



# **ESWATINI COLLEGE OF THEOLOGY**

**2025**

## **STUDENT HANDBOOK AND REGULATIONS FOR STUDENT CONDUCT**

## **TABLE OF CONTENTS**

<b><u>0.0</u></b>	<b><u>PREAMBLE</u></b>	<b>Page 5</b>
<b><u>1.0</u></b>	<b><u>DEFINITIONS</u></b>	<b>Page 6</b>
<b><u>2.0</u></b>	<b><u>Chapel</u></b>	<b>Page 7</b>
<b><u>3.0</u></b>	<b><u>Spiritual Life</u></b>	<b>Page 7</b>
<b><u>4.0</u></b>	<b><u>Student Ministries</u></b>	<b>Page 8</b>
<b><u>5.0</u></b>	<b><u>Sunday Observances</u></b>	<b>Page 8</b>
<b><u>6.0</u></b>	<b><u>Personal Devotions</u></b>	<b>Page 9</b>
<b><u>7.0</u></b>	<b><u>Counselling</u></b>	<b>Page 9</b>
<b><u>8.0</u></b>	<b><u>Academic Program</u></b>	<b>Page 9</b>
<b><u>9.0</u></b>	<b><u>Library</u></b>	<b>Page 13</b>
<b><u>10.0</u></b>	<b><u>Solicitation</u></b>	<b>Page 14</b>
<b><u>11.0</u></b>	<b><u>Financial Obligations</u></b>	<b>Page 14</b>
<b><u>12.0</u></b>	<b><u>School Fines</u></b>	<b>Page 14</b>
<b><u>13.0</u></b>	<b><u>Cheque Cashing</u></b>	<b>Page 14</b>
<b><u>14.0</u></b>	<b><u>Vehicle and Traffic Regulations</u></b>	<b>Page 14</b>
<b><u>15.0</u></b>	<b><u>Dormitory Rules</u></b>	<b>Page 15</b>
<b><u>16.0</u></b>	<b><u>General Student Policies</u></b>	<b>Page 19</b>
<b><u>17.0</u></b>	<b><u>Non-Resident Students</u></b>	<b>Page 22</b>
<b><u>18.0</u></b>	<b><u>Christian Service Duties</u></b>	<b>Page 23</b>
<b><u>19.0</u></b>	<b><u>Work Scholarship</u></b>	<b>Page 23</b>
<b><u>20.0</u></b>	<b><u>Student Advisory Council</u></b>	<b>Page 23</b>
<b><u>21.0</u></b>	<b><u>PUBLIC ORDER</u></b>	<b>Page 25</b>
<b><u>22.0</u></b>	<b><u>DISORDERLY CONDUCT</u></b>	<b>Page 25</b>

<b><u>23.0</u></b>	<b><u>INTERFERENCE WITH THE OPERATIONS OF THE COLLEGE</u></b>	
<b><u>24.0</u></b>	<b><u>INSUBORDINATION</u></b>	<b>Page 26</b>
<b><u>25.0</u></b>	<b><u>STUDENT BODY MEETINGS</u></b>	<b>Page 26</b>
<b><u>26.0</u></b>	<b><u>NOTICES</u></b>	<b>Page 26</b>
<b><u>27.0</u></b>	<b><u>ABSENCE</u></b>	<b>Page 26</b>
<b><u>28.0</u></b>	<b><u>WEAPONS</u></b>	<b>Page 27</b>
<b><u>29.0</u></b>	<b><u>COMPUTER OFFENCES</u></b>	<b>Page 27</b>
<b><u>30.0</u></b>	<b><u>SEXUAL OFFENSES</u></b>	<b>Page 28</b>
<b><u>31.0</u></b>	<b><u>UNAUTHORISED ENTRY</u></b>	<b>Page 28</b>
<b><u>32.0</u></b>	<b><u>COLLEGE PROPERTY</u></b>	<b>Page 28</b>
<b><u>33.0</u></b>	<b><u>PERSONAL PROPERTY</u></b>	<b>Page 29</b>
<b><u>34.0</u></b>	<b><u>MISAPPROPRIATION OF FUNDS</u></b>	<b>Page 29</b>
<b><u>35.0</u></b>	<b><u>RELATIONS WITH COLLEGE STAFF</u></b>	<b>Page 29</b>
<b><u>36.0</u></b>	<b><u>PROCEDURE FOR LODGING COMPLAINTS</u></b>	<b>Page 30</b>
<b><u>37.0</u></b>	<b><u>SPECIAL FUNCTIONS</u></b>	<b>Page 30</b>
<b><u>38.0</u></b>	<b><u>PREGNANCY</u></b>	<b>Page 31</b>

## 0.0 PREAMBLE

0.1 The International Ministries Assemblies of God, recognizing that the need for biblical and theological training is increasing in Eswatini, and Africa as a whole, hereby provides for an educational/ministerial institution with a Bible Centred course of training to prepare Christian Servant leaders for effective service.

0.2 The College is part of the historical Pentecostal movement desiring to see the greatest evangelism the world has ever known before Jesus's second coming. Therefore, in its field of activities, the college shall be the training department of the IMAG fulfilling its threefold mission, the worship of God, the building up of the body of saints, and evangelisation of the world in the power of the Holy Spirit.

### 0.3 Our Vision

“Pursuing Academic Excellence Without Neglecting Spiritual Anointing”

### 0.4 Our Mission

Eswatini College of Theology exists to pursue the mission of God by training ministers of the full gospel who will become competent practical thinkers and reflective practitioners, and that calls for bold vision, effective leadership, a strong commitment to genuine Christian practice and involvement of the whole community. This will be achieved by:

ECT Modelling Productive Theology (Theological Practitioners) in:

- Preaching the Word
- Planting Churches
- Obedience to the Holy Spirit in Reaching Out to Nations.

### 0.5 Model Student Handbook

The Student Handbook is designed to help familiarize the students with Bible school life. It will tell the students what they can expect of the college and what the college expects them as they seek to prepare themselves for Christian ministry.

0.5.1 The college is concerned not only with academic performance but also with the personal conduct of each student. Guidelines for all students are provided in this Student Handbook. Each student is responsible to read and become familiar with all policies set forth herein.

0.5.2 General student conduct is governed by the ideals and standards of the school as stated in this Student Handbook. It serves as a guide to develop lifestyles, ideals, and standards consistent with the high calling of the ministry since there is nothing more essential to effective ministry than a person's character. Students should seek to follow these ideals and standards of conduct while enrolled with the college, whether on campus or away.

0.6 By the vision, mission and preamble of the Student Code of Conduct of the College and with the approval of the Administrative Committee, the Administrative Committee has adopted the following regulations for the governance and discipline of students at the Eswatini College of Theology.

0.7 All students must acquaint themselves with the statutes of the College and all the regulations and channels of communication, violation of which shall be viewed seriously.

