

**AKENTEN**

**APPIAH-MENKA**

*University of Skills Training and  
Entrepreneurial Development*

**Undergraduate  
Students Handbook**  
*On Rules and Regulations*

**AAMUSTED**

[www.aamusted.edu.gh](http://www.aamusted.edu.gh)

**AKENTEN APPIAH-MENKA  
UNIVERSITY OF SKILLS TRAINING AND  
ENTREPRENEURIAL DEVELOPMENT  
(AAMUSTED)**

**REGULATIONS TO GOVERN UNDERGRADUATE STUDENTS**

**Undergraduate Students Handbook on  
Rules and Regulations (USHRR)**

**Issued on the Authority  
of the AAMUSTED Governing Council  
on the Recommendation of the Academic Board**

**2023**

**Cover Design by Directorate of Public Affairs**

**AAMUSTED LOGO**

A perpetual torch with a flame on an open book on a spider's web enclosed in a maroon gear wheel to provide direction and guidance for training quality TVET and entrepreneurial development teachers to guide and direct students to develop technical, vocational, and entrepreneurial expertise for job creation and social-economic development, mindful of our motto: "Nimdee ne nsanonwuma suakyere ma mpuntuo" embossed in a scroll signifying knowledge at the base of the logo.

Colours: **Maroon, Gold, Green and White**

**Maroon:** Hard work

**Gold:** Signifies wealth as in the wealth of knowledge and skills; also, prestige or class thereby elevating the status of the institution

**Green:** Unending growth

**White:** Perfection

## **AAMUSTED ANTHEM**

***Nimdee ne nsaanonnwuma suakyerɛ ma mpontuo!***

*Knowledge and Vocational Skills are the bedrock of development.*

AAMUSTED, O Great AAMUSTED

AAMUSTED, O Great AAMUSTED

Competent professional teachers in TVET and others we train;

Technical, vocational expertise for industry we train

Astute entrepreneurs for business creation we train.

AAMUSTED, O Great AAMUSTED

With excellence, integrity, creativity, innovation, teamwork we shall stride

AAMUSTED, we shall rise,

AAMUSTED, we shall serve,

AAMUSTED, we shall win, AAMUSTED:

God bless AAMUSTED,

God bless Ghana,

God bless Africa!

***Nimdee ne nsanodwuma suakyerɛ ma mpontuo***

***Arise, AAMUSTED!***

## SCORE

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[illegible]

27

-TED O - - Gross AAMUS-TED - - AA-MUS - TED O - Gross AAMUS-TED - - Com-pon-ant pro-fes-

-sional touch - es in - T-VET and o-there - we train - Techni-cul two ex-empl ex-per-

-tise into the wa-ter-try we - train - As talk en-ter-pri-nism - the train-ers cre-

The musical score is for a piece titled "Arie" by J. Haydn. It is written for a voice and piano. The tempo is marked "poco rit." and the style is "Slowly, emotionally". The key signature has one sharp (F#) and the time signature is 4/4. The score consists of three systems. The first system contains the vocal melody and piano accompaniment with the lyrics "bles AA-MUS-TED, God bless Gha-na, God bless A - FRI - CA! Nam-du-re ma-". The second system continues the vocal melody and piano accompaniment with the lyrics "no - du-wa-ma-sua - kyure ma mpon - no! O a - rie AA-MUS - TED". The third system continues the vocal melody and piano accompaniment with the lyrics "O a - rie". The piano part features a steady accompaniment of eighth notes in the right hand and a more active bass line in the left hand.

poco rit. Slowly, emotionally

bles AA-MUS-TED, God bless Gha - na, God bless A - FRI - CA! Nam-du-re ma-

A - rie

77 no - du-wa-ma-sua - kyure ma mpon - no! O a - rie AA-MUS - TED

O a - rie

**LIST OF ACRONYMS**

AB	Academic Board
APA	American Psychological Association
APC	Academic Planning Committee
CA	Continuous Assessment
CGPA	Cumulative Grade Point Average
DAA	Directorate of Academic Affairs
DRaP	Demonstrations, Rallies and Processions
DVLA	Driver and Vehicle Licensing Authority
IPOP	Intensive Pre-Academic Orientation Programme
JCRC	Junior Common Room Council
NEWSLW	Newly Elected Student Leaders Workshop
ODSA	Office of the Dean of Student Affairs
AISS	AAMUSTED Information Support System
POAG	Public Order Act of Ghana
SRC	Student Representative Council
SRO	Students Record Office
SHP	Students Housing Policy
USHRR	Undergraduate Students Handbook on Rules and Regulations
UGC	University Governing Council

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# 1

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P A R T

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ACADEMIC POLICIES

## **1.0 APPLICATION, ADMISSION AND REGISTRATION**

### **1.1 APPLICATION PROCESS**

The Directorate of Academic Affairs (DAA) facilitates issuing admission application forms for admission to programmes of study in the University. Admissions are governed by the following application processes:

- Application processes and information about procedures, requirements, fees, and deadlines can be obtained from the University Website.
- Applications for admission into programmes of study leading to the award of degrees or diplomas must be on prescribed forms approved by the Academic Board.
- Applications for admission shall normally be made in response to official advertisements in national newspapers and on the University's website. The advertisements, which are usually made between November and March, every year, provide the programmes of study for which admissions are to be granted.
- It is the responsibility of the applicant seeking admission to ensure that all information and documents required are supplied online to reach the Director, Directorate of Academic Affairs (DAA) not later than the advertised deadline.

### **1.2 ADMISSION REQUIREMENTS FOR FOUR-YEAR DEGREE PROGRAMMES**

#### **1.2.1 Minimum Entry Requirements**

These are basic requirements to be satisfied to qualify for admission into the University. They are to be met in addition to other programme-specific requirements. The requirements are:

##### **1.2.1.1 DIRECT APPLICANTS**

###### **A. WASSCE/SSSCE Certificate Holders**

At least six (6) WASSCE/SSSCE Credit passes (WASSCE A1-C6/SSSCE A-D), including three (3) Core Subjects: English Language, Mathematics and Integrated Science (or Social Studies in some cases), as well as three (3) relevant Elective Subjects. The total aggregate should be 36 or better

for WASSCE and 24 or better for SSSCE certificate holders.

Applicants must also satisfy programme-specific requirement(s) for the programme(s) chosen. (See entry requirements under various programmes in the Admission Brochure).

### **B. SC/GCE Certificate Holders**

Two (2) 'A' Level passes (other than General Paper) in relevant subjects, as well as credits (Grade 6 or better) in five (5) subjects at GCE 'O' Level, including English Language, Mathematics and a Science subject.

Applicants with GCE results, who are five (5) years old or above, should apply as Mature Applicants.

#### **1.2.1.2 MATURE APPLICANTS**

Must be at least, 25 years by the beginning of the academic year, and

1. Should have a minimum of SSSCE/WASSCE Certificate or DBS/RSA certificate.
2. Must pass the University's Entrance Examination.

#### **1.2.1.3 POST-DIPLOMA APPLICANTS**

Must possess a Higher National Diploma or an equivalent certificate in a relevant field of study from a recognised tertiary institution.

The class obtained should be at least a Second-Class Lower Division or its equivalent to qualify for placement in year 2 or year 3.

Applicants may be required to pass an interview.

#### **1.2.1.4 Two-year Diploma Programmes**

##### **1.2.1.4.1 Minimum Entry Requirements for**

WASSCE/SSSCE with passes (A1-D7/A-D) in three (3) Core Subjects: English Language, Mathematics, and Integrated Science/Social Studies, plus Credits (WASSCE A1-C6/SSSCE A-D) in three (3) relevant Elective Subjects. **OR**

GCE "O" Level with Credits (Grade 6 or better) in five (5) subjects, including English Language, Mathematics and a Science subject. **OR**

A Distinction or Credit in an accredited Certificate programme.

Mature Applicants must be at least 25 years, old with WASSCE/SSSCE/GCE Certificates, and must pass the University's Entrance Examination.

#### **1.2.1.5 One-year Diploma in Education Programme**

The minimum entry requirement for the One-year Diploma in Education Programme is a bachelor's degree. People with higher qualifications can apply.

### **1.2.2 Definition of Terms**

#### **1.2.2.1 Direct Applicants**

Direct Applicants are applicants to be selected on the strength of their WASSCE/SSSCE. They usually do not write the University's Entrance Examinations except for programmes whose entry requirements so demand.

#### **1.2.2.2 Mature Applicants**

Mature Applicants are those required to pass the University's Entrance Examinations before selection. They are applicants who are 25 years and above and who, although usually have WASSCE/SSSCE/GCE certificates, cannot obtain direct admission because they do not have the required passes. They are admitted based on their performance in the Entrance Examinations.

#### **1.2.2.3 Post-Diploma Applicants**

Post-Diploma Applicants are applicants who have Higher National Diploma or equivalent Tertiary Diploma Certificates. They usually seek admission to pursue degrees in their previous areas of study.

### **1.2.3 How to Apply**



1. There are three application forms for the different applicants.  
Please be guided by the certificate you have in choosing an application form or type: Direct, Mature and Post-Diploma. An applicant may obtain an appropriate Application Voucher from any of the following Banks: GCB Bank, Ecobank, Prudential Bank, CalBank PLC, GT Bank, Ghana Post, Yaa Asantewaa Rural Bank, Agriculture Development Bank (ADB), Zenith Bank, United Bank Africa (UBA), Consolidated Bank of Ghana, Fidelity Bank, First Atlantic Bank, Kwamanman Rural Bank and AAMUSTED Cash Offices, Kumasi and Asante Mampong Campuses. International Students may use a VISA or Master card to purchase the voucher.
2. Visit the University's website at: **<https://aamusted.edu.gh/apply/>**. Click on Apply Now. Log in with the Voucher Serial Number and PIN.
3. Choose an appropriate application form and complete it. Complete the Personal Data Section and proceed to the Results and Programme Selection Sections.
4. Attach and upload all relevant documents. Check the Declaration Statement and submit it. (Before you submit the application, ensure that the information provided, especially names, postal address, choice of programme, etc., are correct, as you cannot access the application for corrections, after submitting).
5. You may print a copy of the completed application form for reference purposes.

## NOTES

- a An applicant is entreated to study the admission guidelines carefully before completing an application. Choosing the wrong application form may lead to the disqualification of an applicant.
- b Submitting an application and its supporting documents is the first step in the selection process.
- c Selection is based on merit.
- d A fee-paying facility is available to Ghanaian applicants who do not meet the competitive selection cut-offs but satisfy the minimum University entry requirements.
- e Successful post-diploma applicants may be placed in Year 1, Year 2 or Year 3 of the Four-year degree programme,

depending on the programme in question and other admission requirements.

- f. Applicants with international certificates would be selected on the recommendation and establishment of equivalences in results by the Ghana Tertiary Education Commission. *You may call the Ghana Tertiary Education Commission on 0302-518630, 286013/14, 518570 for assistance. Otherwise, such applicants may apply as Mature Applicants.*
- g. All applications must be completed and submitted online at <https://aamusted.edu.gh/apply/>. *There is additional information on the University website to guide applicants.*

## **1.2.4 Other Specialised Programmes**

### **1.2.4.1 Competency-Based Training (CBT)**

Competency-Based Training is a learning model that focuses on the demonstration of specific skills or knowledge, rather than on the completion of a set amount of time or coursework. In CBT, learners must demonstrate mastery of a competency before moving on to the next one. This approach ensures that learners are acquiring the skills and knowledge they need to be successful on the job.

Areas of study under the CBT mode include:

- Diploma in Education (CBT)
- Certificate of Competency
- CBT Facilitation, Assessment, and Internal Verification
- CBT Programme Development
- CBT External Verification
- Workplace Experience Learning

Access to this unit shall be at the discretion of the learning environment. However, it will be beneficial if the applicant holds any of the following: a university degree, a Higher National Diploma or a National Certificate II on the NTVETQF or its equivalence with at least two (2) years of working experience.

## **1.2.5 Getting Documents Verified**

- i. Verification means that an original document has been seen and the photocopy has been certified (i.e., stamped and signed) to be a true copy of the original by one of the following:
  - Head of Institution (SHS, CoE, University), etc.
  - Minister of Religion
  - Commissioner of Oaths
  - Court Registrar or Clerk
- ii. All certificates and examination results of native or foreign nationals other than those from the West African Examinations Council, Universities, Technical Universities, and Polytechnics in Ghana shall be cleared with the Ghana Tertiary Education Commission and the evaluation reports submitted to the University. You can call 0302-518630, 286013/14, 518570 for assistance.
- iii. You may also contact the relevant awarding/examining authority and arrange for them to send directly to the University, a statement or transcript of results.

### **1.3 ADMISSION PROCESS**

The following processes shall guide the recommendation for admissions:

#### **1.3.1 Approval of Admission**

Admission shall be made by the Joint Admissions Board (JAB) on the recommendation of the appropriate Faculty on behalf of the Department.

#### **1.3.2 Offer of Admission**

Applicants offered admission shall be notified in writing by the Director, Directorate of Academic Affairs.

#### **1.3.3 Acceptance of Admission**

The offer of admission made in accordance with 1.3.1 and 1.3.2 shall be provisional, and individual applicants shall be required to:

- i. accept the offer of admission by paying the prescribed fees, before the specified deadline and
- ii. comply with any other conditions that may be contained in the admission letter.

#### **1.3.4 Non-acceptance of Admission**

Any provisional offer of admission not accepted as prescribed in 1.3.3 shall be deemed to have lapsed.

#### **1.3.5 False Declaration**

Any student found to have made a false declaration with regard to regulation 1.2 shall be withdrawn from the University.

## **1.4 REGISTRATION BY FRESH STUDENTS**

### **1.4.1 Full Fee Payment Requirement**

All fresh students shall pay the prescribed fees at the beginning of the academic year to commence the registration process.

### **1.4.2. Self-Registration Requirement**

Each fresh student shall be responsible for his/her registration. After registration, the student shall keep a copy of the registration form.

### **1.4.3. Registration Deadlines**

- i. Registration dates shall be fixed by the Academic Board and advertised every semester.
- ii. A fresh student who fails to register within the first two weeks of reopening (1st semester) and the first week of re-opening (2nd semester), but registers in the third or second week respectively will be charged a late registration fee (to be determined by the Academic Board).

### **1. 4.4 Medical Examination Requirement**

Registration for fresh students shall not be considered complete unless the University medical examination has been passed.

## **1.5 CONTINUING STUDENTS' REGISTRATION**

### **1.5.1 Full Fee Payment Obligation**

- i. All students shall renew their registration, including payment of prescribed full fees, if any, at the beginning of each semester until the completion of their studies.
- ii. The process of registration shall be as prescribed in regulations 1.4.1-1.4.3. A continuing student who fails to register within the first two weeks of re-opening (1st semester) and the first week of re-opening (2nd semester), but registers in the second and third weeks respectively shall be charged a late registration fee (to be determined by the Academic Board).
- iii. In exceptional cases, late registration may be entertained but only on payment by the student of appropriate fines approved from time to time by the Academic Board.
- iv. A student who fails to renew his/her registration in any one academic semester shall be deemed to have voluntarily withdrawn from the programme.

