacate a building, street, or other facility when directed to do so by a properly identified administrator or staff personnel whilst performing his/her duty.
- iv. Failure to comply with instructions, directions of requests of any properly identified administrator, or staff personnel acting in the performance of their duties.
- v. Lewd, indecent or obscene conduct or expression.
- vi. Using sound amplification equipment without the prior approval by the Dean of Students; Affairs (or his authorized representative).
- vii. Attempting to enter any event sponsored or supervised by Cape Coast Technical University or any recognized University organization without proper credentials for admission, i.e., ticket, identification card, invitation, or other reasonable qualifications for admission.

**d. Hazing:**

Any act which tends to occasion or allow physical or mental suffering in connection with rites or ceremonies of induction, initiation, or orientation into Cape Coast Technical University group or organization e.g. “ponding”.

**e. Damage to Property:**

Malicious or unwarranted damage or destruction of items of Cape Coast Technical University property, items rented, leased, contracted or placed on the campus or off campus at the request of the institution, or items belonging to students, staff, guests of Cape Coast Technical University or of student groups

**f. Entry or use of Cape Coast Technical University facilities:**

- i. Unauthorized use of any Cape Coast Technical University building, office or other facility.
- ii. Unauthorized use of any Cape Coast Technical University telephone facility or of any other University facility.
- iii. Possessing, using, making or causing to be made any key or keys for Cape Coast University facility without proper authorization.

**g. False information and record falsification:**

- i. Furnishing false information to any University or on any Cape Coast Technical University document (including the Application form for Admission), or offering a false statement in any Cape Coast Technical University disciplinary hearing.
- ii. Forgery, alteration, or misuse of any Cape Coast Technical University document, record, or identification.
- iii. Writing anonymous letters.

**h. Financial Records, Property:**

Failure to remit, return, or submit financial obligations, property, or records of Cape Coast Technical University, within the time prescribed by the University.

**i. Stealing:**

- i. Taking, attempting to take, or keeping in his/her possession items of Cape Coast University, items rented, leased, contracted or placed on the campus or off campus at the request of the institution, or items belonging to students, staff, guests of Cape Coast Technical University, or student groups.
- ii. Selling a textbook or any item belonging to another person without the permission of the owner. The sale, of a textbook belonging to another will be regarded as prima facie evidence of theft. Textbooks/lost items found should be given to the Secretary/Security Department.

**j. Gambling:**

Playing of cards or any other games of skill or chance of money, or any form of unlawful lottery.

**k. Safety:**

- i. Intentionally giving a false fire alarm or bomb scare in respect of Cape Coast Technical University building or property. Tampering with firefighting equipment, safety devices or other emergency or safety equipment of Cape Coast Technical University.
- ii. Setting unauthorized fireworks, firearms or other projective propelling devices, ammunition, or dangerous weapons or materials (fireworks are defined as any substance prepared for the purpose of producing visible or audible effect by combustion, explosion or detonation).

- iii. Possession of unauthorized fireworks, firearms or other projective propelling devices ammunition, or dangerous weapons or materials (fireworks are defined as any substance prepared for the purpose of producing visible or audible effect by combustion, explosion, or detonation).
- iv. Unauthorized sale, possession, furnishing, or use of any incendiary device or bomb.
- v. Any form of unauthorized solicitation in the classroom, workshops or elsewhere on campus.
- vi. Complicity or shared responsibility for infractions of the provision(s) of the Statutes, the Students' Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of CCTU.
- l. Knowingly acting in concert with any other person to violate the provision(s) of the Statutes, the Students' Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of CCTU.
- m. Students are responsible for the conduct of their guests on or in Cape Coast Technical University property and at functions sponsored by the University or any recognized University organization.
- n. The penalty for repeated violations of the published rules and regulations of Cape Coast Technical University, which cumulatively indicate an unwillingness or inability to conform to the standards of Cape Coast University for student's life, shall also be dismissal.
- o. It is a misconduct for a student of the University to sexually harass another student of the University by engaging in

unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

- p. It shall be a misconduct for a student of Cape Coast Technical University to fail or refuse or neglect to report incident of malpractice in the University by another student or any other person which comes to his or her knowledge
- q. It shall be a misconduct for a student of Cape Coast Technical University to evade, fail, refuse or neglect to appear before the Disciplinary Committee or any authorized body of the Vice Chancellor, Academic Board or Council of Cape Coast Technical University or evade to be served a notice of invitation to appear before the Disciplinary Committee or any authorised body of the Vice Chancellor, Academic Board or Council of Cape Coast Technical University.
- r. It shall be a misconduct for a student of Cape Coast Technical University to interfere with the work of the Committee in any form or manner.
- s. It shall be a misconduct for a student of Cape Coast Technical University to divulge information on the work or proceedings of the Disciplinary Committee or any authorized body of the Vice Chancellor, Academic Board or Council of Cape Coast Technical University.
- t. It shall be misconduct for a student of Cape Coast Technical University:
  - a. To be absent from the requisite and or mandatory functions of Cape Coast Technical University, without permission or reasonable excuse;
  - b. To be insubordinate to superiors; and

- c. To indulge in any anti-social activities while in residence or outside the campus which tend to bring the image of Cape Coast Technical University into disrepute.
- u. It shall be misconduct for a student of Cape Coast Technical University to refuse or fail to comply to sanction(s) imposed on him or her after being found liable and sanctioned by the Vice Chancellor or the Academic Board or the appropriate body.

## **2.9 Academic Misconduct**

It shall be a misconduct or malpractice for a student knowingly:

- a. To use or possess an unauthorised aid or aids or obtain unauthorised assistance in any academic examination or term test or in connection with any other form of academic work;
- b. To impersonate another person, or to have another person impersonate him/her, at any academic examination or term test or in connection with any other form of academic work;
- c. To represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work;
- d. To submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere;
- e. To submit any academic work containing a purported statement of fact or reference to a source which has been concocted;

- f. To engage in the sale of unpublished academic lecture material, such as lecture notes, hand- outs, slides without authority from the Academic Board;
- g. To gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of taking, depositing, altering or sub- stituting examination material for the benefit of the student or any other person;
- h. To steal a colleague's assignment;
- i. To steal a colleague's answer script;
- j. To forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form;
- k. To engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresen- tation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind;
- l. To make false statement(s), misrepresentation(s), etc to the Disciplinary Committee or any authorized body of the Vice Chancellor, Academic Board or Council of Cape Coast Technical University during its investigation(s) or hearing(s);
- m. To circulate, transfer or caused to be circulated or transferred without lawful authority ex- amination materials or questions; or
- n. To refuse to give a written statement to an invigilator or examination officer upon being instructed to do so;
- o. To be absent from lectures and other prescribed assignments without permission or reason- able excuse.
- p. To make a false publication in any form or manner about Cape Coast Technical University or any of its members or bodies.

## **2.10 Examination Rules and Regulations**

The following rules and regulations in addition to those contained in the Statutes, the Students' Hand- book, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of CCTU and in those prescribed by the Commission for Technical and Vocational Education and Training shall govern the conduct of examinations in the Cape Coast Technical University.

It is the duty of a Student of Cape Coast Technical University to acquaint himself or herself with these rules and regulations and also conform to them accordingly.

### **2.10.1 Eligibility to write Examination**

- (a) A candidate shall be eligible to write an examination in Cape Coast Technical University if:
- (b) He/she has registered and followed a course as a regular student and has not absented himself/ herself for more than the equivalent of three weeks contact hours for the course.
- (c) He/she has taken part in all internal assessment tests for the registered course (s).
- (d) He/she is not rusticated, suspended, dismissed or debarred from Cape Coast Technical University.

### **2.10.2 Examination Venues and Seating Arrangements**

- (a) All Cape Coast Technical University examinations will take place at approved venues indicated on the final time-table. It is the duty of candidates to consult the time-table and ascertain the papers to be written each day, the venue as well as the time.
- (b) It would be the sole responsibility of the Quality Assurance and or the Academic section of Cape Coast Technical University to

seat candidates in the various examination venues for all examinations.