0.8 Ignorance of the law, rules and regulations shall not be regarded as an excuse for any violation thereof.

0.9 All students, whether on College premises or not, whether acting in furtherance of College duty or not, are required to act at all times with a sense of responsibility, with courtesy and consideration for others, and with regard for the good name of the College.

0.10 These rules and regulations may be amended from time to time.

0.11 Any rules and regulations including any amendments to these regulations affecting students shall not come into force until the same have been approved by the College Administrative Committee.

0.12 For the avoidance of doubt, where the Regulations impose a certain duty and the Student does not abide, the Student shall be liable to disciplinary action.

## **1.0 DEFINITIONS OF TERMS**

In these Regulations unless inconsistent with the text, words importing the singular include the plural and vice versa.

Words signifying one gender include other genders, as well as artificial persons such as institutions. Headings to clauses are for reference only and are not to be used in interpreting the meaning of the text.

**“Crime”** means an offence punishable by law.

**“Disorderly Conduct”** shall include but is not limited to conduct that is: unruly, irregular, riotous, contrary to public order, violent, unrestrained and/or ungoverned.

**“Dismissed from the College”** means expelled from the College permanently.

**“Exclude from the College”** means to keep out a student from the College premises.

**“Interference”** shall mean but not be limited to obstruct, to hinder, to intervene without invitation, inhibit, frustrate, subvert, interrupt, intercede, and interpose, upon any member of the College.

**“Offence”** means an illegal act, transgression, misdemeanour, violation, breach, crime, felony, infraction, wrongdoing, or infringement, not permitted in these regulations.

**“Off-Campus Student”** means any University student not registered as a resident student on any of the University Campuses.

**“Rusticate”** means temporarily expel from the College for a certain period.

**“Sexual Harassment or Sexual Assault”** is any uninvited, unwanted, unacceptable, unsolicited behavior or move of sexual orientation towards another person or self, physical, verbal or otherwise.

**“Staff”** means the Academic, Administrative and Non-Academic Staff members of the Eswatini College of Theology.

**“Suspend from the College”** means temporarily expel from the College, for a certain period.

## **2.0 Chapel**

In the school setting, chapel is for the purpose of spiritual enrichment and growth. In contrast to the classroom, it is not a structured learning situation. Chapel provides an opportunity for students to develop their spiritual gifts and experience vibrant worship, which are vital to personal spiritual growth and ministry effectiveness.

**Attendance at scheduled chapel services is required of ALL students.** Studying and reading for classes in the chapel is not acceptable. In contrast with the lab church, chapel is not designed to focus on the structured church program, but rather on cultivating a vital personal relationship with God and corporate relationships within a community of believers.

### **Chapel Time**

Chapel lasts 60 minutes, from 10:10 AM to 11:10 AM. No use of cell phones during those few 60 minutes in a day that has 1440 minutes. You will have 1400 minutes with your cell phone. When possible, scriptures and sermon outlines will be projected for reading. **Please limit moving about during chapel time as it causes a lot of distractions.**

## **3.0 Spiritual Life**

Prayer and systematic devotions are a vital part of every student’s spiritual development, relating closely to every aspect of their preparation to ministry. The following are means the college provides to promote and develop the student’s spiritual life.

3.1 Every student is expected to be actively pursuing growth in their personal relationship with Christ.

3.1.1 Students are expected to maintain regular personal devotions.

3.1.2 Students are expected to attend services regularly at a local church and become involved in that church.

3.1.2 Students are expected to attend chapel services regularly.

3.2 Every student is expected to make choices that are glorifying to God and behave in such a way that is appropriate of a representative of Christ.

3.3 Every student will be expected to strive for purity and maintain an upright moral lifestyle both in and off campus. The following regulations are necessary to enhance this policy.

3.4 Respective dorms are strictly out of bound to visitors and members of the opposite sex.

- 3.5 Every student is expected to relate with members of the opposite sex in an honorable and pure manner that will glorify Christ. Unbecoming behaviour that would portray an appearance of immorality must be avoided.
- 3.6 Any proven immoral conduct may lead to a student's dismissal.
- 3.7 Every student is expected to demonstrate integrity and be honest in word and deed. Cheating, plagiarizing, lying, or spreading rumours may lead to suspension or dismissal.
- 3.8 Every student is expected to live in love and harmony with all persons at the Bible school. The following are guidelines for interpersonal relationships.
  - 3.8.1 Each student should respect fellow students, faculty, staff, and administration.
  - 3.8.2 Violent conduct or threats may lead to suspension or dismissal.
  - 3.8.3 Stealing or using someone's items without consent may lead to disciplinary action.
  - 3.8.4 Any student that becomes rude, abusive, or insulting in any manner may face disciplinary action.
- 3.9 Every student is expected to be free of debts.
  - 3.9.1 Unpaid debts may lead to suspension until they are settled.
  - 3.9.2 School bills including school fees should be paid in full before one is allowed to take classes.
- 3.10 If the school spends money for a student's emergency, the student is expected to refund the money to the school.
- 3.11 Every student is expected to be a good citizen or resident guest.
  - 3.11.1 Any student involved in criminal activities may be dismissed.
  - 3.11.2 No student should be involved in illegal or forbidden behaviours or lifestyles that contradict acceptable Christian values.
  - 3.11.3 Each student should have relevant identification documents as required by local laws.

#### **4.0. Student Ministries**

Since preparing students for ministry is the primary goal of the college, students' assignments to outreach ministries provide important practical development experience. Once student's assignments have been finalized, they are expected to be faithful to their assignments. Changes in ministry assignments must be approved by the Student Outreach Director. The Student Outreach Director must be given permission in advance for a student to be absent from his/her assignment, except in cases of emergency or illness, in which case permission must be received from the appropriate dorm dean.

#### **5.0 Sunday Observances**

5.1 Sunday is a special day set aside to honor the Lord. Students are asked to avoid nonessential routine activities, such as washing and ironing clothes.

5.2 Students are expected to attend church. As many as possible students will be assigned to a weekly outstation ministry and are expected to participate in Sunday services. If a student is ill or has an emergency causing him to miss church service, he/she must receive prior permission from the dorm dean either to remain in the dorm or be elsewhere.

5.3 Students who habitually absent themselves from Sunday services should be referred to the Dean of Students for counselling and possible disciplinary action.

## **6.0 Personal Devotions**

Every student is encouraged to observe a time of prayer and Scripture reading at the beginning and conclusion of each day. Meetings, study, or any other activity should not be allowed to take the time allotted for communion with God.

6.1 Special Prayer Times - Special prayer times provide opportunity for intercessory prayer. Students are encouraged to set aside special times of prayer and fasting.

6.2 Fasting - Students are encouraged to voluntarily fast a designated meal to centre their hearts and minds on God every week on Tuesday. This will provide opportunity for students to express to the Lord priority He holds in their lives. It will also provide for experiences in the discipline and blessing to be derived from fasting. All students are encouraged to attend prayer at 1:30 PM- 2:00PM on the fasting day.

