

**Uganda Martyrs University**  
**Office of the Dean of Students**  
**Code of Student Conduct**

Uganda Martyrs University (UMU) seeks to provide all members of the University community with an environment conducive to learning. By enrolling in or attending a course or program of study at UMU, all persons are deemed to have agreed to respect the rights of the University and its members, to abide by the provisions of this code and the rules and regulations of the University, and to be subject to any sanctions which may be imposed for their violation. Therefore, each student is responsible for his/her conduct from the time of application for admission through the awarding of a certificate, diploma or degree.

**SECTION I: DEFINITIONS**

1. The term “University” means Uganda Martyrs University.
2. The term “University premises” includes all land, buildings, facilities and other property in the possession of, or owned, used or controlled by the University.
3. Visitor means any person on University property who is neither an employee nor a student.
4. University events are events, functions, programs, and other activities that;
  - Occur on University property
  - Are sponsored by the University
  - Are promoted, advertised or recognized as a University activity
  - Are paid for through use of any University funds
5. The term ‘Dean of Students’ means a person who has primary authority and responsibility for the administration of student discipline.
6. The term “Student” means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester and is eligible to continue enrolment in the semester that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus, or who engaged in prohibited conduct at a time when he or she met the above criteria. Individuals who are not currently enrolled at the University remain subject to the disciplinary process for conduct that occurred while they were enrolled.

The basic responsibilities of a student include:

- a) Respecting the rights of others.
- b) Respecting the highest standards of academic integrity and reporting any violations of those standards to the registrar or the dean of his or her faculty/institute/school or college for appropriate investigation and disposition.
- c) Respecting the property of others, and the property, equipment, facilities, and programs of the University.
- d) Refraining from actions that endanger the health, safety, or welfare of any member of the University community or its guests.
- e) Complying with the rules and regulations of the University as well as with the Local Council and National laws.

## **SECTION II: GENERAL CONDUCT AND DISCIPLINE**

### **1. Personal Presentation**

- a) Every student shall respect him/herself and behave in a manner that will not bring his/her name and that of the University into disrepute.
- b) Non permissible conduct includes but is not limited to: Drunkenness, abusive language, fighting, quarrelling, theft, shabbiness, sexual immorality, financial indiscipline etc.
- c) Every student shall dress in a neat and decent manner. The University reserves the right to exclude any student deemed indecently dressed from University activities including lectures.
- d) No student shall smoke in lecture rooms, laboratories, libraries, studios, Halls of Residence and in any other public places.
- e) Any student who uses any offensive language or indulges in any misbehavior towards any member of the University or public, in an offensive manner shall be guilty of an offence.
- f) No student shall utter words or behave in a manner which may damage the good name and image of the University.
- g) Disorderly, abusive, drunken, violent or excessively noisy behavior or expression is strictly prohibited.
- h) Contravention of any of the above regulations shall lead to disciplinary action.

### **2. Correspondence and dissemination of University information**

- a) A student shall always read notices posted on Wall notice boards and on the University IntraWeb.
- b) A student shall open and keep operational an e-mail account on the University's webmail.
- c) No student or group of students shall print, publish and disseminate or otherwise circulate false information of any sort.
- d) All official correspondence by a student to Government or other official bodies outside the University shall be channeled through the Dean of Students or Faculty Dean/Director or the Vice Chancellor as the case may be.
- e) A student/ group of students who purport to represent the University in any form without the written permission from the Vice Chancellor shall be guilty of an offence and liable to disciplinary proceedings.
- f) Any student/students with intentions of suing a fellow UMU Student or the University for whichever reason shall first notify his/her/their intentions to the Vice Chancellor.

### **3. Alcohol**

- a) As a community of scholars and learners, UMU expects those within its community to be responsible with the use of alcohol. Any student who gets drunk either within or outside the University premises by the voluntary consumption of alcohol shall be guilty of an offence.
- b) Glamorizing the use of alcohol or illegal drugs e.g. posters or tee shirts is prohibited.