- (c) Change in examination venues shall first be approved by the Directorate of Academic Affairs
- (d) and shall be communicated to the candidates as well as invigilators via memoranda, notices, directives, instructions, etc.

### **2.10.3 Student's Identity Cards and Registration Numbers**

- (a) Identity cards of students will be inspected during examinations. Candidates are therefore requested to display their student identity cards on their tables for inspection by examination officers.
- (b) Candidates who have misplaced their identity cards should report to the head of examination section for replacement before the commencement of examinations.
- (c) Candidates who do not have Cape Coast Technical University identity cards will not be allowed to take part in any examination in the University.

### **2.10.4 Entering and leaving Examination rooms**

- (a) Candidates should make themselves available at the examination venue at least 30 minutes before the commencement of any paper. Candidates who report 15 minutes after the commencement of a paper may not be permitted to take part in the examination. However, the invigilator may allow such candidates to take part in the examination if the invigilator is satisfied with the reasons for the lateness. This must be reported to the Director of Academic Affairs Directorate in writing.
- (b) Candidates admitted late will not be allowed extra time for the paper. They must stop at the appointed time with the other candidates.

- (c) Candidates should be seated in the examination room at least 15 minutes before the start of the examination. This is to enable candidates to seat themselves according to the seating plan before the question papers are distributed.
- (d) Candidates shall not bring into the examination room any books, papers, bags, mobile phones, programmable calculators alarm watches and any written information in any form or any unauthorised material or device of any nature.
- (e) The invigilator has the delegated authority to search candidates before they are allowed entry into the examination room.
- (f) No student shall enter the examination room until he/she is invited, called or requested to enter the examination room. The invigilator may search a candidate who is suspected of hiding unauthorised material. Refusal to comply with a search by an invigilator constitutes an examination offence and misconduct.
- (g) Candidates may be allowed by the invigilator to leave the examination room temporarily upon request. An attendant designated by the invigilator should accompany the candidate.
- (h) It is the responsibility of the invigilator to ensure that the candidate does not abuse the permission granted him/her by way of cheating.
- (i) Candidates should spend a minimum of 30 minutes in the examination room before submitting their examination scripts/answer booklets.
- (j) However, candidates leaving the examination room before the end of the examination must not be allowed to take the question papers with them. Similarly, no candidate should be permitted to leave the examination room during the last 15 minutes of the examination.
- (k) A candidate who completes an examination ahead of the allotted time and intends to leave the examination room shall inform the

invigilator who shall collect the answer booklet before the candidate is permitted to leave.

- (l) Candidates who fall ill in the examination room should inform the invigilator for the appropriate action to be taken.

### **2.10.5 Procedures during Examination**

- (a) Candidates must ensure that they sign the examination attendance sheet/register. Candidates are required to carefully read the instructions on the answer booklets as well as the question paper (s). They must also ensure that the following details are entered on the answer booklets as well as supplementary sheets used, if any:
  - a. Correct index or registration number;**
  - b. Title of paper;**
  - c. Date of examination.**
- (b) Candidates should not tear off any part of the answer booklet. All used and unused answer booklets should be submitted to the invigilator before the candidates leave the examination room. Rough work must be done in the answer booklets and neatly crossed out to show that it is not part of the answer.
- (c) Each candidate shall provide for himself or herself and his or her exclusive use examination materials such as pen, pencil, eraser, ruler and calculator for the examination.
- (d) Borrowing of other candidate's materials shall not be entertained in the examination room. It is the responsibility of the candidates to ensure that they are given the right question paper and other material (s) required for the examination.
- (e) Under no circumstance should a candidate write his/her name on any part of the answer booklet provided. Candidates are required to use only their index numbers throughout the examination.

Unless otherwise instructed, candidates are to sit according to their index numbers for all writ- ten examination papers.