6.3 Spiritual Emphasis Week - One week each semester is devoted to special spiritual emphasis. These times of refreshing are intended to further enhance the students' spiritual development. Extra time should be allotted during Spiritual Emphasis Week for worship and seeking God and assignments in classes reduced.

6.4 Missions Emphasis Week - Each year missions are given special emphasis during one designated week. Students are encouraged to give of their time in intercessory prayer for world missions, home missions, missionaries, and the general work of missions. Special attention is focused on the various regions of the world through prayer bands, special speakers, etc. Special support of missionary projects will be encouraged throughout the year. In addition to the Mission Emphasis Week, the college should consider a regular missionary emphasis in one chapel service per week and receive weekly offerings for the support of selected missionary project.

## **7.0 Counselling**

The Dean of Students is available to students who desire special prayer and counsel. In some cases, the Dean of Students may contact and/or recommend other faculty members to assist the student by providing further counselling.

## **8.0 Academic Program**

The Academic program of the school is designed to prepare the student for effective ministry by providing a variety of classroom and study experiences. Guidance relating to the academic program of the school, the student's individual program of study, course enrolment, and graduation requirements is provided through the Academic Dean. In some cases, a student may be assigned to a faculty advisor at the time of registration.

### 8.1 Registration

Resident students should arrive on campus one day prior to registration day. Classes missed because of late registration will be counted as absences and will count in the total absences for the semester.

Students arriving after registration day may be required to pay a late registration fee.

### 8.2 Transfer Students

Students desiring to transfer credits into the college from another college are required to submit an official transcript from the previous school. A copy of that college's catalogue or equivalent information should be requested unless the school is already known. Credit may be granted for relevant work done on an equivalent level. In some cases, the college may require additional support information from the sending school, such as grading scale, scheduling, course description, and syllabus, before final approval of transfer of credit. It is important to verify equivalency to the receiving program for any credit transfer

### 8.3 Special Students

Special students are students who have not completed all formal admissions requirements. They may not receive a transcript for credit for more than TWELVE units of coursework until requirements have been met.

The first twelve units will be recorded on a permanent transcript. Students desiring to enrol beyond 12 units must receive special permission from the Academic Dean and will be limited to an audit bias only. Students desiring transcript credit for more than 12 units must first complete all formal admissions requirements.

### 8.4 Grading System

The college's grading scale should be clearly printed as part of the transcript. The college uses the following grading scale to record and report the student's transcript academic achievement:

**Bible and Theology Students - Your grade for a *three-credit* course is based on the following categories of assessments (subject to change):**

- |  |                  |
|--|------------------|
| • <b>Final examination</b>                     | <b>40%</b>       |
| • <b>Project Paper</b>                         | <b>25%</b>       |
| • <b>Collateral Reading/Writing Assignment</b> | <b>35%</b>       |
| • <b>Service Learning Requirement</b>          | <b>Pass/Fail</b> |

**Psychology and Counseling Students – Your grade for a *three-credit* course is based on the following categories of assessments (subject to change):**

- |   |            |
|---|------------|
| • <b>Final examination</b>                          | <b>40%</b> |
| • <b>Written Assignments/Continuous Assessments</b> | <b>60%</b> |

### 8.5 Course Load

The Administrative Committee defines a “full-time” student as one who carries a minimum of 12 units of credit. A normal student course load is usually 16 units of credit per semester. Students desiring to enrol in 18 or more units per semester will require permission from the Academic Dean.

In order to reside in the dormitory, students are required to carry at least 12 credit units of academic work. Distance study cannot count toward dormitory residence requirements.

## 8.6 Audit

Permission to audit a course must be given by the Academic Dean at the time of registration or within allowable period schedule changes. "Audit" courses may never be changed to "credit" courses. If a student desires a course status change from a "credit" to "audit" the appropriate forms must be filled out in the registrar's office and approved by the Academic Dean.

Audit cannot apply to private music lessons. The registration for private music lessons is a commitment for the duration of the course.

## 8.7 Dropping or Adding Courses

Students who desire any type of course change must receive approval from the Academic Dean and complete all required forms. Until midterm, a student may drop a course without academic penalty. To withdraw from or drop a course, the student must first complete a drop/add form and secure the approval signatures of the teacher and the Academic Dean.

After the allotted time for dropping a course, the teacher will record "withdrew passing" (WP) or "withdrew failing" (WF) on the drop/add form. The form is then forwarded to the Registrar's office and posted on the student's transcript.

Failure by the student to follow proper procedures when dropping a course could result in an automatic failing grade for that course.

## 8.8 Repeat Courses

Courses may be repeated if a student receives a grade below 70% for Bible and Theology Students or 50% for Psychology and Counseling students. In such cases, only the higher grade is computed in the overall grade point average.

## 8.9 Class Attendance

Students are expected to attend all classes. If a student knows in advance, that he/she will be absent, prior arrangements are to be made with the instructor.

- 8.9.1 No student shall be allowed to pass a course if the total absence, excused and unexcused, is equal to exceeds 120 minutes of classroom instruction per credit unit offered. Excessive unexcused absences will result in disciplinary action.
- 8.9.2 Students leaving the class early without permission of the instructor will be counted absent. When a student exceeds the maximum allowable absence in a course, the Academic Dean will be notified and the student will normally be dropped from the course. In the exceptional case involving excused absences, the student may appeal to the Administrative Committee for a policy waiver.
- 8.9.3 Waivers will be granted on the basis of coursework being made up. Until the appeal is processed, the student should get permission from the instructor to attend the class on a temporary basis.
- 8.9.4 When excessive absences result in a student being dropped from a course, policies regarding dropping courses will apply. An absence for any reason except for an unavoidable emergency or illness will be counted unexcused.

8.9.5 The instructor should be responsible for warning an individual student and notify the Academic Dean before the limit of absences is reached.

#### 8.10 Assignments and Examinations

8.10.1 As a general rule, for every hour of class attendance, approximately 2 hours should be spent in study outside of class. Students should be encouraged to prepare a study schedule at the beginning of each semester and adhere to it carefully so that sufficient time is allotted for study. The development of good study habits and library usage should be given maximum attention.

8.10.2 All assigned work (term papers, book reports, etc.) will be due on dates designated by the instructor. Failure to submit work when due may result in a grade reduction. The student is responsible for all make-up work when absent from class, and the due date set by the instructor remains mandatory.

8.10.3 Assignments and examinations must be completed on schedule, as outlined by the instructor. Late tests will be administered only for excused absences. Final examinations are to be taken at the scheduled time. Ordinarily, no early exams are given. All students are required to take scheduled final examinations.

8.10.4 The college may wish to impose a fee for taking an exam late.

#### 8.11 Academic probation

8.11.1 A student must achieve a cumulative grade point average (GPA) of 1.75 (based on a 4.0 grading scale) at the end of the first semester in order to carry a full course load to the second semester. A 2.0 grade point average should be maintained for all remaining semesters while enrolled at the college. Any student failing below a 2.0 grade point average after the second semester will be on academic probation.