### **1.5.2 Lapsed Registration**

1. An undergraduate registration is deemed to have lapsed if a student fails to:

- (a) renew his/her registration in any one semester as prescribed in regulation 1.5.1
  - (b) submit himself/herself for examination at the expiration of the maximum period approved for the programme; or
  - (c) complete the requirements for the award of the undergraduate degree, diploma or certificate within the approved period.
2. Lapsed registration may be considered by the Academic Board only if the student shows sufficient cause as to why his/her registration lapsed. The student shall present his/her case in the form of a written application channelled through the department and faculty to the Director, Directorate of Academic Affairs for the Academic Board's consideration and approval.
3. In addition to any other condition that may be prescribed by the Academic Board in granting the application for reactivation of registration, the student shall:
  - (a) complete all registration formalities prescribed in 1.5.1 and 1.5.2, including payment of any outstanding fees
  - (b) pay a fine twice the amount paid for late registration.
4. A lapsed registration for over two semesters shall not be considered.
5. Students who fail to register by the approved dates will not receive any grades even if they attend lectures.
6. Every student shall check for his/her results of the previous semester before registering.
7. No student shall be eligible to register for higher courses unless he/she has passed the pre-requisite for that course.

## **1.6 IDENTITY CARDS**

### **1.6.1 Conditions for Holding an ID Card**

- i Identity Cards (ID) will be issued to all Junior Members admitted to programmes of study in the University.
- ii Each student of the University should endeavour to carry on him/her the Identity Card of the University at all times.
- iii In case of deferment of a programme, suspension, dismissal or withdrawal, the student concerned shall surrender his/her Identity Card to the Registrar.
- iv Students who return to continue with their programmes of study shall apply for a new Identity Card, to reflect the new expiry date, upon payment of the appropriate fees.

### **1.6.2 Arrangements for Collection of ID cards**

- i. Student ID cards shall be made available in the various departments.
- ii. Students shall be required to pick up their ID cards from their respective departments.

- iii. Students shall be required to present some form of identification before they collect their ID cards.
- iv. Students shall be required to fill out the **"SRO ID Card Collection Form"** and sign against their names as they collect their ID cards.
- v. In the situation where an ID card is lost after the student has collected it, the student shall download the **"SRO Lost Student ID Card Form"** from the University Website and submit it to the Directorate of Academic Affairs/SRO Office immediately.
- vi. For the replacement of an ID Card, a student would be required to download and fill out the **"SRO ID Card Replacement Form"** from the University Website and attach a Police Report in case of theft, a Ghana Fire Service Report in case of Fire, or any relevant official document that proves that the card is indeed missing and submit these to the Directorate of Academic Affairs/SRO Offices.
- vii. The student would also be required to pay the appropriate fee for an ID Card Replacement at the University Revenue Office.

## 1.7 CHANGE OF STATUS

### 1.7.1 Name

Upon admission to the University, a student shall maintain the name he/she was admitted with till completion of his/her programme of study. However, an exception shall be given on marital grounds if the change of name is duly placed in a gazette.

### 1.7.2 Date of Birth

Upon admission to the University, a student shall maintain the date of birth provided on the admissions form till completion of the programme of study.

## 1.8 ELECTRONIC RECORDS

### 1.8.1 Examples of Electronic Records

An electronic record is an information recorded by a computer that is produced or received in the initiation, conduct or completion of the University activity. Examples in this context include:

- a. admission records,
- b. assessment and examination records, and
- c. financial records.
  - i. Admission records mean any data that is captured electronically for Management decision-making in the University.

- ii. Assessment and Examination record is also defined as any data that is captured electronically by academic departments and University Administration as a reflection of a student's performance in the University.
- iii. Financial records are defined as any data that is captured electronically by the Finance Directorate/University's Bankers as a student's financial obligation to the University.

### **1.8.2 Tampering and Manipulation of Electronic Records**

Tampering or manipulation of electronic records includes but, not limited to:

- i. A person knowingly making false claims or entry to any electronic record captured by the University systems.
- ii. A person personally or through a third-party tampering with or hacking into any of the University systems to mutilate, conceal, remove or otherwise change any records or input on the system(s).
- iii. Anyone who attempts to forge or prepare transcripts, certificates or any other official University document that is different from the real results/records on the University's system(s).
- iv. The mode of application may include bribing, coercing, or soliciting favours from various categories of people to effect these changes.
- v. Breach of this regulation shall attract outright dismissal from the University.

## **2.0 ACADEMIC CALENDER**

### **2.1.1 Semester System**

The semester system refers to the organization of the academic year into two equal parts, lasting 16 weeks each. The academic programmes undertaken in each semester will be terminated and students will be assessed on the basis of their work in various courses of study at the end of the semester.

### **2.1.2 The Semester Structure**

A semester shall be 16 weeks in duration and shall be structured as follows:

- (a) Thirteen weeks of teaching; and
- (b) Three weeks of examination period.

### **2.1.3 Modes of Instructional Delivery**

The University offers its undergraduate programmes through the following modes:

- (a) Full-Time/Regular,
- (b) Sandwich,

- (c) Evening, and
- (d) Weekend.

#### **2.1.4 The Semester Calendar**

##### **(a) First Semester: August-December**

The following (Table 1a) shall constitute the major activities of the first semester:

Table 1a: First Semester Calendar

<b>S/N</b>	<b>ACTIVITY</b>
i.	Arrival of Continuing Students
ii.	Registration of Continuing Students
iii.	Arrival of Fresh Students
iv.	Orientation of Fresh Students (IPOP)
v.	Medical Examination
vi.	Registration of Fresh Students
vii.	Lectures Begin
viii.	Matriculation
ix.	Publication of Final Year Results
x.	Congregation or Graduation
xi.	End of Semester Examinations
xii.	Students go down
xiii.	Departmental Examination Committees to Consider Results
xiv.	Faculty Boards to Consider Examination Results
xv.	Resit Examinations and Publication of Results
xvi.	Academic Board Meeting to Consider Results

##### **(b) Second Semester: February-May**

The second semester (1b) may be packed with similar activities as the first semester.



Table 1b: Second Semester Calendar

S/N	ACTIVITY
1.	Arrival of Regular/Full-Time Students;
ii.	Registration of Students;
iii.	Lectures Begin;
iv.	Publication of Final Year DE Examination Results;
V	Congregation or Graduation for DE Students;
Vi	End of Semester Examinations;
vii.	Students go down;
viii.	Departmental Examination Committees to Consider Results
ix.	Faculty Boards to Consider Examination Results
x.	Resit Examinations and Publication of Results
xi.	Academic Board Meeting to Consider Results

(c) **Sandwich Sessions**

1. The first sandwich session shall commence in July and end in August
2. The second sandwich session shall commence in December and end in January.
3. There shall be Matriculation for all fresh students enrolling for the first session of the sandwich Session.

**2.2 COURSE WORK REQUIREMENTS****2.2.1 Programme and Course**

- i. A course may be defined as a unit of study within a discipline or programme. In each semester, students will study a number of courses in their chosen programmes which have been recommended by the Academic Planning Committee (APC) and approved by the Academic Board.
- ii. A programme of undergraduate study consists of a number of courses that lead to the award of a certificate, a diploma or a bachelor's degree.
- iii. A programme of undergraduate study shall be divided into courses, each of which shall be assigned an appropriate number of credit units.

- iv. A programme of undergraduate study shall normally consist of compulsory, elective, pre-requisite and audited courses.
  - (a) A **compulsory course** is one, which a student must take and pass. The mark scored in the course shall count towards graduation and a student cannot graduate without passing it.
  - (b) An **elective course** is one, which a student can choose in order to make up the required additional units for the award of the degree or diploma. Marks scored in an appropriate number of elective courses shall count towards graduation.
  - (c) A **pre-requisite course** is one whose knowledge is essential prior to taking another course. This may be an undergraduate or postgraduate course. A student must take and pass this course before he/she can register for the specified course.
  - (d) An **audited course** is one in which a student may take but may not be examined.
- v. Adding, dropping and repeating a course can only be done after consultations with the Student Records Office, HOD, Examinations Officer and the student's Academic Counsellor and DE Study Centre Coordinators (where applicable).
- vi. Students may use the Student Records Office (SRO) based in DAA to:
  - (a) add or drop a course,
  - (b) change status from credit to audit; and
  - (c) increase or decrease the credit hours registered for a programme within the prescribed courses listed by the faculty.
- vii. Any course for which a drop is registered after the third week in a full semester (or the second week in a sandwich session) will appear on the permanent record as "**W**" (Drop After Deadline).
- viii. A student who registers for a course and either never attends or tops attending but does not officially drop the course receives a notation of "**UD**" (Unofficial Drop). A notation of "**UI**" is equivalent to a grade of "**E**" (Fail).
- ix. No changes to a course shall be allowed after a grade has been assigned.

### 2.2.2 Credit Weighting and Course Coding

- i. Each course in the University is given a value (weight) on the basis of the number of contact hours (theory, practical or field/studio work) as follows:
  - (a) One (1) hour lecture is equivalent to one (1) credit hour.
  - (b) Two (2) to three (3) hours of practical or field/studio work are equivalent to one (1) credit hour.
  - (c) Four (4) hours of practical or field/studio work are equivalent to two (2) credit hours.
- ii. A credit unit is defined as one lecture/seminar contact hour per week or three hours of laboratory/practical class per week through a semester, or

an equivalent amount of other assigned study or practical experience, or any combination of these.

- iii. Each course shall have an alpha-numeric course code of three letters and three digits, and a course title. The course code shall be recommended by the Faculty for approved by the Academic Planning Committee (APC) on behalf of the Academic Board.

### 2.2.3 The alpha-numeric Course Code

**Table 2: Alpha-numeric Course Code**

Course Code		Course Title	Credits
ACC	121	Basic Accounting II	3
(a)	(b)	(c)	(d)

Alpha-numeric Course Code can be explained as follows:

- (a) **ACC** stands for the subject, ACCOUNTING.
- (b) **1** stands for the year on the programme, i.e., Year 1
- (c) **2** stands for the semester in the academic year, i.e. semester two or second semester.
- (d) **1** stands for a serial number of courses prescribed in the course structure by the faculty for that semester, i.e., the 1st course mounted for the programme.
- (e) **3** credits in the last column refer to the total number of contact hours per week.

### 2.2.4 Minimum and Maximum Load for Semester

The minimum course load for a full-time student is 15 credit hours and a maximum of 21 credit hours in a semester. However, the maximum and minimum credit hours peculiar to certain programmes shall be determined by Faculties, through the Academic Planning Committee and approved by the Academic Board.

### 2.2.5 Total Credit Load for Programme

- i. The University offers four-year undergraduate degree programmes as well as diploma and post-diploma programmes.
- ii. Students may be admitted directly into degree programmes in the second year (i.e., Year 2) or the third year (i.e., Year 3) depending on the applicant's qualification, assessment, and recognition of their prior learning. See Entry Requirements in this document.
- iii. The minimum and maximum credit hours required for graduation are as shown in Table 2.

**Table 3: Programme Type**

<b>S/N</b>	<b>PROGRAMME TYPE</b>	<b>TOTAL CREDIT HOUR RANGE</b>
i.	4-Year Degree (B.Ed, B.Sc, BA, etc.)	120-144
ii.	2-Year Post-Diploma (B Ed, B Sc, BA, etc.)	60-72
iii.	2-Year Diploma (Regular/Full-Time)	60-72
iv	I-year Certificate (Regular/ Full Time)	30-36
v	I-year Certificate (Sandwich)	30-36

### 2.2.6 Graduation Requirements

The following requirements shall be satisfied by a student before graduation:

- i Pass all compulsory courses - general, faculty, or departmental.
- ii Obtain a minimum of 120 credits.
- iii Attain a minimum Cumulative Grade Point Average (CGPA) of 1.0.
- iv Settle all financial and other obligations to the University.
- v A student should be in good standing, not barred for disciplinary reasons.
- vi Have no outstanding disciplinary issues against him/her at the Directorate of Academic Affairs, Department, Faculty, Hall of Residence, Office of the Dean of Student Affairs, and the Police Station, etc., that have brought the University's name into disrepute.
- vii Would have settled all financial and other obligations at Directorate of Academic Affairs, Department(s), Faculty, Hall of Residence and Office of the Dean of Student Affairs, etc., and consequently been cleared at the following offices of the University:
  - (a) Directorate of Finance
  - (b) University Library
  - (c) Student's Faculty
  - (d) Student's Department
  - (e) Directorate of Academic Affairs
  - (f) students Hall of Residence/Affiliation
  - (g) SRC Office
  - (h) Office of the Dean of Student Affairs
- viii. The University reserves the right to make curricula changes (add and/or delete courses) and require students to meet the new course requirements. But as a rule, students will be required to follow the curriculum in force at the time they were admitted to the University.
- ix. A student who is unable to complete the degree/diploma/certificate programme within the time limit shall cease to be a student.
- x. The time **limits for completion** of programmes are indicated in Table 3 below.

**Table 4: Duration for Completion of Programmes**

S/N	PROGRAMME	Minimum Duration	Maximum Duration
a	4-Year Degree (B Ed, B Sc., BA, etc.	4 years	6 years
b	2-Year Post-Diploma (B Ed, B Sc., etc.	2 years	4 years
c	2 -Year Diploma (Regular/Full-Time)	2 years	4 years
d	2-Year Diploma (Sandwich)	2 years	4 years
e	1-Year Certificate (Regular/Full Time)	1 year	2 years
f	1-Year Certificate (Sandwich)	1 year	2 years
g	1-Year Certificate (Distance)	1 year	2 years

### 3.0 ASSESSMENT OF COURSE WORK

#### 3.1 MODES OF ASSESSMENT

##### 3.1.1 Assessment of Student Performance

- i. Assessment of a student's performance shall be by a combination of:
  - a) Continuous Assessment; and
  - b) End-of-Semester Examinations.
  - c) The weightings for the two modes of assessment are as follows:

**Table 5: Mode of Assessment**

Mode	Weighting
Continuous Assessment	40%
End of Semester Examination	60%
<b>Total</b>	<b>100%</b>

- ii. The minimum pass mark for a course shall be 50%
- iii. If the CGPA of a student is less than 1.0, he/she shall be completely withdrawn from the University.

##### 3.1.2 Continuous assessment

- i. The following modes or combination of these may be used for a semester's continuous assessment:
 

<ol style="list-style-type: none"> <li>(a) Class Assignments</li> <li>(b) Quizzes</li> <li>(c) Written Tests</li> <li>(d) Practical Tests</li> <li>(e) Presentation</li> <li>(f) Demonstration</li> </ol>	<ol style="list-style-type: none"> <li>(g) Term Papers</li> <li>(h) Portfolio</li> <li>(i) Projects Work</li> <li>(j) Reports</li> <li>(k) Essay</li> <li>(l) CBT MODE</li> </ol>
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- ii. The type of assessment depends on the course as well as the lecturer taking it at any given time.
- iii. A student who re-writes an examination in a failed course shall carry with it the old continuous assessment mark(s) if they so desire; or have to re-take course(s) for a new or fresh continuous assessment mark(s).
- iv. Continuous Assessment (CA) and end-of-semester examinations serve different pedagogical needs. End-of-semester Examinations serve primarily to assess a student's understanding of the subject matter, whereas CA plays an additional formative role in educational terms. For this reason, unlike examination scripts, which are not returned to students, CA scripts are returned to students with comments and/or discussions if appropriate, so that students may improve on their work.

### **3.1.3 End-of-Semester Examinations**

- i. The following modes or combinations of these may be used for end-of-semester examinations (in person or online):
  - (a) Written Papers,
  - (b) Written Tests
  - (c) Practical Tests
  - (d) Project Papers
  - (e) Project Work
  - (f) Reports
  - (g) Take-Home Examinations
  - (h) Open-Book Examinations
  - (i) presentation
- ii. A student who does not earn a Continuous Assessment mark does not qualify to take part in the End-of-Semester Examinations.
- iii. No undergraduate student shall be allowed to present him/herself for any end-of- semester examination (written or oral) unless they are cleared by the Finance Directorate.

