



UNIVERSITY OF KISUBI
In Virtue We Educate

HALLS OF RESIDENCE POLICY 2019



TABLE OF CONTENT

Students' Code Of Ethics And Conduct	01
Clause One	02
General Information	02
Halls Of Residence	02
Clause Two	04
Noise	04
The Notice Board	04
Identity Cards	04
Forgery	04
Conduct Likely To Cause A Breach Of Peace	05
Holidays	05
Clause Three	07
Visitors	07
Clause Four	08
Decent Behaviour	08
Clause Five	09
Dress Code	09
Clause Six	10
Sexual Harassment	10
Clause Seven	11
Use Of Office And University Employees	11
Clause Eight	12
Acceptance Of Gifts And Other Favours	13
Clause Nine	14
Mechanically Propelled Vehicles And Pedal Cycles	14
Clause Ten	15
Procedures Of Handling Students Discipline Cases.	15
Clause Eleven	18
Guild Elections	18

STUDENTS' CODE OF ETHICS AND CONDUCT

The following rules shall apply to all students of the University of Kisubi:

a) Nothing in these codes shall exclude the enforcement of the laws of the republic of Uganda against any student, and the application of existing codes and regulations or such codes and regulations as may be made from time to time pertaining to the library and other department of the university for the guidance of students in the respective places.

b) When conduct is not specifically governed by the university or hall rules, all such members of the university shall act at all times with courtesy and consideration to others and with regard to the good name of the university.

c) In these codes, “student members of the university” includes all students who have registered for a course of study or research at the University of Kisubi

CLAUSE ONE

GENERAL INFORMATION

1.1 HALLS OF RESIDENCE

a). The University of Kisubi has six (6) Halls of Residence. That is; Notredame for Ladies with eighty one rooms (81). Richard and Sunday for Nuns, with twelve rooms (12) and one self contained room. St. Joseph for Nuns, with 18 rooms. St. Vincent for gentlemen, with 15 rooms. St. Teresa for Gents, with 11 rooms. Notredame Lower and Upper for Gents, with 13 rooms.

b). The rooms are furnished with beds, sinks, curboard, table, chairs. Occupants are responsible for the proper care of all property and any damage or loss must be reported immediately to the custodian or matron before taken to the Dean of students' office.

c). The occupants shall be required to sign for all property found in their room at the beginning of each semester and sign off at the end of semester. It is the responsibility of the occupants to make sure that they sign off at the end of semester, otherwise, they will be charged for property not handed in.

d). Walls must be kept as clean as possible. Wall pictures shall be fixed on rails provided and not on the walls, using glue or cell-tape

e). Cooking in the rooms is strictly prohibited.

f). Rooms must be swept out by 8:00 a.m. each day. Rubbish must be deposited in the dustbins provided. Used bulbs, razor blades and other debris should never be thrown out of windows. Rooms are cleaned under the custodian's or matron's supervision.

g). Private property must not be left in the rooms during vacation except by permission of the custodian and matron and will always be left at owner's risk

h). Private furniture brought into the rooms must be registered with the Custodian, Matron. If it is found in the room when it has not been duly registered, it will be confiscated by the estates office.

i). Any roommate who inconveniences or disturbs the peace of others may be transferred from that room or advised to become a non-resident as the Hall disciplinary committee may think fit

j).. People of the opposite sex or any unauthorized persons shall not be accepted to stay in the Hall of residence unless by express permission of the Security, Matron

k). Priority shall be given to disabled students as regards to accommodation and feeding

CLAUSE TWO

2. NOISE

No noise from any source of music, drums, whistles, and others, shall be made which will interfere with the study or sleep of other members of the Hall and public.

2.2 THE NOTICE BOARD

You shall always look at the Notice Boards to any information from the administration, the Dean of students and students' guild.

2.3. IDENTITY CARDS

Each student must have an identity card obtained from the Dean of students' office. Any student who loses the identity card must report immediately first to the Dean of student, security and to the police if need be. A new identity card may be issued by the Dean of student' office after the appropriate charges have been paid

2.4. FORGERY

Forging documents or uttering false statements or perpetrating forgery with intent to cause loss to any person, university or any other institution whether in cash or otherwise is an offence triable by the university disciplinary committee.