8.11.2 Students on academic probation will be restricted in all activities such as holding class offices, participating in class activities, and other leadership positions. Library study hours will be required and resident students may be restricted to the campus during the week except for students in outreach ministries. Course load may be reduced and course selections restricted by the Academic Dean. If no significant improvement is seen in the student's academic performance by the end of the probationary period (usually two semesters) or when it becomes evident that the student may not be able to qualify academically for graduation, he/she will become subject to dismissal from college.

8.11.3 Students on academic probation for two consecutive semesters should be considered ineligible for any scholarship funds that are available from the college.

#### 8.12 Withdrawal from College

Students withdrawing from college before the end of the semester for any reason must get a “Withdrawal from College” form from the Registrar’s office and obtain all signatures indicated. Failure to do so will result in automatic fail grades in the courses in which the student is enrolled and may be grounds for denial of re-admission. Any refund is determined by the date of the official withdrawal.

### 8.13 Graduation Attendance

All graduating students are encouraged to attend all scheduled rehearsals and graduation ceremonies.

## **9.0 Library**

Library hours and general rules (e.g. reserve books, schedule of fines, student library study hours) should be adjusted by the college according to the needs and limitations of the local library. Student use of equipment in the library should be specifically defined by the college.

9.1 Library Hours - The Library will be open during the following hours: 08:00 am to 11:00 pm.

The library is closed during chapel and other “all-school” activities.

### 9.2 Library Loan Periods

Books from regular circulation -	Two Weeks
Cassettes CDs and DVDs-	Three Days
Reserve Books -	Usually two hours
Reference Books -	For use in the library only
Bound periodicals -	For use in the Library only
Lost Books: A book is considered lost if it is not returned within three weeks after the due date. The student will be charged for replacement costs.	

### 9.3 Library Courtesy

9.3.1 Students using the Library should respect fellow students

9.3.2 Books removed from the library **MUST** be signed out: Reference books cannot be removed from the Library.

9.3.3 Do not return books to the shelf after you have used them: instead place books in the designated area: library personnel will return them to the proper place.

9.3.4 No more than 2 (two) books may be checked out at one time.

9.3.5 Report any damage of books to the Librarian so they can be repaired.

9.3.6 There will be an overdue charge of E5.00 per day per book kept past its due date.

9.3.7 Additional books will not be checked out to a student who has an overdue book.

- 9.3.8 Damage to books beyond reasonable wear and all losses shall be paid for by the Student.
- 9.3.9 Non-ECT Students may use books in the Library only when written permission has been obtained.
- 9.3.10 Food and Beverages are not permitted in the Library.
- 9.3.11 Dress regulations in the Library are the same as for the classroom.
- 9.3.12 Student assistants have the authority to maintain order in the library. If violators do not respond, the student is under obligation to report the offenders.
- 9.3.13 Violation of library regulations may lead to restriction of library privileges for a designated time.

**10.0 Solicitation**

Solicitation of any kind on campus (i.e. selling of merchandise, or taking up donations of any kind for any purpose) must be cleared with the Administrative Committee.

**11.0 Financial Obligations**

Students are responsible for ensuring that all bills are paid promptly. Students who do not pay overdue bills may be suspended by the college. A student's transcript will not be released until all bills are paid.

**12.0 School Fines**

Library and other school fines will be charged to students' accounts. Scholarship and other financial assistance will not apply to school fines. No student will be allowed to re-enrol until unpaid fines have been settled. Graduating or terminating students' transcripts will be held until fines have been cleared.

**13.0 Cheque Cashing**

Any personal cheque must have the approval of the Business Manager (or designated assistant) before being cashed. There will be a charge for returned cheques.

**14.0 Vehicle and Traffic Regulations**

14.1 Students bringing any type of motor vehicle to the college must show proof of adequate vehicle insurance.

14.2 The privilege of maintaining or operating a vehicle will be extended only to the student who:

- a. Has a valid operator's license
- b. Has vehicle registration papers
- c. Does not abuse vehicle privileges in or around the Bible College
- d. Operates vehicle according to the laws of the country at all times

14.3 Oil cans, spare parts, and containers should not be left in the parking lots. Permission for vehicle repair on campus must be obtained from the Business Administrator.

14.4 Students operating, storing, or parking any vehicle on campus are responsible for the security of that vehicle.

14.5 Registration - All motor vehicles owned, maintained, or operated by students must be registered with the Business Administrator upon arrival.

14.6 Bicycles

14.6.1 Bicycles are not to be ridden on sidewalks, grass, or other restricted areas.

14.6.2 Bicycles should be parked on campus in the designated locations

**15.0 Dormitory Rules**

15.0 If you experience problems in the dorms, please see the Dean of Students or his assistants

15.2 All dorm rooms are subject to unannounced inspection by authorized college personnel.

15.3 Food from the school kitchen is not allowed in the dormitories.

15.4 Dorm rooms and bathrooms are to be kept clean and presentable at all times.

15.5 The kitchen cups, plates, silverware, bowls etc. are not allowed in the dorms.

15.6 Music must be kept low, remember others may be studying or resting.

15.7 Only calendars and posters in good taste may be put on the walls or doors – put up with Prestik or Bostic only.

15.8 Electrical appliances except for irons are not allowed in the dorms unless permitted by the school.

15.9 Blankets are to be brought from your homes; the college does not provide them.

15.10 A bottom fitted sheet is required.

15.11 When you leave at the end of each semester take ALL personal items with you. Any items left behind will be disposed of immediately. Special arrangements for storage may be made through the dormitory supervisor.

15.12 Students are to leave the dorm keys with the office before they leave for holidays. **NO** student is allowed to take dorm keys home with them!