### **3.1.4 Marks and Grade Point Equivalence**

An undergraduate student's performance in a course shall be graded using Grade Points as shown in Table 5

**Table 6: Marks and Grade Point Equivalence**

Mark	Grade		Description
80 -100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70 -74	B	3.0	Good
65- 69	C+	2.5	Average
60-64	C	2.0	Fair
55- 59	D+	1.5	Barely Satisfactory
50 -54	D	1.0	Weak Pass
0-49	E	0	Fail

**3.1.5 Grade Labels and Descriptions**

The pass grades are "A" to "D".

**(a) Failure Grade:**

Failure mark is scoring 49 or below. A letter grade of "E" is awarded.

**(b) Non-completion of Course Work:**

The following designations shall be used for types of non-completion of course work:

**Table 7: Table of Academic Jargons**

Notation	Description
IC	Incomplete
W	Drop after Deadline
UD	Unofficial Drop
X	Disqualification
Y	Work Still in Progress
Z	Examination Malpractice

- (a) An **"I C"** grade (**Incomplete**) shall be awarded to a student who is unable to complete a course for reasons of ill-health justified by the Faculty/Department as satisfactory. A student may receive a grade of Incomplete (**"IC"**) only if the course work remaining to be done by the end of the semester is small and the lecturer approves an extension for completing the unfinished work. The lecturer must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is assigned. The designation **"IC"** remains a permanent part of the academic record. When course work is completed to the satisfaction of the lecturer, a new grade will replace the **"IC"**.
- (b) A **"W"** grade (**Drop**) shall be awarded to a student who drops a course they registered within the stipulated schedule (i.e., by the third week in a full semester or the second week in a sandwich session).

- (c) A **"UD"** grade (**Unofficial Drop**) shall be awarded to a student who registers for a course and either never attends or stops attending - but does not officially drop the course. A designation of **"UD"** is equivalent to a grade of **"E"** (Fail).
- (d) An **"X"** grade (**Disqualification**) shall be awarded to a student who is unable to complete a course for reasons of ill-health or reasons other than ill-health and justified by the Faculty/Department as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- (e) A **"Y"** grade (**Work Still in Progress**) shall be awarded to a student who is unable to complete a course designed with a multi-term sequence, i.e., going beyond one semester. The lecturer may report a **"Y"** grade at the end of the first term to indicate that the work is still in progress. When a final grade is reported, the grade will be posted for both terms and the **"Y"** notation will be removed.
- (f) A **"Z"** grade (**Examination Malpractice or Offence**) shall be awarded to a student whenever it is established that the student had attempted to gain an unfair advantage in an examination, be it in an end-of-semester examination or continuous assessment or any other category of assessment. Such a student shall be debarred from taking any of the University's examinations for a stated period, or indefinitely, or may be expelled from the University altogether.
- (g) A **"Z"** grade may be awarded only by the Faculty for subsequent consideration and approval by the DAA on behalf of the Academic Board.

### 3.1.6 Formal Approaches

- i. Formal instructions for undergraduate courses shall be by any one of the following:
  - (a) Lectures
  - (b) CBT Facilitations sessions (CBT)
  - (c) Seminars
  - (d) Group Projects
  - (e) Guided Literature Review
  - (f) Laboratory Work
  - (g) Fieldwork
  - (h) Studio Work/Practical Classes
  - (i) Virtual Computer Modules and any other pedagogical methods of current best practice.
- ii. Undergraduate students studying for a diploma or degree may be required to undergo a prescribed professional attachment or internship during the course.

### 3.1.7 Informal Approaches

Informal teaching approaches for undergraduate courses may be by any of the following:

- Ice Breaker
- Brainstorming
- Lecturettes
- Demonstrations
- Games/Simulations/Structured Experiences
- Small Group (Dyads, Triads, and More)
- Role Play



- Fishbowl
- Panels
- Think-Pair-Share
- Case Studies
- Critical Incidents
- Micro-teaching
- Peer Training
- Field Trips
- Interviews

#### **4.0 ENROLLMENT AND COURSE PROGRESSION**

##### **4.1 ATTENDANCE AT LECTURES**

- The University attaches great importance to adequate exposure of students to course content and the benefits of classroom interaction among lecturers and students. Accordingly, students are required to attend all lectures, tutorials, seminars, fieldwork, laboratory practical sessions and other prescribed activities for a course.
- Lecturers shall print out the names of all students who have registered for their courses online before lectures begin every semester. Such a list shall be used to check class attendance.
- A student who absents him/herself for a cumulative period of up to ten (10) days shall be cautioned by the Head of the Department.
- A student who absents him/herself for a cumulative period of 21 days from lectures, tutorials, practicals and other prescribed activities for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the end-of-semester examinations in the course.

##### **4.2 SEMESTER-BY-SEMESTER PROGRESSION AND RESIT OF EXAMINATION PAPERS**

###### **4.2.1 Progression from Year 1 to Year 2**

- a) To progress to Year 2, a student must have attained a minimum CGPA of 1.0
- b) Any Year 1 student who fails up to three (3) courses at the end of the semester shall re-sit the failed courses at the beginning of the second semester.
- c) Any Year 1 student who fails in more than three (3) courses at the end of the first semester exams shall be completely withdrawn from the University and such a student shall have the opportunity to re-apply for admission.
- d) Any Year 1 student who fails in three (3) courses at the end of the academic year shall be given the opportunity to re-sit before the commencement of the next academic year.
- e) Any Year 1 student who re-sits failed course(s) and subsequently fails, again, in more than two (2) of the re-sit

courses, shall be withdrawn completely from the university and will have the opportunity to re-apply for admission.

#### **4.2.2 Progression from Year 2 to Year 3 and from Year 3 to Year 4**

- a) To progress from Year 2 to Year 3 and from Year 3 to Year 4, a Year 2 or Year 3 student must have attained a minimum CGPA of 1.0.
- b) Any student who fails up to three (3) courses at the end-of-first semester exams shall be allowed to re-sit.
- c) A student must not have failed in more than three (3) courses at the end of the academic year after re-sit.
- d) If a student fails in more than three (3) courses at the end of the academic year, he/she shall not be given the opportunity to re-sit but *shall* repeat or be placed on academic probation. The student is expected to improve his/her academic standing before progressing to Year 4.
- e) Any student who still fails more than three (3) courses after the probationary period shall be awarded a Diploma after he/she meets the minimum requirements for a Diploma. In addition, such a student shall be required to write a mini project before the Diploma is awarded.
- f) Faculty shall make the determination of awarding a Diploma to affected students subject to the approval of the Academic Board of the University.

#### **NOTE:**

*Academic Probation is a period of time (1 year) a student takes to improve his/her academic standing by achieving the minimum academic requirements for progression.*

#### **4.2.3 Qualification for Graduation**

Any Year 4 student who trails course(s) shall be given the opportunity to re-sit the trailed course(s) before graduation.

#### **4.2.4 Re-sit of Examination Papers**

- a) Re-sit examinations shall be organised on a semester basis.
- b) There shall be an early publication of the results of re-sit examinations.

#### **4.2.5 Re-sit/Supplementary Examination Conditions**

A student who is unable to take the end-of-semester examination on grounds of ill-health shall upon application to the Director, Directorate of Academic Affairs, copied to the Dean of Faculty/Head of Department and Dean of Student Affairs on the provision of a medical certificate issued or endorsed by a Medical Officer of a Government Hospital or a recognised

Medical Officer, be allowed to take a supplementary examination as his/her main examination.

#### **4.2.6 General Rules on Re-sit of Examinations**

- Any student re-sitting a course shall be allowed to do so at the end of the semester;
- Re-sit examination shall be organised two-weeks before the commencement of a new semester;
- There shall be a probation period;
- A student of the University shall be allowed to repeat a year only twice during the entire programme of study;
- If the CGPA of a student is less than 1.0 he/she shall be completely withdrawn from the University;
- A student may have the opportunity to re-sit his/her failed courses twice;
- A student embarking on an internship should not trail in any course(s); and
- Fee (s) for re-sitting papers shall be determined from time to time by the Academic Board.

### **4.3 PUBLISHING OF EXAMINATION RESULTS**

#### **4.3.1 Deadlines for Publication of Results**

Publication of results shall be done a week before a new semester begins.

### **4.4 COMPUTATION OF THE GPA and CGPA**

#### **4.4.1 Variables Needed for Computation**

- i. The following shall be required for the calculation of the Numerical Representation of Academic Performance:

Table 8: Meanings of Examination Results Acronyms

<b>KEY</b>	<b>ABBREVIATION</b>	<b>FULL FORM OF ABBREVIATION</b>
1.	TCR	Total Credit
2.	TGP	Total Grade Point
3.	SGPA	Semester Grade Point Average
4.	CCR	Cumulative Credit
5.	CGP	Cumulative Grade Point
6.	CGPA	Cumulative Grade Point Average

see the **TRANSCRIPT** below.

A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL					
2005/2006 Academic Year First Semester					Credits
ABA111	FOUNDATION STUDIES IN BASKETRY				3.00
ART111	HISTORY OF ART I				2.00
ART119	BASIC DRAWING I				2.00
ATE111	FOUNDATION STUDIES IN TEXTILES I				3.00
EDC111	THE SCHOOL CURRICULUM, SOCIAL CHANGE AND NATIONAL DEVELOPMENT				2.00
GPD111	COMMUNICATION SKILLS				2.00
GPD113	INTRODUCTION TO INFORMATION TECHNOLOGY				2.00
GPD114	BASIC SCIENCE				2.00
PES112	INTERMEDIATE ATHLETICS 1 (TRACK & JUMP)				2.00
TCR: 20.00	TGP: 54.50	SGPA: 2.73	CCR: 20.00	CGV: 54.50	CGPA: 2.73

#### 4.4.2 Calculating the Weighted Grade Point (WGP)

The figure below shows the weighting for scores (i.e., raw examination marks) used for calculating the Weighted Grade Point (WGP).

**Table 9: BACHELOR'S DEGREE CLASSIFICATION**

GRADE	SCORE	GRADE POINT	REMARKS	CUMULATIVE GRADE POINT AVERAGE	CLASS
A	80-100	4.00	Excellent	3.60-4.00	First Class
B <sup>+</sup>	75-79	3.50	Very Good		
B	70-74	3.00	Good	3.00 – 3.50	Second Class Upper
C <sup>+</sup>	65-69	2.50	Very Fair		
C	60-64	2.00	Fair	2.50. – 2.99	Second Class Lower
D <sup>+</sup>	55-59	1.50	Satisfactory	2.00 – 2.49	
D	50-54	1.00	Barely satisfactory	1.00 – 1.99	Pass
E	0-49	0.00	Fail		
				0.00 – 0.99	Fail

The Weighted Grade Point (WGP) = *Grade Point for Letter Grade x Credit Hours* for the course

#### 4.4.3 Calculation of the CGPA

Total Grade Point for a semester (TGP) Sum of all WGP's for the Semester

Semester Grade Point Average (SGPA) TGP: Sum of Semester's Credit Hours (TCR)

CGPA is similar to SGPA, taking all years spent as if it were a semester.

A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL					
2005/2006 Academic Year First Semester			Credits	Grade	Grade Point
ABA111	FOUNDATION STUDIES IN BASKETRY		3.00	B	9.00
ART111	HISTORY OF ART I		2.00	C+	5.00
ART119	BASIC DRAWING I		2.00	B+	7.00
ATE111	FOUNDATION STUDIES IN TEXTILES I		3.00	B+	10.50
EDC111	THE SCHOOL CURRICULUM, SOCIAL CHANGE AND NATIONAL DEVELOPMENT		2.00	B	6.00
GPD111	COMMUNICATION SKILLS		2.00	D+	3.00
GPD113	INTRODUCTION TO INFORMATION TECHNOLOGY		2.00	B	6.00
GPD114	BASIC SCIENCE		2.00	D+	3.00
PES112	INTERMEDIATE ATHLETICS 1 (TRACK & JUMP)		2.00	C+	5.00
TCR: 20.00		TGP: 54.50	SGPA: 2.73	CCR: 20.00	CGV: 54.50
				CGPA: 2.73	

In the Transcript above, the SGPA is **2.73** and the CGPA is also **2.73**.

#### 4.4.4 Sample Computation of the CGPA

A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL					
2005/2006 Academic Year First Semester			Credits	Grade	Grade Point
ABA111	FOUNDATION STUDIES IN BASKETRY		3.00	B	9.00
ART111	HISTORY OF ART I		2.00	C+	5.00
ART119	BASIC DRAWING I		2.00	B+	7.00
ATE111	FOUNDATION STUDIES IN TEXTILES I		3.00	B+	10.50
EDC111	THE SCHOOL CURRICULUM, SOCIAL CHANGE AND NATIONAL DEVELOPMENT		2.00	B	6.00
GPD111	COMMUNICATION SKILLS		2.00	D+	3.00
GPD113	INTRODUCTION TO INFORMATION TECHNOLOGY		2.00	B	6.00
GPD114	BASIC SCIENCE		2.00	D+	3.00
PES112	INTERMEDIATE ATHLETICS 1 (TRACK & JUMP)		2.00	C+	5.00
TCR: 20.00		TGP: 54.50	SGPA: 2.73	CCR: 20.00	CGV: 54.50
				CGPA: 2.73	
2005/2006 Academic Year Second Semester			Credits	Grade	Grade Point
ABA121	FOUNDATION STUDIES IN BASKETRY II		3.00	C+	7.50
ART123	HISTORY OF ART II		2.00	D	2.00
ART129	OBJECT DRAWING		2.00	B	6.00
ATE121	FOUNDATION STUDIES IN TEXTILES II		3.00	C	6.00
EDC121	INTRODUCTION TO EDUCATIONAL TECHNOLOGY		2.00	C	4.00
GPD121	COMMUNICATION SKILLS II		2.00	C	4.00
GPD122	AFRICAN STUDIES		2.00	D	2.00
GPD123	BASIC MATHEMATICS		2.00	C+	5.00
SSE121	GENDER ISSUES AND DEVELOPMENT		2.00	D	2.00
TCR: 20.00		TGP: 38.50	SGPA: 1.93	CCR: 40.00	CGV: 93.00
				CGPA: 2.33	
2006/2007 Academic Year First Semester			Credits	Grade	Grade Point
ABA231	WEAVING IN BASKETRY		2.00	C+	5.00
ABA232	KNOTTING IN BASKETRY		2.00	C+	5.00
ART239	DRAWING I		2.00	C+	5.00

Using the formula in 4.4.2, the CGPA for the student at the end of semester two on the programme shall be 2.33. Note that the first semester was 2.73. CGPA must be 21.00 to progress from year to year.

#### 4.4.5 GPA for Trailing and Repeating Courses

If a student passes a trailed/repeated course, both grades will appear on the student's transcript and will be used in the computation of his/her academic performance.

For instance, a 3-credit course with an 'E' grade (i.e., GP=0) on first attempt, and an 'A' grade (i.e., GP=4) on second attempt shall attract a total of 6 credits hours (i.e., 3 credits weighted twice) making the CR 6. This new CCR for that semester will be shown on the Transcript. The computation of the GPA therefore becomes  $4 + 6 = 0.66$ .