2.5. CONDUCT LIKELY TO CAUSE A BREACH OF PEACE

a). Any student who uses any offensive language or indulges in any behavior towards any member of the university or the public, in an offensive manner likely to cause a breach of peace shall be guilty of an offence.

b). No student shall utter words or behave in a manner, which may damage the good name of the university.

c). A Vice Chancellor has got power to suspend a student from the university or to discipline him/her in any manner he thinks fit and seek approval or his action, at the next meeting or the university disciplinary committee.

HOLIDAYS

3.1 a) On returning from holidays, all students must clear with accounts department, the academic registrar's office, dean of students and with the custodians/matron respectively from 9:00am to 5:00pm, and other subsequent days of reporting.

3.1 b) On returning from holidays, every student shall report to the dean of students, custodian, matron.

3.1 c) Students joining the University for the first time shall be encouraged to become a residence .

3.2) All students shall go out of residence at the end of the semester not later than 1:00pm of the day following the close of the semester.

4.0 Permission to remain in residence may be given by the dean of students. a charge will be made at the rate obtaining at the time.

5.0) Permission required for more than a week involving missing lectures may be obtained from the dean of students through the dean of a particular faculty in that order.

b) A student who wishes to become a non-resident must first receive consent from the sponsor which consent must be communicated to the dean of students who will issue a non resident form upon receiving the communication from the sponsor and upon payment of an application form. this process must be done in the first two (2) weeks of the semester

CLAUSE THREE

VISITORS

7. a) Hall of Residence gates shall be locked to all non residents of that hall at 6:00pm.

b) No student shall allow another person of the opposite sex to enter or remain in their room after 6:00pm.

c) Every student shall remain within his/her hall of residence between 11:00pm and 6:00am, unless prior permission has been obtained from the custodian. Whoever acts contrary to this does so at his/her own risk.

d) The university authorities may lock hall gates at any other hour or any day with or without notice to that effect.

e) All visitors especially those from outside the university shall first report and identify themselves to the custodian/matron, before they are allowed to proceed to the students' rooms.

f). On reasonable suspicion that the visitor or student is, has about to commit an unlawful act, the custodian may search the visitor or student, either or entering or leaving the hall or both occasions.

CLAUSE FOUR

DECENT BEHAVIOUR

University of Kisubi students must consistently remember that he/she should make sure that he/her behavior does not bring reproach to the good name of the University.

Consequently, University of Kisubi Halls of Resident regulations are designed to allow the fullest liberty consistent with efficient service and love for those who differ in their views

Specifically, smoking, gambling, use of illegal drugs, use of obscene or pornographic materials, indulgence in immoral sexual behavior use of indecent languages, use of indecent dress, absenting oneself from lectures and other practices which are questionable in good living are not allowed for students at University of Kisubi.

CLAUSE FIVE

DRESS CODE

One aspect of our life together that needs urgent attention is the way we dress. We should seek to make the best of our appearance in order to be good examples to others. We should emphasize cleanliness and modesty. Modesty include all that which is morally, socially, and reasonably acceptable. Cleanliness touches our body smells, dirty clothes and shoes. Dressing is a very clear means of communicating one's cultural value system. Female students may wear decently and avoid body tight trousers, bare backs, navel-gazers (kundi show) and see through among others.

Male students on the hand are expected to dress decently and should have properly groomed hair if they are not bold. However men are specifically not allowed of locks or braids, wear head-scarf, wear earnings and studs, wear hats in lecture rooms, wear shorts in lecture rooms, display bare chests, or cut tattoos on their bodies.

Any student who will not conform to this order or to the total welfare of University of Kisubi community shall be liable to an offence triable by the disciplinary committee.

CLAUSE SIX

SEXUAL HARASSMENT

Sexual harassment is sexist behavior which results in embarrassment of the person, or persons to whom it is directed whether opposite or of the same sex.