15.13 Dorm rooms will be assigned each Semester: there are NO permanent rooms during your stay at ECT

15.14 Quiet time is at 11.00 pm (Sunday to Thursday) and midnight on Friday and Saturday.

- 15.15 Room No. 10 in the women's dorm will be reserved as a guest room.
- 15.16 Students associate closely and constantly with one another in the dormitories, dining room, classes and elsewhere on campus. Conversations should reflect Christian character.
- 15.17 Obscene language, gossip, and lewdness have no place in the Christian's life. Loudness may be distracting and inconsiderate of others. Genuine Christ-likeness is the pattern and goal.
- 15.18 Mutual cooperation and goodwill should be carefully cultivated in the dormitory. The residence halls are also study halls; therefore, consideration is required for other students' need to study.
- 15.19 Boarding (Housing) Reservation - Bed assignments are made for the school year. The dormitory sign-up will be scheduled by the dorm deans. Returning students who wish to reserve a bed for the school year will be given priority. All other bed assignments will be on a "first come, first served" basis. Housing reservations will not be held beyond the first day of classes.
- 15.20 Dorm Hazards
- 15.20.1 Candles used during power interruptions can become a serious fire hazard and may not be left unattended. Small electrical appliances, frayed extension cords, multiple plugs in electrical outlets, etc., may cause circuit breaker overload creating a fire hazard and are prohibited at all times.
- 15.20.2 Interchanging 110/220V electrical items such as radios, cassette players, etc., and power surges following a power interruption may be further cause for serious fire hazard and extreme caution must be taken at all times.
- 15.20.3 All electrical items should be unplugged during a power interruption.
- 15.21 Dormitory Attire - All students are expected to be modestly attired at all times in the halls or lounges of the dormitories following the school dress code.
- 15.22 Room Check - The dormitory deans reserve the right to make room checks at any time in order to determine compliance with dormitory regulations.
- 15.23 Precautions and Prohibitions
- 15.23.1 Permission must be granted by the Dean of Students to hang posters and signs in the dormitories or on any campus building.
- 15.23.2 Engaging in water fights and similar irresponsible behaviour may result in disciplinary action.
- 15.23.3 Parking, storing, or transporting of bicycles or motorbikes inside the dormitory is prohibited.

15.23.4 Cooking appliances and television are not permitted in the dorms. Cooking in dormitories is not permitted.

15.23.5 Changing bed assignments without approval of the dorm dean is not allowed.

15.23.6 Movement or rearrangement of original furniture in the dormitory is not permitted.

15.23.7 Duplication of dormitory keys is prohibited.

#### 15.24 - Visitors

15.24.1 The study rooms and/or dormitory of students are not open to non-College people without the express permission of the Dean of Students or his authorized representative.

15.24.2 The study rooms and/or dormitory of students are not open to females where the dorms are for male occupation and vice versa.

15.24.3 The study rooms and/or dorms of students are not open to “off-campus” students.

#### 15.25 - UNLAWFUL RESIDENCE

15.25.1 It is a serious offence for a student to occupy a room or sleep at any dorm without the permission of the Dean of Students or their authorized representative(s).

15.25.2 The Dean of Students, will grant such permission at his discretion with reasonable conditions attached to the permission.

15.25.3 It is a serious offence for any student(s) to accommodate any person without the permission of the Dean of Students.

15.25.4 It is a serious offence for any student to lease his/her room to any other person or student.

15.25.5 Where an unauthorized occupant(s) is found in the dorms room(s) he/she shall be evicted immediately by the Dean of Students, and the authorized occupant shall be made to pay a spot fine without prejudice to the College’s right to implement other disciplinary action.

15.25.6 Where the authorized occupant repeats the abovementioned offence(s), he/she shall be evicted immediately by the Dean of Students without prejudice to the College’s right to implement other disciplinary action.

15.25.7 It is a serious offence for Part-time students to reside in College dorm(s), on a full-time basis without the express permission of the Dean of Students.

## 15.26 STUDENT CONDUCT IN RESIDENCES

15.26.1 Students shall conduct themselves at all times so as to avoid interference with the work of other students and College staff members.

15.26.2 No parties of any kind will be allowed in the halls of residence or within their vicinity.

15.26.3 Permission from the Dean of Students shall be sought for launching parties at any other venues.

15.26.4 The Dean of Students will grant such permission at his own discretion with reasonable conditions.

15.26.5 Any student(s) who launches an unauthorized party shall be liable to disciplinary action.

## 15.27 STUDENT ROOMS

15.27.1 Students are expected to keep their rooms tidy.

15.27.2 It is an offence for any student (s) to enter the room of another without the latter's express permission.

15.27.3 It is an offence for any student (s) to take any College property from any other part of the College to their residences without the permission of the Dean of Student or other authorized College Official.

15.27.4 Private beds, mattresses and sofas, are not to be brought into the residences. Such beds or mattresses shall be impounded by the Dean of Student until the end of the semester.

15.27.5 It is an offence for student to use the walls of their rooms as notice board instead of the notice boards available in the rooms.

## 15.28 ELECTRICITY

15.28.1 Students are expected to switch off electric lights when they leave their rooms.

15.28.1 It is an offence to alter, and/or tamper in any way with electric installations in student rooms or elsewhere on campus

## 15.29 NOISE

15.29.1 Students shall be reasonably quiet in the residences at all times.

15.29.2 All students are required to so conduct themselves in the residences that they do not interfere with the work, sleep, or the reasonable recreation of others.

15.29.3 Students who, anywhere within the residence or the immediate surroundings, display rowdy or quarrelsome behaviour or by lack of consideration, disturb the peace and good order of the residences or who by misuse or negligence in any way diminish any of the amenities of the residence, shall be liable to disciplinary action.

15.29.4 Any student found guilty of violating 44.1 and 44.2 above, shall forfeit his/her Campus residence forthwith, without prejudice to any other punishment the Disciplinary Committee may see fit.

### 15.30 PREVENTION OF FIRE

15.30.1 Students are expected to take every precaution against fire in the residences.

15.30.2 It is a serious offence to light fires, for whatever purpose, in the residences or within the vicinity of the residences.

### 15.31 COOKING IN RESIDENCES

15.31.1 It is a serious offence to cook in residences. Any cooking utensil found in the residences shall be impounded until the end of the Semester, without prejudice to the Disciplinary Committee's right to impose any other punishment it sees fit.

15.31.2 Occupants of rooms in which cooking utensils are found shall be subject to disciplinary action.

## **16.0 General Student Policies**

### 16.1 - Weather

Regarding the cancellation of classes in cases of severe weather, it will be the student's responsibility to contact members of the college administration or faculty regarding information and instructions. Failure to obtain information may result in an unexcused absence in situations where classes have not been officially cancelled.

### 16.2 - Dating

The college should give attention to achieving balance of educational opportunities and social activities. Policies regarding socializing time, courting, formal engagement, and marriage need to be established by the administration of the college, considering such factors as Christian ethics.

### 16.3 - Marriage

Marriage is seen as an extremely important step to be taken only after serious thought and earnest prayer for God's will. Any student planning marriage before graduation should notify the Administration so that appropriate pre-marital counselling may be offered.

#### 16.4 - Personal Grooming

All apparel worn by Bible school students, both on and off campus, should be modest, in good taste, and neat and clean at all times. Good personal hygiene habits are important part of a modest, wholesome, and Christ-honouring appearance. Ladies should dress modestly, with no showing of private parts. Skirts and dresses should be knee length or longer.

#### 16.5 - Music

16.5.1 Students using radios and stereos should be required to show consideration for others at all times. Headphones are encouraged.

16.5.2 Any loud radios, stereos, cassette players, compact discs, and television sets, will be impounded by any authorized College Personnel in the presence of Dean of Students and will only be returned to the owners at the end of the semester, or as soon as the owner is excluded from the dorms.