### 5.0 CLASSIFICATION OF CERTIFICATES

#### 5.1.1 Bachelor's Degree Classification

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme:

**Table 10: Bachelor's Degree Classification**

<b>Class Designation</b>	<b>CGPA</b>
First Class	3.60 – 4.00
Second Class (Upper Division)	3.00 – 3.50
Second Class (Lower Division)	2.50 – 2.99
Third Class	2.00 – 2.49
Pass	1.00 – 1.99
Fail	0.00 – 0.99

**5.1.2 Diploma and Certificate Programmes**

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme:

**Table 11: Diploma and Certificate Classification**

<b>Class Designation</b>	<b>CGPA</b>
Distinction	3.60 – 4.00
Credit	2.50 – 3.50
Pass	1.00 – 2.49
Fail	0.00 – 0.99

**6.0 LONG ESSAY/PROJECT WORK****6.1 Submission Deadlines**

- i. Undergraduate research method courses are taught in the first semester of the third year of the 4-year degree programme. Heads of Department should ensure that students are assigned Long Essay/Project Work Supervisors in the second semester of their third year.
- ii. Long Essay/Project Work topics shall be proposed by students and approved by the Supervisor(s) and the Department before students go down for the second semester of the third year.
- iii. In the final year, the Supervisor(s) shall work closely with students until the completion of their Long Essays/Project Works.
- iv. The Supervisor can only sign a student's long essay/project work if he/she is satisfied that the work is substantially complete and reflects the standards of high-quality research and that it was supervised in accordance with the guidelines for supervision of Long Essays/Project Works as laid down by the University.

- v. After completion, the student shall submit the final, signed Long Essay/Project Work to the Head of the Department. The submission shall include four (4) bound copies for:
  - 1. the Departmental Library.
  - 2. the University's Repository.
  - 3. Student's Copy.
  - 4. Project Supervisor
- vi. Long Essay/Project Work whenever applicable, shall be submitted for assessment not later than 14 days from the last vacation date for the end of the final academic year for that programme.
- vii. A student who is unable to submit by the stipulated deadline shall be asked to submit the Long Essay/Project Work the following academic year and shall be treated as a repeat examination with all its implications.

## **6.2 Formatting Long Essay/Project Work**

- i. The American Psychological Association (APA) style is the house-style recommended for long essays/project works in the University.
- ii. A student should not use any other student's Long Essay/Project Work as an example of how to format his/her work.

## **7.0 REQUIREMENTS FOR GRADUATION**

### **7.1 Key Requirements**

The following requirements should be satisfied by students before they can graduate:

- i. Pass all compulsory courses - general, faculty, or departmental.
- ii. Obtain a minimum of 120 credits.
- iii. Attain a minimum Cumulative Grade Point Average (CGPA) of 1.0.
- iv. Settle all financial and other obligations to the University;
- v. Should be in good standing, not barred for disciplinary reason(s).
- vi. The University reserves the right to make curricula changes (add and/or delete courses) and require students to meet the new course(s) requirements. But as a rule, the student will be required to follow the curriculum in force at the time he or she was admitted to the University.

### **7.2 Certificates**

- Certificates are printed for undergraduate students who have completed all degree requirements and have had their degrees conferred on them.
- Details of collection procedures shall be updated and published on the University website.
- Certificates will be given out to graduands as follows:
  - a) during the main University congregation/graduation ceremonies,
  - b) during respective faculty congregation/graduation ceremonies,

c) thereafter ([a] & [b]) above), at the DAA at a designated venue.

- Certificates shall be collected in person upon identification.

It is normally not the University's practice to issue a duplicate or replacement certificate if the original one is destroyed or misplaced. Instead, the Registrar may issue a 'Letter of Attestation', testifying to the graduate status of the student concerned.

### **7.3 Academic Transcripts**

- Transcripts shall reflect all courses taken or attempted by the student and the grades earned.
- Students who want to obtain their academic transcripts shall apply to the Director, Directorate of Academic Affairs upon the payment of appropriate fees.
- Official transcripts to overseas institutions shall attract fees in US dollars or its equivalent in Ghana Cedis (GHS).

### **7.4 Transfer of Credits**

Transfer of credits is essential in order to add flexibility to the programmes of study and make for upward mobility. The university shall credit an applicant for a higher programme with previously accrued credits as follows:

- May grant exemption from certain courses in previous programmes to applicants applying for the next higher programme.
- A student transferring a programme from one University to AAMUSTED shall accumulate a minimum of 60 credits over the period approved for their programme as a full-time student of AAMUSTED before they shall become eligible for graduation.
- Students of the University can also transfer their credits to any other university.

## **8.0 DEFERMENT**

### **8.1 Before Commencement of Studies**

An applicant offered admission but desires to commence studies in a year other than that in which an offer has been made shall be required to apply afresh for admission. A fresh student can defer his/her programme of studies only after the first semester examinations.

### **8.2 On Grounds of Ill-Health**

An application for deferment on grounds of ill health must be made by a student and approved by the Director, Directorate of Academic Affairs, subject to a medical certificate issued by a Medical Officer of a Government Hospital or a recognised registered Medical Officer.

### **8.3 On Grounds other than Ill-Health**

- i. A Continuing student who, due to various reasons, wishes to defer his/her studies should first consult his/her Head of Department/Academic Counsellors/Study Centre Coordinators for



- advice. He/she shall then apply officially to the Director, Directorate of Academic Affairs through the Head of Department/Dean of Faculty.
- ii. The student must first pay one-third of the school fees and register to become a bona fide student of the University. Upon resumption, the student should pay the difference between the new fees and the amount paid before deferment.

#### **8.4 Maximum Period for Deferment**

- i. A student may defer his/her studies for a period not exceeding four (4) semesters provided that the maximum period allowed for the completion of the programme is not exceeded.
- ii. A student who defers his/her studies of study for more than four (4) semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may re-apply for fresh admission into the University.
- iii. In all cases of deferment of examination(s) or studies, written permission should be obtained from the Director, Directorate of Academic Affairs before leaving the University.

### **9.0 STUDENT SERVICES**

#### **9.1 Academic Counselling**

- i. Every registered student will be assigned an Academic Counsellor who shall be the first to be consulted in case the student has a problem of an academic nature. In such a situation it is the responsibility of the student to seek advice from the Counsellor, who can also invite the student whenever the need arises.
- ii. Academic Counsellors are obliged to meet their students regularly to discuss issues concerning their academic performances.

#### **9.2 The AAMUSTED Counselling Centre**

In addition to an Academic Counsellor, the University has a Counselling Centre that addresses both academic and non-academic needs of students.

### **10.0 ORIENTATION FOR FRESH STUDENTS**

#### **10.1 Intensive Pre-academic Orientation Programme (IPOP)**

There shall be an Intensive Pre-academic Orientation Programme (IPOP) for students at the beginning of the academic year and all freshers/fresh students are required to be present. The purpose of the orientation is summarised as follows:

- i. To welcome the fresh students and help them to adjust and adapt to university life.
- ii. To expose them to facilities available in the University to make university education a rewarding experience.
- iii. To advertise the rules and regulations that govern the relationship between the students and SRC/GRASAG

- iv. To let students know their rights, privileges, obligations and responsibilities in relation to the University authorities and statutory bodies.

## **10.2 Regular and Sandwich IPOP**

The Office of the Dean of Student affairs in collaboration with the University Library shall organise Intensive Pre-academic Orientation Programmes (IPOP) for both Regular and Sandwich fresh students as follows:

- i. The Regular IPOP shall be held in August-September every year.
- ii. The Sandwich IPOP shall be held in June-July every year.
- iii. All IPOP dates shall be subject to the University's academic calendar.

## **11.0 NEWLY ELECTED STUDENT LEADERS WORKSHOP (NESLW)**

### **11.1 Rationale for NESLW**

To improve upon the quality of student governance, there shall be an orientation for newly elected statutory and approved association executives (i.e., SRC, JCRCs, Subject Associations and all others) at the end of the second semester when they are elected to office.

The purpose of the orientation may be summarised as follows:

- (a) to expose leaders to general administrative procedures in the University.
- (b) to train student leaders in financial administration.

### **11.2 Range of Topics for NESLW**

An extensive range of topics may be offered to participants. they include:

- (a) Responsibilities and Privileges of a Student Leader
- (b) Making Efficient use of Time as a Student-Leader
- (c) AAMUSTED Governance Operates on Committee System
- (d) AAMUSTED Corporate Strategic Plan Objective 6:
- (d) Improving Professionalism and Administrative System
- (e) Undergraduate Handbook on Rules and Regulations (UHRR) - Academic Highlights
- (f) Undergraduate Handbook on Rules and Regulations (UHRR) - Non-academic Highlights
- (g) General Overview of the Student Association Budget
- (h) Expenditure Guidelines for Student Organisations
- (i) Discussing Internal Audit Report Findings, Tax Obligations and Issues on Signatory Accounts
- (j) The Constitution of Your Organisation: What You Should Know as a Leader
- (k) Conferences and Association Week Celebrations

- (l) Sports and Debating Activities
- (m) Office Correspondence, Records Keeping, and Minutes Taking and Writing
- (n) University Transport System
- (o) Campus Security and Student-Police Relationship
- (p) What is Involved in Hall Administration?
- (q) Response to Students' Counselling Needs

### **11.3 Paying for NESLW**

- i. The leadership of incumbent statutory and approved associations, clubs and societies shall be obliged to make adequate provisions for in-service training in their annual budgets.
- ii. The outgoing leadership shall have the responsibility of paying for the cost of the training of their successors.
- iii. The workshop fee per participant shall be determined annually by the ODSA. The breakdown of the cost shall be:
  - (a) daily meals - snacks, lunch and water
  - (b) certificate of participation
- iv. Payment for the training/orientation shall be done at the University Revenue Office.
- v. The SRC and JCRCs shall register all elected and appointed executives whilst associations and clubs shall register only their core executives, but if well-resourced, may register as many as possible.
- vi. NESLW shall be organised for at least four hours a day for not more than three (3) days.

## **12.0 DRESSES FOR CEREMONIAL OCCASIONS**

### **12.1 ACADEMIC CEREMONIES**

#### **12.1.1 Pomp and Pageantry of Academic Ceremonies**

- i. Academic ceremonies are memorable and special occasions in tertiary institutions all over the world. These ceremonies are formal university events, in which relevant stakeholders, including staff and students, are to be formally dressed to make the ceremony dignified.
- ii. Students at any of the following functions shall observe to the fullest, the etiquettes on academic ceremonies at all times:
  - (a) Matriculation
  - (b) Congregation
  - (c) On other occasions as required

#### **12.1.2 The Matriculation Ceremony**

- i. **Matriculation** is the term used to describe students' formal entry into the University. It is an important requirement,

- and the University Statutes require that a person enrolling in the University for the first time shall be matriculated.
- ii. Matriculation ceremonies shall normally be held in September, January, and July at all the satellite campuses of the University to accept new students into the University.
  - iii. The ceremony shall last approximately forty (40) minutes, and it is obligatory for all fresh students to attend.
  - iv. Students do not wear any regalia for this ceremony, although Convocation shall robe but without the hood and mortarboard. Students are to dress appropriately for the ceremony.
  - v. Matriculants later sign the Matriculation Register. Students once matriculated in AAMUSTED are not expected to matriculate again even when they are enrolled as graduate students.

### **12.1.3 The Congregation Ceremony**

- i. Congregation ceremony marks the successful completion of a university programme where certificates, diplomas and degrees are awarded to students.
- ii. During the ceremony, the graduands may be recognised individually, or they may be presented as a group in which case only the first class and distinction students shall be given the opportunity to shake hands with dignitaries.
- iii. Graduands shall wear special regalia prescribed by the University.

## **13.0 QUALITY ASSURANCE**

### **13.1 ASSESSMENT OF TEACHING**

Students' feedback on teaching is an important element of the University's quality assurance process. To ensure an accurate assessment of teaching, mass participation by students in this feedback exercise is essential.

#### **13.1.1 Student Feedback on Teaching**

Close to the end of each semester, the Directorate of Quality Assurance will inform students about the completion of appraisal forms for all courses they have offered in the semester. It is expected that all students will complete the appraisal forms (either online or by hard copy).

#### **13.1.2 Lecturers' Feedback on Teaching and Learning**

Lecturers are also required to appraise students' participation in the teaching and learning process to enable the University to determine the efficiency of its operation.

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**14.0 EXAMINATIONS****14.1 THE CONDUCT OF EXAMINATIONS****14.1.1 Rules and Regulations**

The following rules and regulations will govern the conduct of all examinations in the University. It is the duty of all concerned to acquaint themselves with them:

- i. It is the responsibility of the candidate to find the examination room and be seated well in advance, at least fifteen (15) minutes before the commencement of any examination paper.
- ii. Examination question papers, answer booklets and other materials for the examination shall be sent to the Invigilators by the Head of the Department or the Examinations Officer fifteen (15) minutes before the start of the examination.
- iii. A student arriving thirty (30) minutes after the start of a paper may be refused entry into the examination room. Normally, no candidate will be allowed to leave the examination room during the first half-hour of the period allowed for a paper or enter the examination room after the first half-hour. Any exception to this rule must be reported in writing to the relevant Head of Department.
- iv. students are required to use their index numbers (written in full) throughout the examination.
- v. Under no circumstance must a student's name be written on any part of the answer booklet provided. Students who fail to comply with this regulation will be penalized.
- vi. Any student leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
- vii. students may be required at any time to establish their identity.
- viii. No books, prepared notes, or paper of any kind is to be taken into the examination room unless otherwise specified.
- ix. Smoking is not allowed in the examination room.
- x. There shall be no communication whatsoever (verbal or non-verbal) between applicants during the examination. A student may attract the attention of the invigilator by raising a hand.
- xi. No mobile phone, radio, programmable calculator or any other communication equipment or media are to be taken into the examination room. Failure to comply may lead to confiscation of the gadget for one academic year. All confiscated items shall be kept in the custody of the Office of the Registrar.
- xii. Any irregular conduct on the part of a student such as copying from another student or prepared notes may result in the

- cancellation of the students' examination paper and or a more severe penalty.
- xiii. All extra question papers must be returned to the Examinations Coordinator, Examinations Officer or the relevant Head of Department.
  - xiv. Students shall not remove from the examination room any material (e.g., answer booklets or part thereof, supplementary answer sheets, graph sheets, drawing papers) supplied for the examination. Students may, however, retain their question papers except for the rubrics state otherwise.
  - xv. A student who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet(s). Such a student shall not be allowed to return to the examination room.
  - xvi. Students should not in any way interfere with the stapling of answer booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the Invigilator.
  - xvii. A breach of any of the afore stated regulations made for the conduct of university examinations may attract one or more of the following sanctions:
    - a) a reprimand.
    - b) loss of marks.
    - c) cancellation of results.
    - d) withholding of results for a period.
  - xix. In addition to (xvii) above, a Z Grade shall be awarded whenever it is established that a candidate has attempted to gain an unfair advantage in an examination. Further sanctions may include:
    - a) Being barred from university examinations.
    - b) Suspension from the University.
    - c) Expulsion from the University.

#### **14.1.2 Qualifying to Write University Examinations**

A student shall qualify to write a University Examinations if:

- i. He/she has registered for the approved course(s).
- ii. He/she has presented him/herself for not less than 75% of the total number of hours for the course.
- iii. He/she has continuous assessment marks for the relevant subject areas.
- iv. He/she is not under suspension from the University.
- v. He/she has not absented him/herself for a cumulative period of 21 days from lectures, tutorials, practicals and other activities prescribed for any course in any semester.

### **14.2 EXAMINATION TIMETABLE**

#### **14.2.1 Preparing the Examination Timetable**

- i. Draft Examination Timetables shall be advertised or put up on the notice boards four (4) weeks before the beginning of the end-of-semester/session examinations.
- ii. Suggestions for amendment may be made through the Head of Department to the Timetable Committee.
- iii. Final timetable indicating the *Day, Hour and Venue* of each examination shall be advertised or put up on the notice boards two weeks before the commencement of the examination.
- iv. It shall be the duty of a student to consult the timetable and ascertain the papers to be written each day.
- v. Any changes to be made in the final timetable should be done in consultation with the Chairman or Secretary of the Timetable Committee.