### **4. Drugs**

Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia is strictly prohibited. A student in breach of this code shall face the disciplinary committee for disciplinary action ranging from dead year to expulsion.

## **5. Noise**

Making noise from any source which interferes with the study or sleep of other members of the University or the Public shall constitute an offence. Anyone in breach of this is liable for disciplinary action ranging from warning to suspension

## **6. Dances and other Student Functions**

Permission to hold dances or any related function shall be sought from the Vice-Chancellor through the Dean of Students. Such events shall not go beyond 12:00 a.m unless special permission has been granted by the Vice-Chancellor.

## **SECTION III: UNIVERSITY PROPERTY**

- a) Every student shall exercise the highest standard of caution in handling University property.
- b) A student who willfully or negligently damages University property shall pay the cost of repair or replacement of the property, as may be determined.

## **SECTION IV: HEALTH AND SAFETY**

### **1. Person identification**

- a) Every student must be in possession of his/her identity card, obtained from the Registrar, at all times.
- b) A student who refuses to identify himself to a University official, faculty member, or staff member acting in his official capacity shall be liable to disciplinary proceedings.

### **2. Health**

- a) Every student shall, upon joining the University, register for AAR Health Insurance Scheme at the University Infirmary. Any student who is already registered with an insurance scheme other than AAR shall prove it through declaring the card and other documents for verification.
- b) A student who feels unwell shall be under obligation to seek medical attention.
- c) A student, who contracts a contagious disease, shall on the advice of the medical personnel, withdraw from the University community until he/she fully recovers.
- d) When a student, as a result of a psychological, mental health or other medical conditions, poses a threat of violence directed against self, others, or University property as evidenced by verbal statements or other menacing behaviors, the Dean of Students shall be permitted to divert the student from the disciplinary system by imposing an interim leave of absence from the University. Before the student is permitted to reenroll in the university, he or she shall be required to undergo a comprehensive evaluation to assess the student's readiness to return and not pose a threat to the University community.

## **SECTION V: SECURITY**

- a) The personal safety and security of each student is both an individual and community concern. While the University strives to provide a campus environment free of undue risks to persons and property, it is each person's responsibility to pay attention to his or her surroundings, to avoid hazardous situations, and to exercise his or her own best judgment to maintain personal safety and well-being.
- b) It shall be an offence for a student to steal property from either fellow students, members of the general public or the University community.
- c) All cases of insecurity relating to self and property shall be reported to a relevant authority.

## **SECTION VI: CODE OF CONDUCT GOVERNING HALLS OF RESIDENCE**

The University has 8 halls of residence: Mukasa, Martyrs, Michael, Haflett, Onyango, Carabine Campbell and Canaan. They accommodate students for the entire Academic Year.

There are six private hostels affiliated to UMU, namely: Byaben, Your hostel, St. Mugagga, Kavuma, Wamala and Angela. Students residing in Private hostels shall abide by these regulations and those of their respective hostels. Private hostels are obliged to have MOU with the University for the Safe Custody of students residing there. The University is **NOT** responsible for any student who resides outside hostels which is not affiliated to the University.

### **1. Non-Residents and Part Time Students**

Non-resident and part time students shall not sleep in the University halls of residence except with permission from the Dean of students and on payment of the appropriate accommodation. Any full time student who wishes to become a non-resident shall inform the Dean of students in writing through the Warden, before the beginning of a new academic year.

### **2. Start and End of Semester**

- a) Every student shall be required to register at the beginning of every semester with the Warden or the Hostel Custodian.
- b) Every student shall vacate the hall of residence at the close of the semester not later than 12:00 noon.
- c) Every student shall sign hall clearance forms after handing over all University property, which must be counter signed by the Warden/ or the security personnel on duty.
- d) Any student who leaves the hall without clearing or fails or neglects or refuses to hand in his/ her room keys shall be accountable for property found damaged or missing in that room and will have to pay.