- (f) There shall be no verbal or any other form of communication between candidates during the examination period.
- (g) Candidates would be instructed by the invigilator to start work and would be allowed time to check whether the question paper is the correct one, all questions are readable, and there are no missing pages.
- (h) Candidates must stop work as soon as the invigilator instructs them to do so, and remain seated for their answer booklets to be collected before they leave the examination room. Candidates are to note that they have the personal responsibility for ensuring that the invigilator collects their answer booklets before they leave the examination room.
- (i) At the end of each examination, candidates are required to enter the numbers of questions answered in the order they have been answered in the space provided on the answer booklets.
- (j) All used supplementary sheets should be fastened following the last page of the answer booklet.
- (k) Candidates should not take away any answer booklets or supplementary sheets whether used or unused.
- (l) The opened question paper packets together with any unopened ones are to be returned with the envelopes containing the scripts to the Academic Directorate.
- (m) Under no circumstance should any question paper be taken or sent out of the examination room before the end of the period allotted to it.
- (n) No examination question paper shall be given to any other person other than a candidate, until the period allotted to the paper has ended.

### **2.10.6 Absence from Examination**

- (a) Any candidate who fails to write any paper except on medical grounds or other legitimate grounds shall be deemed to have failed the examination. The following shall not be accepted as reasons for being absent from any examination:
  - (i) Mis-reading the examination time-table;
  - (ii) Forgetting the date or time of examination;
  - (iii) Inability to locate the examination hall;
  - (iv) Oversleeping;
  - (v) Inability to find transport to the examination venue.
- (b) In the case of absence from an examination as a result of ill-health, the candidate (or someone acting on his/her behalf) must submit a relevant medical certificate, which must relate to the day or period of the examination. Unless substantiated by a medical certificate, no evidence of illness will be considered. Such evidence must be received within 14 days after the day of the examination.
- (c) In the case of absence from an examination due to serious causes other than ill-health, the candidate [or someone acting on his/her behalf] must submit the following to the Directorate of Academic Affairs through the Head of Department:
  - i. A written explanation of the absence;
  - ii. Evidence of the cause, where possible.

### **2.10.7 Malpractice and or Misconduct**

It shall be a malpractice and or misconduct for a student of Cape Coast Technical University to be involved in or engage in:

- (a) Possession of unauthorized material relevant to the examination before or during the examination;
- (b) Examination leakage;
- (c) Impersonation at examinations;
- (d) Copying during examination;
- (e) Verbal written or body language communication during examination;
- (f) Insult and assault of invigilators, supervisors, inspectors and other examination officials before or during and or after the examinations;
- (g) Foreknowledge of the content of any examination paper;
- (h) Giving examination paper to any person without lawful authority;
- (i) Disclosing the contents of any examination paper without lawful authority;
- (j) Alteration of result sheets of any candidate;
- (k) Replacement of the original script of any candidate;
- (l) Alteration of the original script of any candidate without lawful authority;
- (m) Attempt to engage in any of the malpractices or misconduct stated Statutes, the Students' Hand- book, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of Cape Coast Technical University.
- (n) Any form of examination malpractice or misconduct either before the examination, or during the examination, either outside the examination room or in the examination room.

## 2.11 Sanctions

Sanctions for academic, non-academic misconducts and examination malpractices.

Subject to the provisions of the Statutes, the Students' Handbook, Laws, Regulations, Rules, Policies, Guidelines, Notices, Instructions, Letters, etc of Cape Coast Technical University, where the Disciplinary Committee establishes that a student has committed an academic, non-academic or examination misconduct and or violated the provision(s) of these regulations or been involved in any other misconduct, and depending on the gravity of the offence(s), misconduct, malpractice and mitigating circumstance(s), the following sanctions may be prescribed for the corresponding malpractices or misconducts stated in the table below without prejudice to the generality of the provisions of the sanctions of Regulation 5 of this Student's Handbook:

	<b>Misconduct/Malpractice/Offences</b>	<b>Sanctions</b>
1	Leakage of examination papers	Dismissal
2	Impersonating another person or allowing one's self to be impersonated.	Dismissal
3	Assault (verbal/ physical) on invigilator	Dismissal
4	Copying from prepared notes or <del>another student's script.</del>	Dismissal
5	Prior Possession of examination questions (before the examination is written)	Dismissal