#### **14.2.2 Venues and Seating Arrangements**

- i. Examinations shall be taken at the premises of the University, or the premises of any other academic institution approved by the University.
- ii. Examinations shall take place at approved venues indicated on the timetable.
- iii. Practical/Oral Examinations will normally be conducted in the Departments concerned.
- iv. Examinations may be taken outside the University for the benefit of a student in the Hospital.
- v. Examinations may be conducted online as the situation demands.

#### **14.2.3 Identification at the Examination Hall**

- i. A printout of the photo-ID-list for each course shall be brought to the examination hall to ensure no student impersonates.
- ii. In addition to (i) above, the identity cards of students issued by the University shall be inspected during examinations. Students are therefore requested to display their identity cards on their tables for inspection by Examination Officers/Invigilators.
- iii. Students who have misplaced their identity cards should report to the Director, Directorate of Academic for replacement before the Examination.
- iv. Students who have no evidence of any University identity cards shall not be allowed to take the examination.

### **14.3 ENTERING AND LEAVING EXAMINATION ROOMS**

- i. It is the responsibility of a student to be seated at least 15 minutes before the commencement of any examination.
- ii. A student who arrives 30 minutes after the commencement of a paper may not be allowed to write an examination.
- iii. No book, paper, written information, bag, mobile phone, organiser, or programmable calculator is to be taken into the examination room.
- iv. A student may leave the examination room temporarily, but only with the permission of the Invigilator. In such cases, the Invigilator will be required to certify that the student does not carry on him/her any unauthorised material. An attendant designated by the invigilator will accompany a student who is allowed to leave the examination room temporarily.
- v. A student should spend a minimum of 30 minutes in the examination room before submitting an examination script.
- vi. A student who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the Invigilator/Invigilation Assistant who shall collect the student's answer booklet(s) before he/she is permitted to leave.
- vii. A student who falls ill in the examination room should inform the Invigilator for appropriate action to be taken.

#### **14.4 PROCEDURES DURING EXAMINATIONS**

##### **14.4.1 Use of Index numbers and Seating arrangements**

Students are required to use their index numbers and not their names throughout examinations. Unless otherwise instructed, students are to sit according to their index numbers for all written papers. Failure to comply will result in a student being penalized.

##### **14.4.2 Signing the Exams Attendance Register**

Students must ensure that they sign the printout examination attendance sheet/register. In the absence of the photo-ID-list, students must ensure that they write their names and index numbers and sign against their names on the alternative attendance sheet.

##### **14.4.3 Borrowing Materials in the Exams Hall**

Borrowing materials such as pens, pencils, erasers, rulers and calculators shall not be allowed in the examination room.

##### **14.4.4 Verbal or non-verbal Communication**

There shall be no communication whatsoever (verbal or non-verbal) between students during the period of the examination. A student may attract the attention of the invigilator by raising a hand.

##### **14.4.5 Invigilator's 'Start Work' Instruction**



- i. Students would be told by the invigilator(s) when to start answering questions. Students would be allowed a reading time to check that the question paper is the correct one, all questions are readable and that there are no missing pages.
- ii. As soon as the 'stop work' order is announced, students are to stop writing. Students should remain seated for their answer booklets to be collected by the Invigilator/Invigilation Assistant before they leave the examination room. Candidates have personal responsibility for ensuring that their answer booklets are collected by the Invigilator/Invigilation Assistant.

#### **14.4.6 Answer Booklet**

- i. At the end of each examination, students shall ensure that the numbers of questions are entered in the order they have been answered in the space provided in the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- ii. No part of the answer booklet may be torn off. Rough work must be done in the answer booklet and should be crossed out to show that it is not part of the answer.

#### **14.5 ABSENCE FROM EXAMINATION**

- i. Any student who fails to attend or take part in an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.
- ii. The following shall not be accepted as reasons for being absent from any examination:
  - (a) misreading the timetable
  - (b) forgetting the date or time of the examination
  - (c) inability to locate the examination hall/room/venue.
  - (d) oversleeping
  - (e) loss of a relation
  - (f) pregnancy
  - (g) inability to find transport to the examination venue.
- iii. In case of absence from an examination due to ill-health, the student (or someone acting on his/her behalf) must submit a relevant medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a medical certificate. Such evidence must be received within 14 days after the day of examination.
- iv. It is the responsibility of a student to arrange with his/her doctor for any medical evidence to be certified by the Director of the University Health Directorate (or the health representative on the

satellite campuses) to be sent to the Director of, the Directorate of Academic Affairs.

- v. In case of absence from an examination due to serious causes other than ill-health, the student (or someone acting on his/her behalf) must submit to the Director, Directorate of Academic Affairs:
  - a) a written explanation of the absence; and
  - b) evidence of the cause, where possible.

#### **14.6 EXAMINATION OFFENCES**

An examination offence shall be understood to be any attempt on the part of a student to gain an unfair advantage in an examination. These include:

- i. any knowledge or possession of examination questions before the examinations
- ii. possession of unauthorised material related to the examinations and likely to be used during the examination.
- iii. copying from prepared notes or a colleague's script during an examination
- iv. persistently looking over another student's shoulders in order to cheat
- v. impersonating another student or allowing oneself to be impersonated
- vi. assisting or attempting to assist, obtaining or attempting to obtain assistance from a student
- vii. consulting or trying to consult during the examination, any book, notes or other unauthorised material
- viii. persistently disturbing other students or detracting from their attention
- ix. verbal or physical assault on an invigilator over an alleged examination offence
- x. destroying materials suspected of helping establish cases of examination malpractice
- xi. Writing after examination time has ended
- xii. fabrication of data - claiming to have carried out experiments, observations, interviews, or any sort of research which have not been carried out or claiming to have obtained results which have not been obtained
- xiii. plagiarism; including:
  - (a) representing the words, ideas, or work of others as one's own in writing or presentations, and failing to give full and proper credit to the original source;
  - (b) failing to properly acknowledge and cite language from another source, including paraphrased and quotes; and
  - (c) failing to properly cite any ideas, images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author's previous work

- xiv. tampering and Manipulation of Electronic Records.

## **14.7 COMPLAINTS AND APPEALS ON EXAMINATION ISSUES**

### **14.7.1 Request for Review/Re-Marking**

A student who is not satisfied with the results of any University Examination affecting him/her may request a review/re-marking by submitting an application to the Director, Directorate of Academic Affairs and paying the appropriate re-marking/review fee. The paper shall be re-marked by a lecturer outside the University system.

### **14.7.2 Re-marking Application Deadline**

An application for review/re-marking shall be submitted to the Director, Directorate of Academic Affairs not later than twenty-one (21) days after the release of the said result and shall state the grounds for re-marking. No action shall be taken on an application which is submitted outside the stipulated 21-day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

### **14.7.3 Re-marking Results and Ratification**

The result of the re-marking should be considered by the Faculty and recommendations made to the Academic Board for ratification.

### **14.7.4 Refunding Re-marking Fees**

If a student wins an appeal, the re-marking fee shall be refunded to him/her. However, if it is established that a complaint for remarking is (i) without merit, the student will forfeit the money paid, and (ii) ill-motivated, the Academic Board may prescribe appropriate sanctions against the student complainant.

**14.8 EXAMINATION OFFENCES AND PENALTIES**

Table12: SUMMARY OF EXAMINATION OFFENCES AND PENALTIES

S/N	OFFENCES	PENALTY
1.	Leakage of examination questions.	Dismissal of offenders involved.
2.	Possession of unauthorised materials related to the examination and likely to be used during examinations	Cancellation of student's particular paper(s)
3.	Copying from a textbook during examinations	Cancellation of student's paper(s) and rustication for two semesters
4.	Persistently looking over another student's shoulders in order to cheat	Cancellation of student's paper
5.	Impersonation	Dismissal of the student involved
6.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from any source	Cancellation of candidate's paper(s) and rustication for two semesters
7.	Consulting or trying to consult during the examination from any book, notes or other unauthorised material	Cancellation of student's paper(s) and rustication for two semesters
8.	Persistently distracting other student(s) or detracting their attention	Cancellation of student's paper(s) and rustication for two semesters
9.	Verbal/Physical assault on Invigilators and other student	Rustication
10.	Destroying materials suspected to be evidence	Cancellation of the examination paper
11.	Writing after the examination time has ended	Loss of 5 marks for the examination paper
12.	Fabrication of data	Cancellation of student's long essay/project
13.	Plagiarism	Cancellation of student's long essay/project.
14.	Tampering and Manipulation of Electronic Records	Dismissal from the University

10/20/2024

# 2

## PART

### GENERAL RULES AND REGULATIONS

**15.0 STUDENT HOUSING AND RESIDENTIAL LIFE****15.1 REGISTRATION WITH HALLS OF RESIDENCE****15.1.1 Fresh Students**

The Student Housing Policy (SHP) requires all eligible students admitted to the University to live in an on-campus residential hall for the first-year subject to availability of space. Students are required to move out the subsequent years into off-campus accommodation. The IN-OUT-OUT-OUT structure shall therefore be used as the basis for housing students in the University.

The policy also requires non-residential students to register with their halls of affiliation.

**15.1.2 New Student Reservation and Contract Form**

- i. This contract form can be obtained from respective halls of residence. This must be filled out and submitted to the Hall Manager. Allocation will be done on a first come first served basis. This housing contract shall be binding for the academic year.
- ii. On-Campus housing accommodation is limited, and so not all fresh students may be offered on-campus accommodation in the first year.

**15.1.3 Continuing Students' Eligibility**

The Student Housing Policy (SHP) requires all continuing students studying in the University to look for their own off-campus accommodation during their subsequent years of study. However, some categories of such students will be eligible for consideration for on-campus (Halls of Residence) accommodation.

The following categories of students will be considered for on-campus (University Hall of Residence) accommodation:

**(a) Sportsmen and Sportswomen**

- i. The Office of the Amalgamated Sports Club will compile the list of good and reliable sports men and women who in their estimation are ready to compete for the University as well as their Halls of Residence. The approved list, signed by the Chairman of the Amalgamated Sports Club, shall be submitted to the:
- ii. Dean of Student Affairs by 30th April each year. The list shall, then be forwarded to the Hall Managers/Manageress for consideration.
- iii. Such applicants shall fill in the *Continuing Student Reservation and Contract for University Housing Form*.

Application forms can be obtained from the Hall Manager's Office from 1<sup>st</sup> May each year. This must be filled in and submitted to the Hall Manager or Manageress of the hall of affiliation by 31st May (i.e. before students go down for the second semester).

(b) ***Health and Disability Issues***

Students with health and disability issues shall apply by filling in the Health/Disability Student Reservation and Contract for University Student Housing Form and submit it to the Hall Manager/Manageress of the hall of affiliation by 31st May each year for consideration for on-campus residential accommodation.

(c) ***Leadership Positions and Accommodation***

Continuing students elected or appointed to the following leadership positions listed under 16.1.4 shall be considered for residential accommodation at their halls of affiliation (N.B. Must be halls that maintain rooms for their respective portfolio).

**15.1.4 Portfolios that Qualify for Campus Residential Accommodation**

Table 13: SRC ELECTED EXECUTIVES AND APPOINTEES

<b>The SRC Elected Executives:</b>	<b>The SRC appointees - Chair of the following Committees:</b>
<ul style="list-style-type: none"> <li>i. SRC President</li> <li>ii. SRC Vice President,</li> <li>iii. SRC General Secretary</li> <li>iv. SRC Treasurer</li> <li>v. SRC Financial</li> <li>vi. SRC Secretary</li> <li>vii. NUGS President</li> <li>viii. Women's</li> <li>ix. Commissioner ix.</li> <li>General Sports and</li> <li>Games Secretary</li> <li>x. General Sports and</li> <li>Games Treasurer</li> <li>xi. NUGS Secretary</li> <li>xii. NUGS Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>i. Information, Publicity and Editorial Committee</li> <li>ii. Welfare Committee</li> <li>iii. Programmes and Projects Committee</li> <li>iv. Entertainment Committee</li> <li>v. Amalgamated Clubs and Societies Committee</li> <li>vi. Electoral Commission</li> <li>vii. Audit Board</li> <li>viii. Religious Board - Chaplain</li> <li>ix. Religious Board - Imam</li> <li>x. Judicial Board</li> <li>xi. Legal Committee (SRC Attorney)</li> <li>xii. Transport Committee</li> </ul>



Table14: JCRC ELECTED EXECUTIVES AND APPOINTEES

<b>The JCRC Elected Executives</b>	<b>The JCRC Appointees - Chair of the following Committees:</b>
<ul style="list-style-type: none"> <li>i. President</li> <li>ii. Vice President</li> <li>iii. General Secretary</li> <li>iv. Treasurer</li> <li>v. Financial Secretary</li> </ul>	<ul style="list-style-type: none"> <li>i. Sports and Games Secretary</li> <li>ii. Information, Publicity and Editorial Committee</li> <li>iii. Welfare, Health and Sanitation Committee</li> <li>iv. Entertainment Committee</li> <li>v. Projects and Programmes Committee</li> <li>vi. Electoral Commission</li> <li>vii. Judicial Board</li> <li>viii. Audit Board</li> <li>ix. Hall Chaplaincy</li> <li>x. Hall Imam</li> <li>xi. Block Coordinators</li> </ul>

### **15.1.5 Conditions for Acceptance into Residential Accommodation**

- i. Junior Members offered accommodation are expected to move into the residence during the first week of the semester unless special permission has been granted by the Hall Manager/Manageress.
- ii. Any Junior Member offered on-campus accommodation who reports after the first week, without a valid reason(s) stands the risk of losing the accommodation offered.
- iii. All Junior Members offered accommodation must, on arrival, sign the Residence Book at the Hall Assistants' Lodge of their respective Halls.
- iv. A Senior Member who is offered on-campus accommodation but declines the offer must inform, the Hall Manager/Manageress, in writing, of the decision to decline the offer.
- v. No Junior Member shall, under any condition or circumstance, either sublet the hall accommodation to any other student or accept such an illegal offer.
- vi. Any Junior Member who breaches (v.) above shall either pay a fine or be suspended from the Hall for a period determinable by the University and/or lose their residential status.
- vii. Any student who wishes to transfer from one Hall to another may do so only once but with the prior consent of the Hall Manager/ Manageress. The conditions are:

- such a student must be known to have a disability which necessitates being accommodated on campus where lectures for courses are generally held, OR
- such a student must present tangible medical reasons supported by a medical certificate from a Government Hospital or endorsed by the Medical Officer in charge of a Government Hospital, OR
- where there is another student who is ready to exchange Halls.

## **16.0 SEMESTER ARRANGEMENTS**

### **16.1 Acceptance of Residential Offer**

- i. All Junior Members accommodated in Halls of Residence are expected to stay in residence until the end of each semester. Any member, who by necessity, must leave before the end of the semester must seek permission in writing from the Hall Manager/Manageress.
  - the University officially closes on the last day of the semester. Residential students shall leave the Halls within 48 hours of that day unless the Hall Manager/Manageress has granted an exemption.
  - Failure to comply will attract the commercial rate in force at the time for each day the student holds the key.
- ii. Every residential student must sign a Residence Book before departure. Failure to do so will attract sanctions from the Hall Manager/Manageress.
- iii. All residential students are to leave their vacation contact addresses at the Lodge of their Halls of Residence before going down at the end of each semester.
- iv. No residential student is permitted, under any circumstance, to go down with the key to their room or leave his/her belongings in the room during holidays.
  - All keys must be deposited at the Lodge with the Hall Assistant on duty. Any violation of this rule will result in sanctions from the Hall Manager/Manageress.
  - In the case of a student not handing over the key, he/she will be surcharged with the cost of replacement of a new lock. The Hall authorities will not be responsible for any loss or damage to belongings left behind. This is without prejudice to sanctions in **(ii-b) above.**
- v. Vacation accommodation may be granted to a student only on application to the Hall Manager.
- vi. A student who has been granted permission to stay in residence during vacation shall abide by the laid-down regulations of the University.

