

Uganda Martyrs University

OFFICE OF DEAN OF STUDENTS

CODE OF CONDUCT GOVERNING HALLS OF RESIDENCE

VI. CODE OF CONDUCT GOVERNING HALLS OF RESIDENCE

The University has 7 halls of residence: Mukasa, Martyrs, Michael, Haflett, Onyango, Carabine and Campbell.

There are six private hostels affiliated to UMU, namely: Malcom X, Byaben, Bbosa, St. Mugagga, Kavuma and Wamala. Students residing in Private hostels shall abide by these regulations and those of their respective hostels.

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.

2. Closing of Halls and Visitors

- a) No non-resident student shall be in the Hall beyond midnight.
- 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 12:00 midnight and before 6:00am unless prior permission had been obtained from the warden.
- e) Students who wish to return to the halls after 12:00 midnight 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.

3. Rooms

a) Allocation

- i. Rooms shall be allocated at the beginning of the academic year by the warden. No student shall change a room without the approval of the Warden.
- ii. 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.

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.
- 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.

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.

Student Declaration

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

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:.....