6	Possession of unauthorized materials which are likely to be used during examination.	Cancellation of the examination paper and rustication for a minimum of two (2) semesters.
7	Copying from another student during examinations.	Cancellation of the examination paper and rustication for a minimum of two (2) semesters.
8	Without lawful authority gives, transfers, transmits or pass on examination material/ paper.	Cancellation of the examination paper and rustication for a minimum of two (2) semesters.
9	Assisting or attempting to assist, obtain or attempt- ing to obtain assistance from another candidate I any manner or form.	Cancellation of both candidates' ex-amination paper and rustication for at least two (2) semesters.
10	Disclosing content of examination paper in any manner, form or means to another student before the examination	Rustication for a minimum of two (2) semesters or dismissal.
11.	Insubordination to examination official.	Cancellation of
12	Candidates who are not eligible to write examina- tion but writes or	

candidate's examination paper and or rustication for at least two (2) semesters.

Cancellation of candidate's examination paper and or

	attempt to write the examination.	rustication for at least two (2) semesters or dismissal.
13	Persistently disturbing others during examination.	Stopping candidate from continuing examination.
14	Writing on the answer booklet after being asked to stop work.	Loss of 5 marks for the examination paper.
15	Alters the result of any examination candidate.	Dismissal.
16	Replaces original script of any candidate.	Dismissal.
17	Makes any change in the original script of any candidate	Dismissal.
18	Alters examination numbers, photograph or any other identification of a candidate.	Dismissal
19	Foreknowledge of examination question(s).	Rustication for a minimum of two (2) semesters or dismissal.
20	Looking over candidate's shoulder.	Cancellation of candidate's paper, and or rustication for a minimum of two (2) semesters.
21	Student failing to comply with sanctions imposed on him or her for any form of misconduct/malpractice.	Rustication for a minimum of two (2) semesters or dismissal

22	Failure or neglect or refusal to report incidence of academic or examination malpractice(s) or misconduct(s) when he/she is not involved but same comes to his or her knowledge.	Reprimand and signing the bond of good behavior and or rustication for a minimum of two (2) semesters.
23	Interference with the work of the Disciplinary Committee.	Suspension/Rustication from the University for a stated period.
24	Possession of unauthorized device/aid during examination which includes but not limited to mobile phones, bluetooth devices, programmable calculators and/or anything of the nature and form of an unauthorized device.	Seizure of the device or aid, a fine of not less than GHC500 subject to and or rustication for a minimum of two (2) semesters.
25	Consult or attempting/trying to consult from unauthorized	
26	material during examination.  Refusal to write give statement (s) when requested to do so by invigilator, examination officer, among others.	
27	Destroying in any manner or form materials suspected as evidence.	

Cancellation of the candidate's paper and rustication for at least two (2) semesters.

Cancellation of examination paper of the candidate and or rustication of a period of not less than two (2) semesters.

Cancellation of examination paper of the candidate and rustication of a period of not less than two

		(2) semesters or dismissal.
28	Verbal assault on invigilator.	Rustication for two semesters or dismissal.
29	Assisting or attempting to assist another candidate.	For the candidate assisting shall have his paper cancelled and or shall be rusticated for at least two (2) semesters.
30	Seeking or attempting to seek assistance from an- other candidate or any other unauthorized person.	Cancellation of the paper of the candidate seeking or attempting to seek assistance and or rustication or at least two (2) semesters.
31	Consulting or trying/attempting to consult from prepared notes or unauthorized material.	Cancellation of the candidate's paper and rustication for two (2) semesters.
32	Fabrication of data	<del>Cancellation of the candidate's result.</del>
33	Physical Assault or threat of physical assault.	Suspension from the University and appropriate compensation and or <del>referral for criminal</del>
34	Verbal assault or threat of verbal assault	prosecution. Caution with written apology, ejection from the hall, or <del>suspension</del> from the University for

		a stated period.
35	Sexual abuse/assault	Dismissal
36	Sexual harassment	Caution with written apology and or counseling or dismissal.
37	Noise making	Caution with written apology and or fine or ejection from the hall.
38	Inconveniencing roommate(s)	Caution, replacement, suspension or dismissal.
39	Carrying key(s) away during holidays or vacation.	Payment of commercial rate of rent as well as the cost for replacing the lock where necessary.
40	Littering the University premises.	Caution and cleaning the premise or ejection or suspension from the University.
41	Refusing to leave room upon Hall Master's order or authorized representative.	Ejection from the Hall.
42	Extortion	Refund of the amount and or written apology or dismissal.