**16.2 AT THE END OF THE FINAL SEMESTER****17.2.1 Going through the Clearance Process**

Upon final departure from the University, either on completion of a

programme of study or for any other reason, a student must obtain a Clearance Certificate duly endorsed by the following officers:

- (a) University Librarian
- (b) Dean, Student's Faculty
- (c) HOD, Student's Department
- (d) Director, Directorate of Academic Affairs
- (e) **SRC Office: SRC President, Secretary etc**
- (f) Director of Finance
- (g) Dean, Student Affairs
- (h) Hall Manager, Student's Hall of Residence/Affiliation

Also, refer to Section 2.2.6 (vi. and vii.) of this document.

The Clearance Certificate Form shall be available at the Hall Manager's Office OR the Office of the Dean of Student Affairs.

**17.0 TRANSFER OF AAMUSTED PROPERTY**

- i. No Student shall displace or transfer the University's property of any kind, e.g., furniture and fittings, without prior written permission from the appropriate authorities e.g., Head of Department, Estate officer, Lecturer or Hall Manager.
- ii. Sanctions, including the cost of replacement, loss of residential status, suspension and dismissal, shall be applied for breach of any of the regulations.

**18.0 DAMAGE TO OR MODIFICATIONS TO AAMUSTED PROPERTY**

- i. Students shall not make modifications to any kind of university property, e.g., furniture and fittings;
- ii. Students shall not interfere with the electrical installations in their rooms or any part of the University.
  - (a) First offenders will be warned in writing, by the Hall Manager/ Dean, ODSA
  - (b) Subsequent breaches will lead to loss of residential status;
- iii. Students are liable for any loss of, or damage to, furniture, fittings or equipment of any kind caused by them;
- iv. Breach of any of the rules will attract a penalty (to be determined by the university authorities), in addition to payment of the cost of repairs or replacement;
- v. Defacing (including posting of bills, graffiti and writing on walls) of any university property is strictly prohibited.

**19.0 KEEPING THE ENVIRONMENT CLEAN**

- i. It is expected that all students will keep the environment clean and tidy at all times and thus refrain from degrading the surroundings.
- ii. Any student who habitually throws water from the balcony to the ground degrades the environment or throws litter around will lose his/her residential status.
- iii. Other sanctions like written warning or suspension shall be imposed by the University on both residential and non-residential students who breach the rules above.

**20.0 RULES ON KEYS, VISITORS AND RADIANT BOOKS****21.1 Key Movement**

- i. Residential Junior Members shall deposit their room keys at the Hall Assistant's Lodge whenever they are leaving their Halls of Residence. A student who loses the key to a room will be required to pay for its replacement.
- ii. No residential student shall keep a duplicate key to his/her room. Breach of this rule shall lead to loss of residential status.
- iii. Residential students shall not be allowed to live in the Halls of Residence with their families or friends. Any breach will lead to loss of residential status.

**20.2 Travelling Outside Campus****21.2.1. Signing the Hall Departure and Arrival Books**

- i. Residential students travelling outside campus shall sign the Exeat Book at the Hall Assistant's Lodge. Upon their return, such students are required to check-in by making appropriate indications in the Exeat Book at the Lodge.
- ii. The University shall be absolved of any responsibility and/or assistance arising out of any breach of this regulation. In addition, such students shall be given a written warning by the Hall Manager

**20.2.2 Carrying Your AAMUSTED Identity Card**

- i. In your interest, any student travelling should have his/her AAMUSTED Identity Card on him/her. You may find it useful in times of trouble or case(s) of emergency.

**20.3 External Visitors to Halls of Residence****21.3.1 Signing the Visitors Book**

All external visitors to a Hall shall sign a Visitors' Book at the Hall Assistants' Lodge on arrival and sign off when leaving.

No visitor will be allowed to stay in the Hall of Residence after midnight.

**20.3.2 Breaches of the Visitors' Regulation**

- i. Visitors who fail to comply may be refused entry.

- ii. Students who entertain unauthorised visitors shall first be given a written warning by the Hall Manager/Manageress.
- iii. Persistent offenders shall lose their residential status.

## **21.0 USE OF APPLIANCES AT THE HALL**

Students shall observe any rules and regulations that may be put in place from time to time by the University on the use of appliances in Halls of Residence.

Students shall accord the personnel whom the university may put in charge of the facility the greatest respect and comply with directions given from time to time with regard to the use of appliances.

### **21.1 ACCEPTABLE APPLIANCES**

#### **21.1.1 Acceptable Electrical appliances**

The following appliances or equipment may be used in the rooms allocated or any other part of the facility:

- a. Table top electric stoves with regulators. Where these are used, safety measures should be taken to prevent the outbreak of fire.
- b. Deep freezers may be used only when they are to be for communal use.
- c. Fridges
- d. Computers (PCs and Laptops), Printers/Scanners

The Hall Manager/Manageress reserves the right to determine the number of fridges and PCs that can be used in a room.

#### **21.1.2 Acceptable Appliances with Permission**

The following appliances or equipment may be used in the rooms allocated or any other part of the facility provided the student(s) seek(s) appropriate permission, and authorization is granted by the Hall Manager/Manageress:

- a. Rice Cookers
- b. Blenders
- c. Electric Hair dryers/Hair Straighteners
- d. Juice Makers
- e. Toasters
- f. Cake Mixtures
- g. Microwaves
- h. Electric kettles

#### **21.1.3 Unacceptable Appliances**

- 1. The use of the following appliances in the Hall of Residence is, however, **prohibited**:
  - a. Electric ovens
  - b. Washing machines
  - c. Gas cookers

- d. Electric sewing machines
- e. Photocopiers
- f. Electric heaters
- g. Air Conditioners

And any modern/obsolete equipment not listed above can have severe consequences on the supply of electricity and the cost of electricity provision to the hall.

- 2. The use of combustible substances, such as petrol or gas, by students in the Hall and other unauthorised premises of the University is prohibited.
- 3. Students found using any of the prohibited appliances or combustible substances will lose their residential status after being warned in the first instance.

## **22.0 CHANNELS OF COMMUNICATION**

Unless otherwise stated, the procedure for dealing with undergraduate matters shall be as provided below:

All students shall follow the following procedures to have their academic and non-academic requests met and their complaints resolved. No student or group of students shall deal directly with the Vice-Chancellor except through the procedure and channels that start from the top of each sub-section below and ultimately create a bottom-up arbitration process. For all requests, notifications and complaints from individuals or collective student bodies, the channels shall be:

## **22.1 ACADEMIC MATTERS**

### **23.1.1 Individual Student Issues**

- i. Course Representatives
- ii. Academic Counsellors
- iii. Examination officer
- iv. Head of Department
- v. Dean of the Faculty (if it is an inter-departmental matter)
- vi. Pro-Vice-Chancellor/ Principal/Registrar (if it is inter-faculty matter)

### **22.1.2 Matters Affecting Students Collectively**

- i. Departmental Student-Staff Consultative Committee
- ii. Departmental Board
- iii. Faculty Board (if it is an inter-departmental matter)
- iv. Institutional (Student-Staff Consultative Committee)

## **22.2 NON-ACADEMIC MATTERS**

### **23.2.1 Individual Student Matters**

- i. SRC President

- ii. Dean/Vice Dean of Student Affairs
- iii. Registrar/Campus Registrars
- iv. Pro-Vice-Chancellor or Principals
- v. Vice-Chancellor

#### **22.2.2 Individual Student Hall Matters**

- i. Hall Administrator
- ii. Hall Manager/Manageress
- iii. Dean or Vice Dean of Student Affairs as the case may be  
(if the matter is still unresolved)

#### **22.2.3 Collective Student Body at the Residential Hall**

- i. JCRC Presidents
- ii. Hall Administrator
- iii. Hall Manager/ Manageress
- iv. Dean/Vice Dean of Student Affairs
- v. Registrar/Campus Registrar
- vi. Pro Vice-Chancellor or Principals
- vii. Vice-Chancellor

#### **22.2.4 Non-Residential Collective Student Body**

- i. SRC President
- ii. Hall manager/manageress (Hall of Affiliation)
- iii. Dean/Vice Dean of Student Affairs
- iv. Student Residential Management Committee

### **22.3 PROCEDURES**

#### **22.3.1 Junior Common Room Council (JCRC)**

- i. All JCRC requests and notifications affecting students of a hall as a group shall go to either the Hall Council or the Hall Manager/Manageress.
- ii. Cases requiring redress of grievances shall go to the Hall Manager/Manageress at the first instance. If not resolved it shall go to the Hall Council.
- iii. Any unresolved problem in a Hall should be referred to the Students Residential Management Committee (SRMC) by the Hall Council and copied to the SRC.

#### **22.3.2 Student Representative Council (SRC)**

- i. All requests, notifications and redress of grievances affecting the student body as a whole should pass to the Dean/Vice Dean of Student Affairs to the appropriate officers and unresolved issues should go to the appropriate quarters through the Dean of Students Affairs.
- ii. Where a special committee exists, a grievance should be channelled through this committee in the first instance.

**22.3.3 Appeals**

As a last resort, appeal on inter-faculty matters may be made to the Vice-Chancellor and, if necessary, to the University Governing Council whose decision shall be final.

**23.0 ASSOCIATIONS, CLUBS AND SOCIETIES****24.1 RATIONALE**

- a) The University places students at the nucleus of its educational processes, with the belief that student learning and development has intellectual, social, spiritual, physical and emotional dimensions. Student learning and development is therefore seen to occur inside and outside of the Lecture Hall, and for this reason, student organisations are considered vital partners in the educational process.
- b) The University promotes student organisations and clubs and sees student leadership as a liaison between the student body and Management, hence, student activities are supported. However, though the University recognises the right of its students to freedom of association, it also recognises the need to ensure that the exercise of such right does not result in conflict with the rights of others.
- c) The terms association, club and society are used interchangeably in this document to refer to student organisations.
- d) A student association shall comprise at least twenty registered AAMUSTED students, officially recognised by the Office of the Dean of Student Affairs as a group which comes together to pursue its common interest that helps in the attainment of the University's broad objectives.

**23.2 FORMS OF STUDENT ASSOCIATIONS**

The University shall recognise student associations under two broad categories, namely:

- (a) Statutory Associations; and
- (b) Non-Statutory Associations.

**23.2.1 Statutory Associations**

These are associations whose formation is required by the University Statute. They include the Student Representative Council (SRC) and the Junior Common Room Council (JCRC).

**23.2.2 Non-Statutory Associations**

- i. These are student-initiated organisations. They comprise subject associations, religious, social, recreational, and political clubs.
- ii. Membership of non-statutory associations shall be voluntary and open to all registered members of the University. Examples are listed below.



TABLE 15: ACADEMIC AND RELIGIOUS ASSOCIATION

<b>Academic Subject Associations</b> SOSSA, SESA, BESA, ASGAL, ICT, AMES, SCAG, ASSEF, ASOSS, ASES, STARS, DESOC, ASSOL, etc	<b>Religious</b> PAX ROMANA, GHAMSU, PENSA, NUAS, ICGC, NUPS-G, ARS, GESAM, GHAFES, ADVENTISTS, APOSA, GHANA MUSLIM, AHMADIYYA MUSLIM
<b>Political / Social Activism</b> TEIN, TESCON, Gender Club, Child Rights, Conflict Resolution, WAVE Inc. etc.	<b>Performance/Sports/ Recreational</b> University Choir, Mass Choir, Debating Society, Taekwondo, Bad minting, Aerobics, Basketball, Handball, Volleyball, etc.
<b>Regional Groupings</b> VORSA, BASU, BONABOTO, NSU, ASU, DA, SA, etc.	<b>Old Student Associations</b> AKORA, DATCOSA, MOBA, SANTA, AMANFO, ROSA, OFA, AMOSA, PASU ASA, MASA, INFOTESS, ESA, HOSSAG' CONWSA, NECHSA, ASSOL, etc. <b>Service / Honorary</b> Air Force Cadet Corps, Prisons Cadet Corps, Students Bar Assoc., etc.

### 23.3 CONDITIONS FOR RECOGNITION

#### 23.3.1 Primary Conditions

For a student organisation to be considered for recognition, it must demonstrate that its activities promote the educational process by any of the following:

- i. Supporting the University's curricular and co-curricular programmes;
- ii. Contributing to the intellectual, spiritual, social, emotional, leadership, political consciousness and physical development of students;
- iii. Serving as a vehicle for service to the campus and surrounding communities;
- iv. Providing an environment that facilitates individual growth and development;
- v. Fostering social responsibility of students within a larger community; and
- vi. Enhancing the overall quality of student life at the University.

#### 23.3.2 Secondary Conditions

- i. No association shall adopt a name or symbol which is either the same as, or deceptively similar to the name or logo of the University or any division or department of the University, or an existing registered student association.
- ii. The name of any association formed must reflect the purpose and mission of the group and distinctly identify it from other organisations.
- iii. The purpose of the association shall not contradict or undermine the vision, mission and core values of the University.
- iv. The association shall be non-profit motivated and therefore, shall not engage in commercial activities.
- v. Except in cases where the legitimate purpose of the organisation requires limitation of membership to specific persons, student organisations generally shall not discriminate in admitting members based on sex, ethnic origin, political or religious belief.
- vi. The organisation shall not have members who are not registered students of the University.
- vii. It shall have patrons or advisors who are Senior Members of the University for a specific term of office as decided by the association's constitution.
- viii. Selection of leadership shall be by democratic processes.

### **23.3.3 Unrecognised Organisations**

The University shall not recognise any group that engages in or encourages conducts and/or beliefs that promote conflict or contradict the community standards and expectations. Thus, student associations that shall not qualify for approval or recognition include those based on tribal, native towns and ethnic groupings; groups that practice occultism, homosexuality, lesbianism and other socially unacceptable behaviours in Ghana.

## **23.4 PROCESSES FOR RECOGNITION**

### **23.4.1 Renewal and New Registration**

- i. The SRC and the JCRC have automatic recognition.
- ii. Any other prospective student association or club may seek recognition by applying to the Registrar, through the Dean/Vice Dean of Student Affairs. This shall be done by filling out a registration application form either online (available at the University's website) or at the Office of the Dean of Student Affairs.
- iii. Renewal of Registration shall be done by newly elected executives at the end of the second semester (i.e., the end of the academic year).
- iv. The application shall be submitted together with the following:
  - The Constitution governing the organisation (for fresh registration);
  - The names and contact phone numbers and e-mail addresses of founding members, officers, and patrons/advisors of the

organisation. The Patrons shall be Senior Members of the University.

- The proposed activities and annual budget of the organisation.
  - Reports on activities and financial accounts for the previous year.
  - Budget and proposed activities for the coming current year; and.
  - The names, phone numbers and e-mail addresses of the incoming executive members and new Patrons (where applicable) of the association.
- v. The approval of the registration shall depend upon compliance with the conditions in 23.4.1
- vi. And any additional rules decided on by the Office of the Dean of Student Affairs.
- vii. Once the association's documents have been perused and approved, a License for Operation shall be issued to the association with a copy to the Registrar.

