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DEFINITION OF TERMS

Hall Executive: An elected junior member of the hall to assist in the administration of the hall.

Hall of Residence: Students' lodging units of the University.

Hall Officers: Administrators, Porters, and Security Guards in-charge of the management of the Halls of Residence.

Hall Tutor: A senior administrator appointed by the University to oversee the management of the Hall.

Penalty: A punitive action taken against an occupant of a Hall.

Porters: Officers appointed by the University to assist the Hall Tutor in the day-to-day running of the Halls.

Resident Student: A student who has been granted residential status in a Hall.

Squatter (Percher): An illegal occupant of a Hall.

The University: Bolgatanga Technical University

Violation: Any infringement of the rules, regulations, and/or directives of a Hall.

SECTION ONE: INTRODUCTION

The increase in student intake in universities today does not match the available accommodation facilities. To address the need for access and affordability, this policy, therefore, provides guidelines for accessing students' accommodation and the conduct of students across all the Halls of Residence in the University. It is the responsibility of every student of Bolgatanga Technical University (BTU) to be abreast of this policy on accommodation which will be made available to them.

1.1 PURPOSE

The purpose of this policy is to affirm that Bolgatanga Technical University makes reasonable efforts to provide accommodation for students and to establish a framework for managing requests by students for accommodation in an appropriate and timely manner. Accommodation is intended to mitigate barriers to participation in academic and other student life experience.

1.2 AIMS

The aims of this policy are to:

1. provide guidelines for admitting students into the Halls of Residence.
2. outline the rights and responsibilities of resident students.
3. regulate resident and affiliate student behaviour.
4. outline appropriate sanctions for non-compliant resident students.

1.3 SCOPE

This policy applies to resident and affiliate students of the University.

SECTION TWO: GUIDELINES FOR ADMITTING STUDENTS

The student may receive accommodation provided by the University if the following conditions are met:

- a. The student must have been admitted into the University for a Full-time Study and must have completed all registration requirements for the semester.
- b. The student must be in good standing with regard to the University's fee policy.
- c. The student must be free from contagious diseases.
- d. The student must not have been previously expelled from the student accommodation due to a violation of the rules and regulations.
- e. The student must agree to adhere to the rules and regulations of the University.
- f. Admission to Halls of Residence is on 'first-come, first-served' basis but priority will be given to fresh students.
- g. The student is not permitted to change the room assigned to him/her without prior permission from the Hall Tutor.
- h. The resident student must sleep in his/her designated room and not in another room, unless he/she has prior permission from the Hall Tutor.

2.1 RIGHTS AND RESPONSIBILITIES

- a. All full-time students have equal access to accommodation devoid of discrimination.
- b. The resident student has the right to elect, and be elected for.
- c. The resident student shall ensure the cleanliness of the Hall and the safekeeping of all property of the Hall.

- d. The resident student is responsible for his/her personal belongings and he/she is not permitted to leave any valuables in his/her room once he/she leaves the Hall.
- e. The resident student must cooperate with Security and Officers of the Hall and must present his/her National ID Card and/or University ID Card upon request.

2.1.1 Hall Executives

Hall Executives shall be elected from amongst the resident students to assist the Hall Tutor with the management of the Hall. In addition to other regulations, to be qualified for Hall Executive position, the following conditions must be met:

- a. The student should have a record of good conduct.
- b. The student must have good leadership qualities.
- c. The student must be a resident of the Hall for at least one academic year.
- d. The student must be academically good.
- e. The student must have fulfilled his/her financial obligation to the Hall.

2.1.2 Functions of Hall Executives

The functions of the Hall Executives shall include but not limited to the following:

- i. inform the Hall Tutor/Porter of any prohibited activity taking place within the Hall of Residence.
- ii. notify the Hall Tutor/Porter of any maintenance and/or cleaning problems.
- iii. make the necessary coordination for sporting, cultural and social events.
- iv. organise and coordinate activities of resident students in the Hall.

2.1.3 Hall Awards

The Hall may give awards to deserving students who reside in the Hall as incentives during the academic year. The awards are as follows:

- a. The Best Hall Executive Award: The best Hall Executive may be nominated by the Hall Tutor in consultation with the Hall Management at the end of every academic year.
- b. The Well-Kept Floor Award: The Hall Tutor may form a committee, consisting of Hall Management and Hall Executives, to determine the neatest floor for the academic year.
- c. The Best Hall of Residence Award: The University Management may award the best Hall based on the recommendation of the Residence and Housing Committee.