43	Embezzlement of funds by a student.	Refund and or loss of position and disqualification from holding any other position or suspension or dismissal.
44	Smoking in public places or the University premises	Expulsion from public place/the University premise and or caution or fine or suspension.
45	Making false statement to an authorized official or Disciplinary Committee of the University.	Suspension from the University for a stated period.
46	Breaking of DRAP regulations/disruptions of official ceremony/activity.	Suspension from the University for a stated period or dismissal from the University.
47	Subletting of rooms in halls by students.	Ejection and or loss of residential fee.
48	Cause or threat of bodily harm.	Suspension from the University for a stated period or dismissal from the University.
49	Endangering the life of others.	Suspension from the University for a stated period or dismissal from the University.
50	Danger or threat of danger to property.	Suspension from the University for a stated period or dismissal from the University.

51	Consumption or possession of alcoholic beverages.	Suspension from the University for a stated period or dismissal from the University.
52	Intoxication	Suspension from the University for a stated period or dismissal from the University.
53	Use or possession or manufacturing or furnishing or sales and or distribution of narcotics substance(s).	Suspension from the University for a stated period or dismissal from the University.
54	Disorderly or offensive conduct.	Suspension from the University for a stated period or dismissal from the University.
55	Harassment	Suspension from the University for a stated period or dismissal from the University.
56	Refusal to vacate school property.	Suspension from the University for a stated period or dismissal from the University.
57	Failure to comply with instructions.	Suspension from the University for a stated period or dismissal from the University.
58	Indecent expression or obscene conduct.	Suspension from the University for a stated period or dismissal from the University.

59	Use of unapproved equipment or gadgets.	Suspension from the University for a stated period or dismissal from the University.
60	Attempting or entering University events without proper credentials.	Suspension from the University for a stated period or dismissal from the University.
61	Hazing	Suspension from the University for a stated period or dismissal from the University.
62	Damage to property	Suspension from the University for a stated period or dismissal from the University.
63	Unlawful entry or use of Technical University facility.	Suspension from the University for a stated period or dismissal from the University.
64	False information and or falsification of record and or information.	Suspension from the University for a stated period or dismissal from the University.
65	Student delinquencies	Suspension from the University for a stated period or dismissal from the University.
66	Stealing or attempting to steal	Suspension from the University for a stated period or dismissal from the University.

67	Gambling	Suspension from the University for a stated period or dismissal from the University.
68	Acts against safety of person and or the University.	Suspension from the University for a stated period or dismissal from the University.
69	Conspiracy to do unlawful act or violate a policy of the University.	Suspension from the University for a stated period or dismissal from the University.
70	Refuse or failure or neglect to appear before a disciplinary committee.	Suspension from the University for a stated period or dismissal from the University.
71	Interference with the work of other Committee (s).	Suspension from the University for a stated period or dismissal from the University.
72	Divulging in any manner or form information on the work or proceedings of the Committee(s).	Suspension from the University for a stated period or dismissal from the University.
73	Absent from the required/mandatory University functions without permission.	Suspension from the University for a stated period or dismissal from the University.
74	Absent from lectures and other prescribed assignment without permission or reasonable excuse.	Suspension from the University for a stated period or dismissal from the University.

75	Insubordination of any form.	Suspension from the University for a stated period or dismissal from the University.
76	Indulge in anti-social activities in around the Uni- versity.	Suspension from the University for a stated period or dismissal from the University.
77	Making a false publication about the University.	Suspension from the University for a stated period or dismissal from the University.
78	Refusal or failure to comply with sanction(s) im- posed on him/her.	Suspension from the University for a stated period or dismissal from the University.
79	Indulge in act (s) to bring the image or reputation of the University into disrepute.	Suspension from the University for a stated period or dismissal from the University.
80	Refusal, neglecting or failure to take or sign the matriculation oath of the University.	Suspension from the University for a stated period or dismissal from the University.