#### **23.4.2 Conditions to Stay Recognised**

The requirements for renewal of registration and staying recognized are that the association:

- (a) must not have acted contrary to its approved objectives.
- (b) has not acted or engaged in any activity that conflicts with the educational functions or policies of the University; and
- (c) has not engaged in actions or activities that in any way endangered life and/or property or disrupted academic life or other activities of the University.

### **24.5 PRIVILEGES OF RECOGNISED ASSOCIATIONS**

#### **23.5.1 The Use of University Facilities**

Student associations that are duly registered may use the University's physical facilities and space for their meetings, activities, etc. upon request, subject to the rules governing the use of such facilities.

#### **23.5.2 University's Name and Trademarked Images**

Registered associations may also use the name of the University, its trademarked images and logos in the identification of the organisation.

#### **23.5.3 Announcements and Adverts at the AAMUSTED Website**

A registered association shall be listed on the University's website, with the opportunity to market itself, and with permission to recruit members from the University community. It shall also be permitted to place materials on general-purpose notice boards as well as in student pigeon holes/message boxes at the Halls of Residence.

**23.5.4 Supervisory Assistance**

Special advisory and supervisory assistance is also obtainable from the Office of the Dean of Student Affairs and other offices of the University.

**23.6 ACTIVITIES OF REGISTERED ASSOCIATIONS****23.6.1 The Amalgamated Clubs Calendar**

- i. Student associations are expected to submit to the Dean of Student Affairs, at the beginning of each semester, a calendar of proposed activities and events. The calendar shall include the event description, date, venue and time. This information will be used to come up with the Amalgamated Clubs Calendar.
- ii. The Dean of Student Affairs reserves the right to edit requests. Simply submitting proposed activities of the association does not guarantee the inclusion of the request in the Amalgamated Clubs Calendar.
- iii. The inclusion of the proposed activities of an association in the Amalgamated Clubs Calendar is not a guarantee of final approval for the event to take place.

**23.6.2 Permission for Events**

- (i) Any association that intends to hold an on-campus or off-campus activity such as processions, rallies, symposiums, annual week celebrations, etc. shall seek clearance from either the Registrar or the Dean/Vice Dean of Student Affairs, at least, two weeks before the event, depending on the nature of the activity.
- (ii) Any association that plans to hold an on-campus or off-campus activity such as processions, rallies, symposiums, annual week celebrations, etc. shall in addition to (i.) above, notify the Police Command in the respective towns of AAMUSTED satellite campuses. This is a provision required by the Public Order Act of Ghana [Act 49].

**23.6.3 Association Celebrations**

- i. Students (residential and non-residential) are required to attend association meetings and also participate fully in games and competitions. Students who participate actively in association activities shall be considered for additional privileges as deemed appropriate.
- ii. Before any association makes arrangements to invite a guest speaker/artiste who is not in the employment by the university, a formal written request, providing relevant information on the personality and the purpose of the visit, shall be made to the Registrar, through the Patron(s), Hall Manager/Manageress or SRC President (as appropriate), and through the Dean of Student Affairs, at least, one month before the commencement of the

activity. The Registrar shall provide feedback, at least, one week before the commencement of the activity.

- iii. No such invitation shall be made until permission has been granted by the Registrar.
- iv. Association Week Celebrations shall be organised such that they do not interfere with lectures as much as possible unless otherwise permitted.
- v. No association activity shall go beyond 9.00 p.m.
- vi. No association shall plan a **float** as part of its activities. This activity has been banned in the University.

*Float* refers to the packing of students on low-loader trucks and/or other vehicles with loud music and parading the streets of the various towns of the University's satellite campuses. Offenders (i.e., event organisers) who flout this regulation shall face serious sanctions.

Note: Health Walk is not a float. However, they should be done only on approved routes.

- vii. During Association Week Celebrations students are required not to dress outrageously both on-campus and off-campus. Offenders shall face serious sanctions.
- viii. Association Week Celebrations shall take a maximum of three (3) days within the week.
- ix. Associations that do not comply shall be banned from organising any activity in the ensuing academic year. Offenders shall face serious sanctions.

## 23.7 FUNDING

- (1) All associations shall be self-financing;
- (2) No University funds are available for financing the activities of student associations;
- (3) The association shall be financed by approved levies, donations or any legal innovative ventures.

### 23.7.1 Association Membership Levy Processes

- i. Student associations shall be allowed to levy membership fees (dues) to finance their regular operational costs. They shall also be allowed to solicit external assistance for financing events.
- ii. The amount of monies to be levied as dues for **SRC** and **JCRC** shall be recommended
- iii.
- iv. ended by their Finance Committees and forwarded for consideration by their Executive Committees and subsequently forwarded for approval by the Dean/Vice Dean of Student Affairs for final ratification by the Registrar at the end of the (month of May every year) academic year.

- v. The amount of monies to be levied as dues for **Subject associations** shall be forwarded to the Head of Department (or the Patron) for consideration and subsequent final approval by the Registrar at the end of the academic year (i.e., end of the month, May).
- vi. The amount of monies to be levied as dues for **all other Associations/Clubs/ Societies** shall be forwarded to their Patrons for consideration and subsequent final approval by the Registrar at the end of the academic year (i.e., end of the month, May).

### 23.7.2 Components of Association Membership Levy

The association membership dues for the academic year shall be based on the components below:

**Table 16: Components of SRC Levy**

S/N	DESCRIPTION OF ITEM
1.	Administrative Costs
2.	Development Project e.g. bus)
3.	Sports Dues
4.	Magazine
5.	Welfare
6.	Edutainment (Freshers' <i>Akwaaba</i> , Fresher Games and SRC Week)
7.	NUGS
8.	USAG

**Table 17: Components of JCRC Levy**

S/N	DESCRIPTION OF ITEM
1.	Administrative Costs
2.	Sports Dues
3.	Welfare
4.	Edutainment (Freshers' <i>Akwaaba</i> , Fresher Games and Hall Week)

**Table 18: Components of the Levy for all other Clubs/associations/Societies**

S/N	DESCRIPTION OF ITEM
1.	Administrative Costs
2.	Sports /indoor Games, etc.
3.	Newsletter
4.	Welfare
5.	Edutainment (Subject Association Week, Field Trips, etc.)
6.	Local Conferences

It must be noted that Souvenirs are not mentioned in the breakdown.

All Clubs/Associations which want souvenirs should discuss with the Registrar. Clubs/Associations may also discuss their specifications with the Registrar/Campus Registrars who would facilitate purchases and put them at the University's Souvenir Shop for students to buy.

## **23.8 FINANCIAL MANAGEMENT**

### **24.8.1 Annual Budget of Organisations**

- Between May and July every year, the SRC Finance Committee shall draw their annual budget for consideration by the SRC Executive Committee which shall be forwarded to the Dean of Student Affairs for approval and subsequent final ratification by their Local Assembly (LA) at the beginning of the academic year.
- Between May and July every year, the JCRC shall draw their annual budgets that shall be forwarded to the Hall Managers/ Manageress for consideration and subsequent final approval by the Dean of Student Affairs at a Joint Hall Council Meeting (JHCM) at the beginning of the academic year.
- Subject Associations shall draw their annual budgets that shall be forwarded to the Heads of Department (or the Patron) for consideration and subsequent final approval by their Executive Committees or as otherwise directed by their Constitutions.
- All other Clubs, Associations and Societies shall draw their annual budget that shall be forwarded to their Patrons for consideration and subsequent final approval by their Executive Committees or as otherwise directed by their Constitutions.
- The approved budget shall be the basis for all expenditures of all associations, clubs and societies.

### **23.8.2 Signatories to Accounts**

- To ensure the effective and efficient management of associations' revenue, expenditure, assets, liabilities and resources, the University Management shall supervise and monitor associations' finances. Consequently, statutory

signatories to all student accounts with any financial institution shall be as stated below.

- The statutory signatories to SRC accounts with any financial institution shall be as follows:

**Table 19: Statutory Signatories to SRC Accounts**

CATEGORY		DESIGNATION
<b>A</b>	Any One	President
		Financial Secretary
		Treasurer
<b>B</b>	Any One	Dean, Student Affairs
		Vice Dean, Student Affairs
<b>C</b>	Any One	AAMUSTED Director of Finance
		AAMUSTED Deputy Director of Finance

The mandatory signatories that would render a cheque valid are a signatory each from ALL categories A, B and C.

The statutory signatories to JCRC accounts with any financial institution shall be as follows:

**Table 20: Statutory Signatories to JCRC Accounts**

CATEGORY		DESIGNATION
<b>A</b>	Any One	President
		Financial Secretary
		Treasurer
<b>B</b>	Any One	Hall Manager
		Hall Accountant
<b>C</b>	Any One	Dean, Student Affairs
		Vice Dean, Student Affairs

The mandatory signatories that would render a cheque valid are a signatory each from ALL categories A, B and C.

The statutory signatories to Subject Associations accounts with any financial institution shall be as follows:



**Table 21: Statutory Signatories to Subject Associations Accounts**

CATEGORY		DESIGNATION
<b>A</b>	Any One	President
		Treasurer
<b>B</b>	Any One	Head of Department
		Patron

The mandatory signatories that would render a cheque valid are a signatory each from the TWO categories **A** and **B**.

The statutory signatories to all other Clubs, Associations and Societies accounts with any financial institution shall be as follows:

**Table 22: Statutory Signatories to all other Clubs, Associations and Societies Accounts**

CATEGORY		DESIGNATION
<b>A</b>	Any One	President
		Treasurer
<b>B</b>	Any One	Patron I
		Patron 11

The mandatory signatories that would render a cheque valid are a signatory each from the TWO categories **A** and **B**.

## **23.9 EXPENDITURE GUIDELINES**

### **23.9.1 Processes for making Association Expenditure**

To ensure the effective and efficient management of associations' revenue, all associations are to adapt the guidelines below:

Table 23: Guidelines for Managing Associations Revenue

S/N	Persons Involved at each stage of the Activity	Action Required	Decision that needs to be taken at each Stage
1.	Sector Chairman / Secretary	Submits a <b>Memorandum</b> seeking authorisation for the expenditure to be undertaken to the President.	The president refers the Memo with <b>all attachments</b> to the Vice President (Chairman of the Finance Committee) to check. (i). if there is a provision made in the budget and (ii). if there are enough funds for the activity.
2.	Vice President (Chairman of Finance Committee)	Sends comments to the President either positive or negative. If positive, the President approves for the Financial Secretary to raise the <b>Payment Voucher</b> and the <b>cheque</b> (together).	The Financial Secretary raises the PV with all the necessary attachments (e.g., invoices/lists / breakdown of events / etc.) and writes the cheque for the approved amount by the President then forwards it to the <b>Chairman of the audit Board</b> .
3.	Audit Board Chairman	Checks the documents and gets convinced about all attachments; then <b>appends his/her signature</b> at the portion provided for on the P V. If negative, he/she raises queries, and it is returned to the Financial Secretary. N.B.: Audit Board Chairman endorses with GREEN PEN.	When satisfied, the cheque is finally forwarded to the President for <b>Category A</b> cheque signing. The President (or any other member of Category A below) signs the cheque and forwards it to <b>the Dean's Office</b> . [ <b>Category A</b> : SRC President, SRC Financial Secretary and SRC Treasurer]

4.	Dean / Vice Dean of Student Affairs / Hall Manager / Head of Department / Patron (Category B)	Checks the documents and gets convinced about all attachments then <b>appends their signature</b> on the cheque and forwards it to the Director of Finance.	<b>ODSA</b> records the document and forwards it to the Director of Finance. The Treasurer or the Financial Secretary can facilitate this process by taking it to the Finance Directorate.
5.	Director of Finance/ Deputy Director of Finance (Category C)	Checks the documents and gets convinced about all attachments then appends his/ her signature on the cheque. Finally, Category C forwards it to the Treasurer.	i. Treasurer detaches the cheque from the document and issues it to the <b>Sector Officer seeking the expenditure</b> and ensures that the person signs the voucher and ledger before taking the cheque away. ii. On the other hand, <b>if it is cash</b> , in which case, the Treasurer cashes the cheque, individuals collecting monies from the Treasurer must be made to sign the ledger corresponding to the cheque number.
			Subsequently, all documents (i & ii) <b>should be lodged with the Financial Secretary</b> for safekeeping of the records for the transaction.

It is always advisable the Treasurer make a photocopy of the cheque for their records at this stage.

### 23.9.2 Audit of Financial Statement

- i. All associations shall have their financial statements audited at the end of each semester by the Audit Board. The audited report shall be published, and a copy submitted to the Office of the Dean of Student Affairs.
- ii. The final audit report of the year shall be completed and certified by the Dean of Student Affairs before handing over.
- iii. No ex-gratia shall be paid until after the audit report has been accepted and all financial issues resolved.

**23.9.3 End of Financial Report**

At the end of each academic year, the Financial Secretary of each approved association shall present a detailed Audited Financial Statement duly signed by him/her and the President or the Patron to the Registrar, through the Dean of Student Affairs Office.

**23.9.4 University Audit Section**

At the end of each semester, all associations shall submit their books to the University Internal Audit Section to be audited. This Audit Report shall be sent to the Vice-Chancellor and copied to the Registrar and the Office of the Dean of Student Affairs.

**24.0 STUDENT ELECTIONS****24.1 Committee System of Governance**

- i. The University practices a committee system of governance. Student leadership shall emulate a democratic and representative form of governance that upholds the principles of accountability, transparency and involvement.
- ii. Elections shall be the formal decision-making process by which students shall choose their leaders. Leaders of statutory and approved associations/clubs and societies shall be democratically elected.
- iii. All statutory and approved associations/clubs/societies shall be guided by their constitutions in matters regarding elections. In addition, the Guidelines for Organising Election of Student Leaders issued by the Office of Dean of Student Affairs shall be applied.

**24.2 CGPA Requirement for Eligibility**

In this University, aspirants for different portfolios shall obtain the following minimum Cumulative Grade Point Average (GGPA) to be eligible for elections:

- i) **3.0** for all presidential applicants and their running mates for all statutory and approved associations/clubs/societies.
- ii) **2.7** for all other applicants for all statutory and approved associations/clubs/societies.

**24.3 Election Dispute Resolution Procedures**

- i. Petitions on the vetted results for all statutory and approved associations/clubs/societies elections shall be entertained within a day after the declaration of the vetting results.
- ii. Such petitions shall be reported to their Judicial Board or Committee which will gather the necessary information and consult the Dean of Student Affairs/Hall Manager/Manageress for mediation.
- iii. Mediation shall take a maximum of one day with the Dean of Student Affairs/Hall Manager/Manageress being the facilitator.

- iv. When the mediation is unsuccessful or beyond the Dean of Student Affairs or Hall Manager, the matter shall be referred to the Registrar/Campus Registrar who may appoint a committee to investigate and make recommendations to the Vice-Chancellor.
- v. Based on the committee's report, the Vice-Chancellor may make any of the following orders:
  - (a) Declare that the election to which the petition relates is void; and
  - (b) Dismiss the petition and uphold the result of the election.
- vi. No student shall resort to any Law Court until:
  - (a) all these processes as in clause (v) above have been duly explored and the procedures exhausted and
  - (b) Appeal procedures as enshrined in the University Statutes and the Act have been duly exhausted
- vii. Student elections shall normally take place not later than 2 weeks before the start of second-semester examinations
- viii. Where the office of SRC/NUGS becomes vacant, the Dean/Vice Dean of Student Affairs shall take charge of the office until the positions are duly filled or occupied. In such situations, the Dean/Vice Dean may, in consultation with the University management, constitute interim student committees to assist in the running and decision-making of the office.