Examples of the same sexual harassment include:

- Remarks with sexual connotations made repeatedly by a person in a superior position to his or her inferiors, in spite of indications to the contrary.
- Requesting students or subordinates to meet privately with a lecturer or superior person and penalizing them in evaluation or other ways if they refuse to comply.
- Mode of dress that amounts to indirect exposure
- Sending unwelcome messages, e.g. SMS, Telephone, e-mail with sexual connotations
- Touching another person in an erotic, sexual way without the consent of that person.

It is hateful to any norms of decency to solicit, offer, or receive sexual favors in exchange for academic or other rewards. Cases of sexual harassment must therefore be reported to the vice chancellor or other trusted member in a position to take action **WITHOUT FEAR OF RETALIATION**. It is equally disgusting to agree with this abominable practice for fear of justice

CLAUSE SEVEN

USE OF OFFICE AND UNIVERSITY EMPLOYEES

8. No rooms shall be used for social functions unless the requirements for booking them have been complied with and permission granted by the dean of students.

9. a). No student may hire, pay for or engage any employee of the university during that employee's working hours.

b). It shall be an offence to give to, or demand a bribe from, or attempt to unduly influence university officials for favour or service related to their official work.

10. Smoking is prohibited

11. a). Every student shall exercise the highest degree of caution in handling university property so as to avoid possible damage.

b). Any student who willfully or negligently damages university property shall be guilty of an offence and subsequently pay for the damages.

c). No university property of any description shall be taken

from its proper place without the written consent of the relevant authority.

d). All room keys and any other university property loaned to students must be surrendered to the custodian, or the relevant authority on the closing day of the semester. Failure to comply is an offence, penalized by paying a fine, which may be determined from time to time.

e). Non-resident students shall not have access to facilities in the halls of residence. Whoever contravenes this rule shall be liable for an offence triable by the disciplinary committee.

f). No-residents shall stay only in the approved hostels by the university. Any student who does not do so, does it at his/her own risk.

CLAUSE EIGHT

ACCEPTANCE OF GIFTS AND OTHER FAVOURS

There are diverse customs in different cultures concerning the giving and acceptance of gifts. staff members and students should, however, not solicit or accept favours, benefits, gifts, or any other form of indebtedness if doing so could be reasonably viewed as inducement to act in a particular way or to place the individual under an obligation that may either directly or indirectly compromise him or her in the performance of his/ her official responsibilities.

CLAUSE NINE

MECHANICALLY PROPELLED VEHICLES AND PEDAL CYCLES

12. a). Students wishing to keep and maintain mechanically propelled vehicles must register them with the relevant custodian and the security officer.
- b). Registration shall normally be refused unless the following documents are produced:
- the motor vehicle registration book
 - motor vehicle valid driving licence
 - the student's current driving permit
- c). The custodian/security office may refuse or withdraw permission on reasonable grounds.
- d). On campus, every vehicle shall be driven at not more than 5km/h.
- e). Every student motorist shall abide by the regulations relating to parking and driving on campus.

CLAUSE TEN

PROCEDURES OF HANDLING STUDENTS DISCIPLINE CASES.

University of Kisubi presumes that all students will abide by the codes and regulations of the university. This is expected whether the student is within or outside university of Kisubi premises, and whether involved in university of Kisubi or non university of Kisubi organized activities. However, it is also expected that instances may arise where students conduct is unsatisfactory. In such cases, measures will be taken to correct or punish such behavior.

Below are some offences students will do well to avoid. There are not limited to the ones listed below:

- Immorality e.g. cohabitation, pre-marital or extra-marital sexual activity or any other sexual activity or any other sexually immoral conduct.
- Smoking tobacco and its related product.
- Gambling in halls of residence manipulative ways aimed at swindling members of the community of their money, goods or property.
- possession, use, or distribution of any type of intoxicant liquor (alcoholic drinks)
- possession, use, abuse or distribution of illegal drugs
- possession, abuse, use, or distribution of obscene (immorally) or pornographic material (books), magazines, videos, music, internet

- Displaying any conduct, both in language behavior which is obscene or ignescent.\
- breaking residential codes and regulations
- Dishonesty including lying, false information, impersonation, forgery of documents, use of university documents, records or property.
- Behavior which endangers one's health or safety or the use of threatening force, violence or verbal abuse to endanger others.
- Failure to return or compensate for any borrowed items or money belonging to a member of university of Kisubi community.
- organizing or participating in riots, boycotts, strikes or any other form of mass indiscipline
- breaking of the dress code
- Any conduct that is contrary to the spirit of the code of conduct.