### **2. Closing of Halls and Visitors**

- a) No non-resident student shall be in the Hall beyond 9:00pm.
- b) No male student shall allow female persons to enter or remain in his room after 9:00 pm
- c) No female student shall allow male persons to enter or remain in her room after 9:00pm.
- d) No student shall leave his/ her hall of residence after 10:30 pm and before 6:00am unless prior permission had been obtained from the warden.
- e) Students who wish to return to the halls after 10:30pm must obtain a pass in advance from the warden.
- f) All visitors particularly those from outside the University shall identify themselves to the Hall chairperson on duty before they are allowed to enter the halls.
- g) No visitors shall be allowed to stay in the halls of residence.
- h) A visitor shall first identify him/herself to the Warden/ Custodian before he/she is allowed to proceed to the student's room.
- i) Contravention of any of the above regulations shall lead to disciplinary action ranging from warning to suspension.

### **3. Rooms**

#### **a) Allocation**

- i. Rooms shall be booked and billed by Finance for a full academic year (Semester I and II).
- ii. Rooms shall be allocated at the beginning of each academic year by the University warden. No student shall change a room without the approval of the Warden.
- iii. A student who changes his/her room in the course of the Academic Year will be billed accordingly.

- iv. All rooms in the UMU halls of residence belonging to third year students shall be allocated to new students at every start of an academic year.

#### **b) Property and fixtures**

- i. Where possible, rooms are furnished with beds, wardrobes, curtains, mirrors among other things. Occupants of each room shall sign for them at the beginning of every semester and shall report damage to warden. Repairs/replacement will be paid for by the occupants.
- ii. No student shall unlawfully keep University property in his/ her room
- iii. No student shall bring a personal bed to the University hall room.
- iv. Students shall pay for the cost of repair or replacement

#### **c) Electricity**

If a wall point is fixed in a room, it should take a maximum of 13 amps. It should not be overloaded. All lights should be switched off during day when not needed.

#### **d) Keys**

- i. If a student loses a key to his/ her room or wardrobe or both, he/ she shall pay the cost of replacing it or buying a completely new lock.
- ii. Loss of keys must be reported to the warden in writing.
- iii. The keys shall be handed over to the Warden at the end of the semester.
- iv. Where a student fails to hand over keys at the end of the semester, he/ she shall be subjected to disciplinary action.

#### **e) Rights in the room**

Students allocated a room have equal rights and no roommate shall assume authority over the other(s).

#### **f) Personal property**

- i) Personal property must not be left in the rooms during vacations except with permission from the warden, but at the owners' risk. The University shall not be responsible for damage to students' personal property kept at the University in the holidays.

#### **g) Cooking in the halls**

Cooking of any sort in the rooms or any part of the hall is not allowed. Contravention of this code shall result into facing the disciplinary proceedings.

#### **h) Sanitation and cleanliness**

- i) Washing of clothes shall be done in the laundry areas. No washing shall be done in the bedrooms or bathroom areas.
- ii) Drying clothes shall be done outside the halls on the drying lines.
- iii) Students must sweep their rooms before 8:00am daily and keep them clean always. Rubbish must be deposited in the dustbins provide. Used bulbs, razor blades, etc. should never be thrown out of the windows.
- iv) The hall attendants/ cleaners shall clean the corridors, toilets and bathrooms.
- v) Students belonging to each hall must keep it clean and tidy including its surroundings.
- vi) Decorations like pictures, wall hangings shall not be hang on the walls if such hangings or fixing will leave permanent marks or damage on the walls.
- vii) Students doing practical subjects like architecture or built environment should not take their machines/ equipment to the halls of residence.

### **i) Pregnancy**

Pregnant students shall always inform the Warden and will be advised to vacate the halls of residence. However suitable accommodation will be recommended. Deliberate termination of pregnancy is highly prohibited. Anyone proven guilty shall face disciplinary proceedings.

### **j) Noise**

- i) No student shall make noise e.g. playing loud music, drums, bugles, whistles which may be a nuisance or interfere with the study or sleep of other students and the public. Radios, musical instruments etc must be played at reasonable levels. Anyone in breach of this is liable for disciplinary action ranging from warning to suspension.
- ii) Playing radios and other gadgets loudly shall constitute indiscipline and shall in the first instance be reported to the hall students' authority e.g. hall chairperson who may, where necessary refer such matters to the Warden.