16.5.3 The college cannot assume responsibility for personal equipment left unattended.

16.5.4 Anyone found playing loud sound instruments, shall be liable to disciplinary action.

#### 16.6 - Pets

Pets are not allowed on the campus or in the dormitory at any time.

#### 16.7 - Ministry Tours

A ministry tour is defined as any regularly sponsored group of students and faculty/ staff supervisor's musical or otherwise, that travels on behalf of the college.

16.7.1 Normally, ministry tours are to be made during regularly scheduled vacations established on the school calendar. Short ministry tours may sometimes be allowed during the academic year if there is no conflict with class schedules.

16.7.2 Students on ministry tour shall forfeit any private music lessons that they miss while on tour.

16.7.3 The directors of ministry touring groups must submit a list of touring personnel to the Dean of Students and Academic Dean at the beginning of each semester to determine eligibility. Students having difficulty with grades or excessive absence will not be allowed to go on ministry tours.

16.7.4 Students who are on probation of any kind will be ineligible for travel with the college touring groups.

#### 16.8 - Sports Activities

Christian sportsmanship and physical well-being are important parts of student development. The college is encouraged to develop and supervise sports exercise programs. Information about intramural competition in men's and women's sports, such

as soccer, basketball, volleyball, tennis, ping pong, etc, should be included in the Student Handbook.

#### 16.9 - Bulletin Boards

Bulletin boards are located around the campus to provide information to the students, who are responsible for reading information placed on the bulletin boards. All items placed on the boards must be approved and stamped/signed by the appropriate member of the Administrative Committee (President, Academic Dean, Dean of Students, and Business Administrator) depending on the content of the notice.

#### 16.10 - Food Services

Dormitory students are expected to take all meals in the cafeteria. Students who receive permission to stay on campus during vacations are responsible for their own meals. Charges for board are the same for all dormitory students regardless of the number of meals taken in the cafeteria. Financial adjustment for meals missed on a regular basis because of work, travel, or personal habits will be by prior arrangement only.

16.10.1 No food or beverage may be taken into the college classrooms, library, or chapel. Food may not be kept in the dormitory.

16.10.2 Students desiring to eat in the cafeteria must be registered with the Business Administrator. Consideration for others while eating in the cafeteria is essential at all times. Misconduct in the cafeteria will be referred to the Dean of Students. No late meals will be served. Limited early meals may be served with approval of the cafeteria management.

16.10.3 Students who are ill may receive a meal tray in the dormitory by permission of the dormitory dean. Otherwise, food and dishes are not permitted to be taken from the cafeteria.

#### 16.11 - Health Services

The college should provide basic first aid for minor illnesses and injuries. The college should make arrangements with competent local hospitals and physicians for student emergencies or illnesses that may require professional medical attention.

#### 16.12 - ILLNESS OR INJURY

38.1 Any illness or injury must be reported without delay to the President of the Student Representative Council or any other member of the Student Representative Council.

38.2 The President of the Student Representative Council shall report the illness or injury to the Dean of Students.

38.3 The office of the Dean of Students, shall report the said illness or injury to the relevant Heads of Departments.

#### 16.13 - Copy Machines

Students will be advised of the location and availability of a copy machine, cost per copy, and rules for use.

#### 16.14 - Computers

Access to the internet can provide a valuable research tool, but care must be taken to restrict student access to inappropriate sites and content. Software can be installed that control this. Increasingly, students may own their own computers and bring them to class for note-taking. This can be an asset to students but may also be a distraction if students access non-class material. The college should monitor student use of computers and adopt guidelines to ensure that the use is appropriate and beneficial.

#### 16.15 - Laundry

Students should be responsible for their own laundry. A place will be provided and hours established for such activity. Regulations should be made and enforced for the use of irons within the dormitories.

#### 16.16 - Telephones

Most students may own a cell phone and texting has become a primary means of communication among today's youth. The college should ensure that cell/mobile phone use is restricted in the classroom and chapel settings so as not to become a distraction to the student or others during these important activities.

#### 16.17 - Water and the water pump

Students are strongly admonished to use water sparingly to conserve the pump. Water taps should not be left running especially when the pump has a problem or is off.

16.18 – Students Leaving Campus – Students are allowed to leave campus, but for safety reasons, students should sign out at the gate when they do so. Students should also sign in when they return and should return to campus before the gates close at 8:00 pm.

### **17.0 Non-Resident Students**

17.1 Full-time students should be on-campus from 8.00 am sharp to 13.35 pm

17.2 Late coming will not be tolerated.

17.3 Three times late is equal to an absence

17.4 Absenteeism is subject to the ECT guidelines

17.5 All ECT functions/services must be attended

17.6 NON-RESIDENT students are subject to all ECT policies and guidelines.

### **18.0 Christian Service Duties**

Community living on campus necessarily requires that each student assume responsibility for certain work assignments that contribute to the operation and maintenance of the campus.

These may involve duties in the kitchen, library, business office, registrar's office, maintenance or wherever is most needed.

### **19.0 Work Scholarship**

Students who are given opportunity to work for their schooling are normally required to work 15 hours per week assigned jobs, in addition to the Christian service duty hours

required for all students. Work scholarship students should be required to fill out weekly time sheets and have them signed by their work supervisor.

## **20.0 Student Advisory Council**

The Student Advisory Council shall consist of the Executive Officers (President, Vice President, Secretary and Treasurer) along with class representatives from each class. The objectives of the Student Advisory Council are:

- To provide a channel of communication between the Administration and the students.
- Encourage a Christ-like spirit on the campus at all times.
- Work toward harmonious relations in the college.
- Act on matters presented to it by the administration and students.
- To maintain close unity and harmony between faculty and student body.
- To provide a means of conducting student body business.
- To undertake special student projects such as improvement of the campus.
- To plan and participate in school social functions and special holidays.

20.1 To hold an executive office in the Student Advisory Council, students must be upper-class men or women, full-time students, and maintain a grade point average of at least 2.0 (based on a 4.0 grade scale).

20.2 The Administrative Committee reserves the right to appoint the President. The Administrative Committee will approve other candidates on the basis of Christian character, leadership qualities, and academic achievement.

20.3 The list of all qualified students will be submitted to the student body for election. Executive officers shall consist of a President, Vice-President, and Secretary-Treasurer.

20.4 A majority vote by secret ballot will constitute an election.

## **20.5 Qualifications**

Qualifications for serving on the Student Council are as follows.