2.2 RULES AND REGULATIONS

- a. The student must not interfere with the duties of the Hall Officers (Hall Administrators, Porters, and Security Guards) in the discharge of their responsibilities.
- b. The student is permitted to receive visitors in his/her Hall according to the following regulations:
 - i. visitors to the Halls are allowed during visiting hours only.
 - ii. the visiting hours shall be as follows:
 - Mondays to Fridays – 10:00 a.m. to 10:00 p.m.
 - Saturdays, Sundays and Public Holidays 10: 00 a.m. to 12 mid-night.
 - iii. visitors to the Halls shall register with the Porter on duty and sign-off when leaving.
 - iv. visitors are not to be entertained in the rooms.

- c. Hawkers and errand-boys/girls shall not be allowed beyond the Porter's Lodge.
- d. Students shall not be allowed to stay in the Halls with their families, guests and visitors.
- e. Students who harbour unregistered persons in the Halls will be sanctioned appropriately.
- f. In the event that a resident student defers his/her programme of study, withdraws/withdrawn, he/she will be required to vacate his/her room before completing any necessary clearance procedures.
- g. In the event of a student being discontinued from the University and fails to complete the clearance procedures by the University; his/her belongings will be removed from the room and any official document found therein will be sent to the Security Unit/Department of the University. The Hall will neither bear any responsibility for the student's personal belongings nor will it provide compensation.
- h. Social, cultural, sporting and leisure activities carried out by a resident student in the Hall must be done with the approval of the Dean of Students through the Hall Tutor.
- i.
- j. A resident student of a Hall may be granted permission to stay in his/her room during vacation periods subject to the availability of room space, payment of appropriate charges and the observance of the rules and regulations of the University.
- k. The resident student is prohibited from engaging in the following:
 - a. Fighting, quarrelling, stealing, sexual offences, homosexuality, occultism, noise making and any action that is deemed to be a nuisance by the Hall Authority.
 - b. Possessing or storing any type of weapon.
 - c. Using any type of intoxicant, narcotic substance or smoking.
 - d. Possessing illegal tools or materials.
 - e. Using fireworks or candles within the Halls or in any of the facilities of the Halls.

- f. Bringing unauthorised electrical appliances without prior approval of the Hall Tutor/Management.
- g. Publishing any material without obtaining the prior approval of the Hall Tutor or the Directorate of Public Affairs.
- h. Obstructing authorised programmes and activities in the Halls.
- i. Using photography equipment and mobile phone cameras inappropriately within the Halls.
- j. Indulging in cybercrime.
- k. The resident student must return to his/her accommodation in the specified time as per the directives issued from the University.
- l. Refraining from tampering with hall property and appliances.
- m. Abstaining from hanging pictures, drawings, or insignia on the walls, doors or windows of the Halls no matter what the rationale for doing so may be, unless prior approval from the Hall Tutor or Hall Management is obtained.
- n. Adhering to the rules regarding proper use of water and electricity.
- o. Wearing decent/appropriate clothing.
- p. Children are not allowed in the Hall of Residence, unless accompanied by identifiable guardian/parent.
- q. Bringing animals to the Halls of Residence is prohibited.
- r. Any action or breach which is not captured in the rules and regulations of this policy, the Students Handbook or other University regulations, is considered a violation.

SECTION THREE: SANCTIONS

- i. Students who harbour unregistered persons in the Halls will be sanctioned appropriately; given a written warning, and subsequent offence shall be punishable by ejection from the Hall.
- ii. Resident students shall be held responsible for any missing or damaged property. The perpetrator(s) will not be cleared nor will they be allowed to relocate to another room until the missing item(s) is/are compensated for.
- iii. Squatters (Perchers) are not allowed in the Halls. Any student caught squatting/perching shall be surcharged for the period and be ejected.
- iv. Any student who condones squatting/perching shall be summarily withdrawn from the Hall without a refund of the Hall fees paid.
- v. Sub-letting of rooms in Halls of Residence is strictly prohibited.

In all cases of violation, the Hall Tutor shall confirm the incident and report to the University Management for the necessary decision in accordance with the rules and regulations of the University.

3.1 APPEAL

The resident student may appeal any decision taken by the University against him/her, with respect to issues relating to accommodation in the Hall of Residence. The written appeal must reach the Hall Tutor within 10 calendar days from the date of receipt of the decision. The appeal will be considered and any decision taken thereafter shall be deemed final by the University.

3.2 POLICY IMPLEMENTATION

The authority responsible for the implementation of this Policy is the Hall Tutor and Management of the University. This policy is subject to review based on the recommendations of the Academic Board.