### **k) Consumption of Drugs and Alcohol**

- i. Alcoholic beverages are not permitted in Halls of Residence. No student will be intoxicated and endanger the safety of another person or property, or cause a disturbance.
- ii. The possession, use, or consumption of any controlled or illegal substances not prescribed by a physician is prohibited in the Halls of Residence.
- iii. A student who breaches any of the above regulations shall be guilty of an offence for which he/she shall be liable for disciplinary action ranging from dead year to expulsion.

## **SECTION VII: SANCTIONS/ PENALTY**

Sanctions are intended to deter any subsequent violations. To restore community, sanctions will be appropriately tied to the offense and tailored to repair actual harm done.

Subject to these regulations, the following, individually or in combination, are authorized disciplinary sanctions. Where appropriate, the statement of the sanction shall include the period of duration, any conditions to be observed during that period, and the conditions for termination of the sanction.

### **Major Sanctions**

1. Expulsion from the University or a program of the University.
2. Suspension from the University or a program of the University for a Specific Length of time.
3. Deferred suspension from the University or a program of the University. Deferred suspension from the University is a period of review during which the student must demonstrate an ability to comply with University rules, regulations, and all other stipulated requirements.
4. Denial of graduation, deferral of graduation for a specific period of time, revocation and withdrawal of credit, diploma or degree previously credited, awarded, or conferred.

## **Other Sanctions**

1. Expulsion from Hall of Residence.
2. Suspension from the Hall of Residence for a specific length of time.
3. Disciplinary probation. Disciplinary probation may involve counseling the student; restriction of student privileges; prohibitions against participation in University activities or events and prohibitions against holding office or participating in student organizations or activities.
4. Disciplinary reprimand or warning. Warnings are for a designated period of time and include the probability of more severe disciplinary sanctions if the student is found responsible for further violations of the Code of Student Conduct while on warning.
5. Restitution. The student will reimburse the University and/or other appropriate party for damage to or loss of property or for costs or expenses incurred by the University or other party. Restitution will be made at full cost of replacement or repair, and other expenses.
6. Impounding of prohibited materials or equipment used in violation of the code. The University may impound materials specifically prohibited by law or the rules and regulations of the University; the University may impound equipment utilized in a dangerous manner or in violation of the rules and regulations of the University. The sanction may provide that once equipment is impounded, the student will lose all further privileges of use or possession of such equipment or similar equipment on University property permanently or for a stated period of time.
7. Loss of Privileges. Loss of privileges is the loss of specified privileges such as use of a particular facility, visitation to a residence hall, housing priority, contact with an individual, or other privileges for a designated period of time.
8. Other Sanctions: The University may impose any other sanction, depending upon the circumstances and the nature of the violation.

## **SECTION VIII: MACHINERY AND PROCEDURE FOR IMPLEMENTATION OF THE CODE OF STUDENT CONDUCT**

Matters of indiscipline/ breach of students' regulations shall be handled by the Hall disciplinary committee and the Students' Disciplinary Committee.

### **1. Hall Disciplinary Committee**

There shall be a Hall disciplinary committee in each hall of residence which shall consist of:

- i. The Chairman JRC UMUSU (Chairperson).
- ii. The hall Chairperson (Secretary)
- iii. The Secretary for Campus Affairs
- iv. 2 student representatives elected annually by the members of the hall.

The Union President and Union Chairman shall be ex-officio members.

The quorum for the disciplinary committee shall be five members. The committee shall receive and consider charges of violation of students' regulations and take appropriate action which shall include;

- i. Warning the student
- ii. Reprimanding the student(s)
- iii. Demanding an apology from the student(s)
- iv. Requiring the students to replace or pay the cost or part of the cost of damaged or stolen or lost property as the case may be.
- v. Imposing a fine on a student as specified on any one occasion.
- vi. Recommend to the Warden that a student be made a non-resident
- vii. Recommend to the Dean of students that the matter be referred to the Students' Disciplinary Committee
- viii. Dismiss the case
- ix. Impose any other punishment that is appropriate.