The student:

20.5.1 Must be able to Communicate effectively with the different stakeholders.

20.5.2 Must have a clear Christian testimony and demonstrate a maturing and growing relationship with Christ.

20.5.3 Must be constantly attending chapel and class and be able to serve the year.

20.5.4 Must be a member in good standing or equivalent in a local church.

20.5.5 Must have a good academic standing conforming to ECT standards.

20.5.6 Must be a respectable and exemplary member of the campus community.

20.5.7 Must work well with others and have a clear desire to minister to others relationally.

20.5.8 Must have a teachable spirit and an eagerness to be trained.

20.5.9 Must have a basic level of administrative and organizational ability.

20.5.10 Must be able and eager to function well within a team.

## 20.6 Responsibilities

20.6.1 To maintain and promote unity, harmony and interaction within the administration and students.

20.6.2 To support the ECT Administration to maintain high Christian standards in order to produce high-quality leaders.

20.6.3 To plan, and implement outreach program opportunities in the surrounding communities at least once a year.

20.6.4 To organize and harmonize the student body to plan for missions and student's ministry partnerships or events.

20.6.5 To recruit and mobilize volunteers for scheduled ECT services to connect individual students with ministry opportunities.

20.6.6 To liaise with ECT Administration to look into the welfare of the students

20.6.7 To observe feedback from the students to determine their interests, needs, and concerns and liaise with the administration.

20.6.8 To set a positive course for others to follow thus fostering a safe and inviting culture for all students

20.6.9 To share ideas, concerns and solutions through positive communication channels.

20.6.10 To strive to build an environment of caring for each other through volunteerism.

## 20.7 Class Representatives

Class representatives for the second, third- and fourth-year classes are elected for the forthcoming year at the last class meeting of the second semester. Freshman class elections occur after the first six weeks of the semester.

## **21.0 PUBLIC ORDER**

21.1 It is a serious offence for any student to:

1. interfere in any way with the legitimate freedom of any other person;
2. engage in any act of violence or intimidation towards any other person;
3. cause any damage to any property on or off the College;
4. aid and/or abet any person in the damage of any property on or off the College.

21.2 It is a serious offense for any student to bring alcohol, illegal drugs and/or any other intoxicating substances into the campus of the Eswatini College of Theology.

21.3 It is a serious offence for students to be found in possession of alcohol, illegal drugs and/or any intoxicating substances within the College.

21.4 The Dean of Students or their assistants, Security Personnel or their authorized representatives, have the right to search student(s) room(s) for traces of these prohibited substances.

21.5 The Dean of Students or their assistants, Security Personnel or their authorized representatives, shall at all times conduct searches and seizures of prohibited items and substances in the presence of other authorized College Security Personnel.

21.6 The Dean of Students or their assistants and other Security Personnel shall confiscate such substances, and destroy same after the finalization of the disciplinary action. This is without prejudice to the Committees' right to deal with the matter in any other appropriate manner.

## **22.0 DISORDERLY CONDUCT**

22.1 It is a serious offence for any student to engage in any form of disorderly conduct.

22.2 If such conduct results from the use of drugs and/or consumption of alcohol or other intoxicating substances, this shall aggravate the seriousness of the offence.

## **23.0 INTERFERENCE WITH THE OPERATIONS OF THE COLLEGE**

23.1 It is a serious offence for any student to engage in any conduct which interferes with or is designed to interfere with the functioning of the College or the performance of duties by any member of its staff.

23.2 It is a serious offence for any student to engage in any conduct which is likely to bring the College into disrepute and/or does bring the College into disrepute.

23.3 It is a serious offence to incite or attempt to incite students to engage in any activity that is meant to disrupt the normal operations of the College.

## **24.0 INSUBORDINATION**

24.1 It is a serious offence for student(s) to disobey legitimate orders of persons vested by the College with authority to issue such orders.

## **25.0 STUDENT BODY MEETINGS**

25.1 Student Body meetings shall be called in consultation with the Dean of Students.

25.2 An agenda must be given to the Dean of Students or his Assistant at least 48 hours (excluding weekends and public holidays) before a meeting. Such notice shall be delivered to the office of the Dean of Students during working hours and signed for.

25.3 Written minutes of every student body meeting signed by the chairperson and the secretary shall be given to the Dean of Students or his Assistant within 48 hours of the meeting having been held, excluding weekends and public holidays.

25.4 No student other than those designated by the Student Representative Council and the Dean of Student shall call or chair a general or special meeting of the student body.

25.5 It is a serious offence for any student to call any student body meeting in without the knowledge of the Student Representative Council and the Dean of Students.

## **26.0 NOTICES**

26.1 Walls, floors, doors and pillars must not be used for notices and graffiti. Public notices must be restricted to notice boards.

26.2 Any student in breach of this regulation shall be required to take responsibility for restoration costs.

26.3 Authorized College personnel shall remove unauthorized notices wherever posted within the premises of the College.

## **27.0 ABSENCE**

27.1 Where a student absences him/herself from the college for more than one day, he/she shall notify the Dean of Students in writing as soon as possible, stating the reasons for absence.

27.2 Where a student absents him/herself from the College for more than twenty-one (21) consecutive days, the student shall be unenrolled from the College, following a recommendation from the relevant Faculty and/or Head of Department, notwithstanding the student's right to re-apply in subsequent years.

27.3 Where the student is absent due to ill health, such notification should be accompanied by a medical report or certificate from a recognized Medical Practitioner or Health Officer.

27.4 The Dean of Student Affairs should immediately upon receipt of such notification inform the Head of Faculty of the concerned student.

## **28.0 WEAPONS**

28.1 It is a serious offence for any student(s) to keep a firearm or any other weapon within the College premises.

28.2 It is a serious offence for any student(s) to use or threaten to use such firearm, any other weapon or any other object as a weapon against any person or property within the College premises.

28.3 It shall similarly be a serious offence to keep any dangerous chemical(s) or any such related substance on the College premises or use or threaten to use such substance as a weapon on the College premises.

28.4 The authorized personnel shall seize the said weapon(s) or any dangerous substance or object from the student, which items will then be disposed after appropriate disciplinary action has been undertaken.

28.5 Any student found in possession of any weapon(s) or dangerous substance or object(s), shall be excluded from the College residences forthwith. He/She may also be expelled or suspended from the College for a period to be determined by the Student Disciplinary Committee after a disciplinary hearing.

28.6 Where a student owns a licensed firearm, such a student shall be expected to declare such firearm at the College's main office.

28.7 A licensed firearm will be left at the College's main office where it shall be kept in a safety deposit box by the security personnel and the owner shall collect such firearm on his way out of the College.

## **29.0 COMPUTER OFFENCES**

29.1 It is a serious offence for any student to access any file and or any other persons' file without authority for purposes of using, reading or changing the contents thereof.

29.2 It is a serious offence to use another person's password without his/her authority.

29.3 It is a serious offence to use College computer facilities to send obscene or abusive and threatening messages to any person.

29.4 It is a serious offence to use computer facilities to interfere with normal operations of the College computing system.

29.5 It is a serious offence for any student to view any pornographic or sexually offensive images through the College internet or network facilities.

## **30.0 SEXUAL OFFENSES**

30.1 It is a serious offense to sexually harass any person within the College premises.

30.2 It is a serious offense to sexually assault another person within the College premises.

### **31.0 UNAUTHORISED ENTRY**

31.1 Unauthorized entry into any College Offices or any other rooms using but not limited to master keys and duplicate keys is a serious offence.