PROCEDURES

- A written charge is filled to the dean of students' office by any student or member of staff of university of Kisubi against a student for misconduct.
- A preliminary investigation is conducted by the dean of students' office for the purpose of ascertaining whether the case warrants disciplinary action or may be dealt with by the students guild tribunal informally.
- If disciplinary action is warranted the case shall be reported to the university disciplinary committee for action.
- The charge is communicated to the student immediately and he/she is requested to write his/her defense. He/she will appear before the university disciplinary committee at a time appointed by the chairperson of the university disciplinary committee.
- The disciplinary committee conducts the hearing and interviews any persons and examines any available evidence or exhibits which may assist in the proceedings, and makes every attempt to exercise fairness to the student who has been charged.
- At the conclusion of the proceedings, the secretary of the disciplinary committee makes a written report of the proceedings

The report includes the statement of charges, summation of evidence presented and the recommendation of the committee including a decagon on the punishment to be imposed on the student who has been charged

CLAUSE ELEVEN

a). GUILD ELECTIONS

i). All aspiring candidates should show proof of having done all the examinations of the semester they have attended in the university. a candidate with a record of dead semesters and missing examinations results will not be allowed to stand for any guild post.

ii). A guild official may be demoted or dismissed from the guild government on grounds of indiscipline and poor academic performance.

b). GRIEVANCES

i). Students' grievances concerning hall matters must be brought to the hall guild representative councilor, if the matter cannot be settled at this level, the hall matron/custodian will refer it to the dean of students.

ii). Academic grievances should be brought forward to the dean of faculty. if matters cannot be settled at that level, it should be referred to the academic registrar.

c.). Break of university or hostel codes may become the subject of a report to the custodian and the dean of students and may result in the student concerned having to appear before the disciplinary committee.

d.). There shall be in each hall of residence a disciplinary committee composed of the following members:

- i). A member of staff appointed by the dean of student as chairperson
- ii). The custodian who shall also be the secretary
- iii). A member of staff from the school of the defendant
- iv). The matron
- v). The GRC
- vi). A guild official appointed by the Guild President

e). Tthe hall Disciplinary committee has the powers to do any of the following:

- 1. Dismiss the case against the students
 - 2. Reprimand the student
 - 3. Demand an apology from the student
 - 4. Fine the student to pay the cost or part of the damaged property
- f). There shall be a university disciplinary committee as provided for in the university charter.
- i. The committee will consider and hear all the appeals referred to it by the hall disciplinary committee
 - ii. The dean of students may refer a case of breach of codes and regulations to the university

disciplinary committee directly without the same having been brought before the hall discipline committee

- iii. the university disciplinary committee has powers to the any or several of the following:
 - a) Uphold the decision made by the hall disciplinary committee
 - b) Reprimand the student
 - c) Dismiss the case against the student
 - d) Demand an apology from the student
 - e) Fine the student an appropriate sum of money
 - f) Ask the student to pay for cost or part of the cost of the damaged lost property

 - g) Ask the student to be a non-resident
 - h) Recommend to the university management that the student be dismissed
 - i) Any other punishment that the committee may think necessary
 - j) The committee decision shall be communicated to the student in writing when seven days of the day of conclusion of hearing
 - k) The appeal shall be done with in fourteen days from the date of the letter communicating the decision to him/her

Policy Commencement

This Policy became effective on 04th/ September 2020, when it was approved by the University Council and signed by;



Dr. Charlotte Karungi Mafumbo
University Council and signed by



Prof. John Ssebuwufu
Vice Chancellor



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