### **2. Procedure of the Hall Disciplinary Committee**

When the hall Chairperson considers it necessary to institute the disciplinary proceedings against a student, he/ she shall inform the student in writing of the charges against him/ her five days earlier than the date of which the student should appear before the committee.

The hall Chairperson shall also inform the student of his/ her rights to respond to the charges, or to defend him/ herself, to appear before the committee in person and be heard, to call witnesses as well as right to defend him/ herself in writing if she/ he wishes and the date, time and venue of the meeting of the committee.

### **3. Communication of the Decision of the Hall Committee to the Student**

The decision of Hall disciplinary committee shall be communicated to the student not later than five days from the date of conclusion of the case.

### **4. Students' Rights of Appeal to the Students' Disciplinary Committee**

A student who is dissatisfied with the decision of the Hall disciplinary committee may appeal to the Students' Disciplinary Committee within seven days from the date of communication of the decision of the Hall disciplinary committee.



## **5. Students' Disciplinary Committee**

There shall be a students' disciplinary committee which shall report to Management.

Membership:

- i. The Dean of Students shall be the chairperson of the committee
- ii. The Union President who shall be the minute secretary
- iii. The Chairman JRC
- iv. The Secretary for Campus Affairs
- v. The Dean of the Faculty where the student belongs
- vi. The UNIVERSITY Warden
- vii. The Hall Custodian
- viii. The Committee can co-opt any member (s) with specialized knowledge and or skill in the subjects under discussion.

The Students Disciplinary Committee shall consider and make decision on all cases referred to it as well as appeals to it. The Students' Disciplinary Committee has the powers to do any or several of the following after considering the case against the student and hearing him/ her;

- i. Uphold the decision of the Hall disciplinary committee
- ii. Set aside the decision of Hall disciplinary committee and make a new decision.
- iii. Warn the student
- iv. Reprimand the student
- v. Demand an apology from the student
- vi. Require the student to pay for the cost of or part of the cost of damaged, stolen or lost property as may be appropriate.
- vii. Take any other decision that it deems appropriate.
- viii. Recommend to Management to suspend the student.

## **4. Students' Disciplinary Committee Proceedings**

- a) When the Dean of students considers it necessary to institute disciplinary proceedings against a student for breach of these regulations/ misconduct/ discipline, he/ she shall after such preliminary investigations that he/ she considers necessary, inform the student of the charge(s) against him/ her at least seven days before the date on which the student is to be heard.
- b) The Dean of students shall then forward the case to the Students' Disciplinary Committee
- c) If the committee has witnesses, the student shall have the right to cross-examine them and to examine any evidence that committee may have.
- d) If during the course of the hearing the committee finds evidence/ disclosing new or additional charges of indiscipline the student shall be notified in writing and be required to answer those charges following the procedure adopted.
- e) The decision of the committee shall be communicated to the student by the secretary not later than seven days from the date of conclusion of the case against the student.
- f) The Students Disciplinary Committee shall refer unresolved cases to Management who may later forward the case to Council for final decision.

## **7. Students' Right of Appeal to the Vice Chancellor**

A student who is dissatisfied with the decision of the Students Disciplinary Committee may appeal to the Chairman of University Management within seven days from the date of communication of the decision of the Students Disciplinary Committee.

**Student Declaration**

I affirm that I have read the Uganda Martyrs University Student Code of Conduct.

I acknowledge that I have a responsibility to behave honestly, ethically and professionally in all of my dealings with fellow students, University employees and visitors.

I agree to act in accordance with the regulations, policies and disciplinary procedures of Uganda Martyrs University.

I agree that I have a responsibility to treat all members of staff, the student community and University visitors with respect and courtesy regardless of gender, age, ethnicity, social background, disability or religious beliefs and customs.

Name:.....

Date:.....Signature:.....