31.2 Unauthorized entry into any student (s) room using but not limited to master keys and duplicate keys is a serious offence.

### **32.0 COLLEGE PROPERTY**

32.1 It is a serious offence to steal, use, or possess without authority, any College property.

32.2 Students are responsible for furniture, fittings, linen and other equipment provided by the College in their dorms, rooms and classrooms.

32.3 All occupants of a particular residential hall may be individually and collectively liable for the cost of and/or repair to college property and for damage that is unaccounted for outside their rooms in that residence.

32.4 Any student(s) who willfully or negligently damages or loses any College property shall be held liable for the cost of repair and/or replacement. Failure to pay costs shall result in the addition of the cost to tuition fee and/or the withholding of the results at the end of the academic year until payment is effected and/or the refusal of registration in the next academic year, pending the payment of the cost of any damage.

32.5 Any loss or damage to College property shall be reported to the Dean of Student without undue delay and the appropriate investigation shall be instituted.

32.6 Any student found guilty of such infringement shall be required to pay the cost(s) of replacing and/or returning the property without prejudice to the College's right to institute other disciplinary action.

32.7 No student shall use and/or remove College property from any rooms, offices, halls or the library without the permission of the relevant authorized officer of the College. Where permission has been granted, the student(s) concerned shall return such property to its proper place.

### **33.0 PERSONAL PROPERTY**

33.1 It is a serious offence to steal, use, or possess without authority, any student(s) property.

33.2 The College does not accept liability for the loss of student(s) property(s) on its premises.

33.3 The College does not accept liability for damage to student(s) property(s) save where such damage is attributable to the College or its employees acting in the exercise of their normal duties.

33.4 The loss of personal property must be reported to security, and to the Dean of Students as soon as possible after the loss is discovered.

33.5 Any student in breach of this regulation shall be liable to disciplinary action without prejudice to the College's right to report the matter to the police and/or claim costs involved in returning or restoring the property to its rightful owner.

#### **34.0 MISAPPROPRIATION OF FUNDS BY STUDENT OFFICIALS OF THE STUDENT REPRESENTATIVE COUNCIL, CLUBS, SOCIETIES AND ANY OTHER STUDENT ORGANIZATION**

34.1 Misappropriation of funds by officials of the Student Representative Council, Club(s), Society(s) and other student Organization(s) of the College is a serious offence.

34.2 The Student Representative Council, Club(s), Society(s) and any other Organization of the College shall cause audited statements to be issued forthwith at the end of each academic semester.

34.3 Where a misappropriation, theft or shortfall is discovered in the finances of the Student Representative Council or any Club, Society or Organization, the matter shall be reported forthwith to the Dean of Student, who shall cause an inquiry to be held to investigate the shortfall.

34.4 At the enquiry the Student Representative Council, Club(s) or Society(s) or Organization shall be required to submit the relevant audited statements of accounts.

34.5 In the event of such inquiry failing to identify the source of the misappropriation, theft or shortfall, the Officer (s) in-charge in that affected section of the Student Representative Council, Club (s), Society (s) or other student Organization (s) shall be held jointly and severally liable for the loss and shall be required to reimburse the Student Representative Council, Society(s), Club(s) or other Organization (s).

#### **35.0 RELATIONS WITH COLLEGE DOMESTIC STAFF AND SECURITY STAFF**

35.1 Students shall not interfere with the duties of the Domestic and Security staff on duty on the Campuses.

35.2 Students shall at all times treat Domestic and Security staff members with courtesy and consideration and shall refrain from insulting, assaulting or threatening staff members, in whatever manner, at all times.

35.3 Any such staff member who is aggrieved by the action(s) of any student(s) shall report the matter to his/her immediate Supervisor who shall cause the matter to be investigated and referred to the appropriate Disciplinary Committee, where necessary.

35.4 Any student who is aggrieved by the action(s) of any staff member, shall report such grievance to his/her immediate supervisor, who shall cause the matter to be investigated and referred to the appropriate Disciplinary Committee, where necessary.

35.5 Where a student has reported such a grievance, the student will expect a feedback report on the matter within fourteen (14) days.

35.6 The Officer(s) shall thereafter deal with the matter in an expedient manner and where appropriate refer it to the relevant disciplinary authorities.

35.7 No student other than the Student Representative Council official or any other designated officer of any recognized College Club, Society or any other student organization responsible for dining hall matters, is permitted to enter the kitchen area. Requests to do something should be made to the domestic staff on duty at the serving points.

35.8 No student(s) shall be allowed behind the refectory serving area.

### **36.0 PROCEDURE FOR LODGING COMPLAINTS**

36.1 Students shall direct their academic complaints through the established channels i.e. Lecturer, Head of Department and the Academic Dean in that order.

36.2 All other complaints, including academic complaints, may be addressed to the Student Representative Council who shall report to the Dean of Students or his Assistant, who shall take the appropriate action.

36.3 The procedures outlined in regulations 40.1 and 40.2, should be adhered to and exhausted at all times.

36.4 Failure to observe the procedures laid out in paragraph 40.1 and paragraph 40.2 shall constitute a serious offence.

36.5 Engaging in any form of disorderly conduct as a way of expressing a complaint or a grievance by any student is a serious offence.

### **37.0 SPECIAL FUNCTIONS**

37.1 No film, show, dinner, dance or ball held at the College, may continue after 11:00 PM except where special permission has been granted by the Dean of Students or their authorized representatives.

37.2 Music parties will be held only in such places as will be designated for such purposes by the President of the Student Representative Council in consultation with the Dean of Students.

37.3 On receiving a request under 37.1, the Dean of Students shall lay down such conditions as he thinks necessary for the holding of such functions.

## **38.0 PREGNANCY**

38.1 Pregnancy outside marriage is strictly prohibited during the student's tenure at the college, however in the event, any student, married or unmarried, who falls pregnant shall report such pregnancy to the Dean of Students without fail.

38.2 Failure to report the pregnancy is a serious offence. Any absence from the College as a consequence of pregnancy shall be supported by a medical certificate.

38.3 The medical practitioner will advise the College when it is considered unsafe for a pregnant student to remain on Campus, whereupon the student shall be required to leave the College Campus.

38.4 After delivery, the student shall submit to the office of the Dean of Student Affairs a medical report signed by a registered medical practitioner, certifying that the student is medically fit to resume studies.

38.5 Failure to submit the medical practitioner's report is a serious offence.

38.6 Before the student can resume classes, the provisions of the academic General Regulations as they appear in the College Calendar shall be invoked.

38.7 No student shall be allowed to resume classes without having followed all the above-mentioned procedures.

38.8 The College is not liable for any deaths, or sicknesses that may occur as a result of a student(s) pregnancy.

38.9 The College is under no obligation to transport a pregnant student to a hospital for delivery or any other pregnancy-related emergency.