## **25.0 DEMONSTRATIONS, RALLIES AND PROCESSIONS (DRaP)**

### **25.1 DRaP PROCEDURES**

#### **25.1.1 Application to Undertake a DRaP**

- i. Students seeking to organise, start or end a DRaP on any of the campuses of the University shall seek permission, in writing, from the Registrar/Campus Registrar through the Dean/Vice Dean of Student Affairs, with copies to the Vice-Chancellor, Pro Vice-Chancellor and Principal, the SRC President (if they are not the organiser).
- ii. The written application should reach the Registrar/Campus Registrar, at least, 72 hours before the DRaP is due to commence.
- iii. The application shall state the purpose of the DRaP, the name (s) of the organiser (s), the organizing body and the duration of the DRaP.
- iv. A DRaP shall be held at a place or places approved by the Registrar/Campus Registrar and all route marches shall avoid obstructing the flow of traffic and the movement of pedestrians.
- v. Any association that plans to hold a DRaP, either on-campus or off-campus, shall in addition to (i - iii.) above, notify the Police Command in the respective towns of AAMUSTED satellite campuses. This is a provision required by the Public Order Act of Ghana [Act 491].

The Police notification that shall be in writing shall be through the association's President and the Dean/Vice Dean of Student Affairs,

with copies to the Vice-Chancellor, Pro-Vice Chancellor, Principal, and Registrar, for their information.

### **25.1.2 Responsibility of DRaP Organisers**

- i. During a DRaP, nothing shall be done or said that may provoke violence.
- ii. The organisers of a DRaP shall be held jointly and severally responsible for any act of violence or breach of university rules and regulations that occurs during the DRaP.
- iii. Participants in a DRaP shall be held collectively and individually responsible for any act of lawlessness or destruction that occurs during the DRaP.
- iv. The Registrar in consultation with Management, may prescribe conditions, restrictions or limitations considered appropriate in any given situation.
- v. Participants and organizers of a DRaP outside the campuses of the University shall be deemed to have familiarised themselves with the laws of the Country on DRaP.
- vi. No DRaP shall be allowed between the hours of 6.00 p.m. and 6.00 a.m. Exceptions may be granted depending upon the circumstance.
- vii. The granting of permission to embark on a DRaP shall not prejudice the position of the University vis- a-vis the objectives of the DRaP.
- viii. The authorities of the University shall grant group exeats to participants in DRaPs staged outside the campuses only after satisfying themselves that adequate notice has been given to the Police and approval given to them.
- ix. Before a DRaP begins, any student who disagrees with the move and wishes to be disassociated from it may do so by writing to the Hall Manager/Manageress or Academic Counsellor or Dean/Vice Dean of Student Affairs.
- x. Every member is expected to use the officially approved channels of communication and to follow the laid-down procedures to resolve grievances.

### **25.1.3 Presentation of DRaP Petitions**

- i. In the case of the presentation of formal **petitions or resolutions** or organisation of protests, the residences of employees and officials of AAMUSTED shall be out of bounds.
- ii. All formal negotiations should take place in the offices of such officials or at designated venues.
- iii. In all matters of negotiation, the Central Administration shall meet only the accredited representatives of recognised student organisations in the University and agreements reached are deemed to be binding on both sides.
- iv. Contravention of any of the regulations on DRaP shall attract a fine, suspension or dismissal.

- v. In addition, any damage caused to the University and/or non-University property shall be repaired or replaced by the offending student(s).
- vi. Students seeking to embark on a DRaP need to be clear on DRaP rules and regulations. Organisers who intend to make political statements outside the University campuses shall follow the procedures prescribed in this Handbook. This should not be construed as restricting students' political rights.

## **26.0 STUDENTS' PUBLIC RELATIONS**

### **26.1 Publications**

The following shall govern all student publications:

- i. The Dean/Vice Dean of Student Affairs shall be informed of any intention to produce a student publication and approval shall be duly given by the Registrar/Campus Registrar before publication.
- ii. Copies of each publication shall be deposited with the Vice Chancellor, Pro Vice-Chancellor, Principal, Registrar, Dean/Vice Dean of Student Affairs, Hall Managers (for Hall Publications only), the University Librarian, the Webmaster, the SRC and Ghana Library Board.
- iii. Each issue of a publication shall indicate the names of the editor(s), members of the Editorial Board and the publishers.
- iv. Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- v. The Editorial Board shall ensure that no publication has elements of obscenity, derogatory and libellous statements, personal attacks, falsehoods, or any statement that may cause disaffection or disharmony or bring the name of the university into disrepute.
- vi. The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

### **26.2 Communication with Government Ministers and Officials/ Embassies/High Commissions/The Press/Individuals and Organisations outside AAMUSTED**

- i. Students who intend to make political statements outside the University campuses shall follow the procedures prescribed in this Handbook. This should not be construed as restricting students' political rights.
- ii. Students are not allowed to have direct communication with the Press, any Government Ministers and Officials, Embassies/High Commissions, individuals and organisations on any matter affecting University life, policy and administration.
- iii. All formal communication on the University matters should be forwarded, through the Dean/Vice Dean of Student Affairs to the Registrar. The Office of the Registrar is the statutory outfit that performs the University PRO functions.

- iv. All formal communication with Government Ministers and Officials, Embassies/High Commissions, the Press, Organisations and individuals outside the University should be forwarded through the Head of Department, Dean of Faculty or Dean/Vice Dean of Student Affairs, to the Registrar who will issue covering letters for them.
- v. The Registrar/Campus Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

## **27.0 EXCURSIONS AND EDUCATIONAL TRIPS**

Excursions and educational trips organised by students shall be governed by the following regulations:

### **27.1 Decision to Undertake the Trip**

The decision to undertake the trip shall be taken at a general meeting of the club or society.

### **27.2 Application to Embark on a Trip in Ghana**

- i. Written permission for an excursion or an educational tour within Ghana shall be sought from the Dean/Vice Dean of Student Affairs or the Head of the Department concerned who shall, in turn, inform the Registrar.
- ii. The application letter should contain the list of those undertaking the trip, indicating their programmes, levels and Halls of Residence or Affiliation and Residence outside the campus and the relevant portion of the minutes of the meeting at which the decision for the trip was taken.
- iii. The application shall be endorsed by the Chief Patron or his/her representative.
- iv. The trip shall be restricted to only university members of the club or other students of the university.
- v. Documentary evidence of correspondence between the club/society and the institutions or establishment to be visited and arrangements for accommodation (where applicable), shall accompany the application letter.

### **27.3 Application to Embark on a Trip Outside Ghana**

For excursions or educational tours outside Ghana, permission and approval shall be sought from the Registrar, through the Head of Department or Dean/Vice Dean of Student Affairs. The Registrar shall, upon approval, inform the Vice-Chancellor and Pro Vice-Chancellor or Principal.

### **27.4 Conditions for Organising a Trip**

- i. No student shall take part in any excursion organised within or outside the country without prior permission from the University authorities.



- ii. The purpose of any trip shall relate to the aims and objectives of the club or society.
- iii. No student or unapproved or unrecognised group shall organise local or foreign trips.

## **28.0 MEETING VENUES**

### **28.1 Designations of Meeting Venues**

The following conditions will govern the release of the official meeting places available:

- i. In all cases, permission for use of the venues must be obtained from the Registrar through the Dean/Vice Dean of Student Affairs.
- ii. At least, 72 hours of notice must be given for the granting of permission.
- iii. The Officer granting the permission reserves the right to impose conditions pertaining to the use of such premises.
- iv. In the instance of a fee being charged, approval would be given only when the receipt of full payment has been inspected by the Director, General Administration and General Consular Services
- v. In all cases, approval for the use of a venue must be received before advertisements or notices are issued.

## **29.0 USING UNIVERSITY TRANSPORT FACILITIES**

### **29.1 Application Processes for Transport**

- i. Where University transport facilities are available, they may be booked for any approved journeys by the organisers of approved groups of students.
- ii. Transport request should be made to the Registrar/Campus Registrar through the SRC President/HOD /Patron to the Dean/Vice Dean of Student Affairs or HOD at least, five working days in advance. The AAMUSTED Transport Request Form should be used.
- iii. In the instance of a fee being charged, approval would be given only when the receipt of full payment has been inspected Directorate of General Administration and Consular Services.

### **29.2 Use of Personal Private Vehicles on Campus**

- Any student who wishes to use or keep a vehicle on the campus of the university shall inform the Hall Manager/Manageress and the Director of, the Directorate of Security Services.
- The use of such vehicles is a privilege enjoyed at the sole risk of the persons concerned. The privilege will be withdrawn if it is abused.
- The University does not provide garages for students' vehicles.

### **29.3 Use of Association Vehicles on Campus**

- i. Associations who procure their means of transport shall be required to ensure that all national registration requirements provided by the

- Driver and Vehicle Licensing Authority (DVLA) are strictly adhered to: These include;
- (a) Vehicle Registration Certificate
  - (b) Transfer of Ownership (if sold second-hand)
  - (c) Vehicle Examination Certificate Validation
  - (d) Certificate of Insurance in respect of the Motor Vehicle
- ii. Associations who procure their means of transport after going through regulation 30.3 (i.[a-d]), shall also, in addition, register such vehicles with:
- (a) University Transport Section; and
  - (b) University Security Directorate/Section
- Photocopies of the attachments listed at 30.3(i. [a-d]) shall be submitted for this registration.
- iii. To certify the competencies of drivers who drive such vehicles, drivers of such vehicles shall also be cleared by the:
- (a) The University Transport Section; and
  - (b) University Security Directorate
- This is to ensure the safety of such vehicles to carry students of the University safely.
- iv. Student drivers of association vehicles shall go strictly by the national norms on license requirements.

**Table 24: Student Drivers' License Requirements**

<b>CLASS/ TYPE</b>	<b>DESCRIPTION/CLASS</b>	<b>CATEGORIES (IN KGS CC)</b>
<b>A</b>	MOPEDS, with or without side cars	50-250cc and above.
<b>B</b>	CARS and 4x4 Cross Country Vehicles	Vehicles not exceeding 3000 Kg
<b>C</b>	Goods Carrying Vehicles and Buses / Coaches	Vehicles of 3000-5500 K (1-33 Passengers)
<b>D</b>	Goods Carrying Vehicles and Buses / Coaches	Vehicles not exceeding 8000 Kg
<b>E</b>	Graders, Loaders, Forklifts, Tractors, Bulldozers, Dumpers and Rollers	SPECIAL
<b>F</b>	Goods Carrying Vehicles and Buses / Coaches and Heavy Articulator Vehicles	Vehicles over 8000 Kg

- i. It must be noted that driving a bus requires, at least, License C. Students who do not meet this requirement shall be banned from driving the bus that carries students. This is to ensure the safety of students in such vehicles.
- ii. Patrons shall ensure this requirement is duly enforced.

- iii. Members of the association who sit in the vehicle shall ensure that their colleague students driving the vehicle have the requisite license.
- iv. Associations that have vehicles shall strictly adhere to the national renewal policies for the following documents annually:
  - (a) Vehicle Examination Certificate Validation; and
  - (b) Certificate of Insurance in respect of the Motor Vehicle
- v. The Transport Section shall provide designated parking space(s) for association vehicles.

### **30.0 OTHER STUDENT BY-LAWS**

#### **30.1 Maintaining a Conducive Academic Environment**

##### **30.1.1 Noise-Making**

- i. Students shall maintain, at all times, a kind of environment that supports the basic academic enterprise.
- ii. To maintain a suitable academic environment, it is desirable that the campuses of the University are kept as quiet as possible, at all times. Students shall not make undue noise on the campuses of the University, especially from 10.00 p.m. to 6.00 a.m.
- iii. Rule (ii.) above may be relaxed for purposes of association celebrations. Due permission shall be sought and approval granted for such purposes by the University Authority concerned.
- iv. Club, society, religious and political meetings shall not be held in students' rooms.

##### **30.1.2 Equipment of Public Nuisance**

- i. Radios, stereophonic instruments and musical instruments may be used in rooms in a manner that will create no nuisance to others.
- ii. The use of megaphones for announcements must be moderated especially when it is between 10.00 p.m. and 6.00 a.m.
- iii. Request for University equipment shall be made to the Directorate of General Administration and Consular Services.
- iv. In the instance of a fee being charged, approval would be given only when the receipt of full payment has been inspected by the Director, GACS
- v. In all cases, approval for the use of equipment must be received before it could be setup for the event.

##### **30.1.3 Breach of Public Nuisance By-law**

If regulations 30.1.1 and 30.1.2 above are not observed, this privilege may be restricted, or in serious cases, withdrawn by the University Authority concern.

Breach of any of these regulations shall attract a sanction to be determined from time to time by the University Authority.

i.

### **31.0 DRUNKENNESS**

- i. Drunken and disorderly behaviour on any AAMUSTED campus constitutes a serious breach of discipline.
- ii. Habitual drunkenness on campuses or in town, especially if accompanied by disorderly or scandalous behaviour, shall be considered as bringing the University into disrepute.
- iii. No student shall be under the influence of alcohol during lectures, games, competitions and other activities approved by the University.
- iv. Any student breaching any of these regulations will first be given a written warning by the Hall Council or Head of Department, as appropriate.
- v. If the student persists in drunken and disorderly behaviour, the Hall Council or Head of Department shall recommend appropriate sanctions.

### **32.0 SMOKING**

- i. Smoking is forbidden in all public places on campus.
- ii. Smoking is not allowed in students' rooms. Breach of this rule will lead to loss of residential status.

### **33.0 TRADING**

- i. No unauthorised trading, including the sale of food items and alcoholic beverages, shall take place in the Halls of Residence or any part of the University Campus.
- ii. Any student who trades in the Halls of Residence or the University does so at his/her own risk.
- iii. Any student who violates 34.0 (i.) shall be warned in writing in the first instance. Subsequent violations shall attract confiscation of the items and/or loss of residential status or suspension from the University.
- iv. Hawkers are not allowed to sell in the Halls of Residence or any part of the university.

### **34.0 OPERATING CREDIT UNION/ MONEY LENDING**

- i. The University does not approve of the formation and operation of Credit Unions by Junior Members. Accordingly, any group of students that undertakes such a venture does so at their own risk.
- ii. No student shall operate a money lending or personal loan scheme. Students who indulge in these ventures do so at their own risk.
- iii. Students who contravene these rules shall either be suspended or dismissed.

### **35.0 COLLECTION OF MONEY**

- i. Permission to make general collections of money, other than for club subscriptions, video shows or parties, must be obtained from the Registrar, the Head of Department, Patron or the Hall Manager as appropriate.
- ii. Illegal levies or collection of money is prohibited.
- iii. Students who breach these rules shall be warned in the first instance and suspended or dismissed for subsequent breaches.

- iv. Junior Members are advised to demand and see the license or other valid documents/authority of any unknown collector who approaches them from outside the university.

### **36.0 ARMS AND AMMUNITION**

No student is allowed to possess any form of arms or ammunition, whether licensed or unlicensed, on campus.

### **37.0 ILLICIT DRUGS**

#### **37.1 Definition of Illicit Drugs**

- i. A drug is any chemical/substance used in the prevention, cure, or alleviation of disease or pain or as an aid in some diagnostic procedures. These include both legal and illegal substances.
- ii. Drugs can be categorised in many ways, hard or soft, uppers or downers, addictive or non-addictive, most harmful and least harmful
- iii. Drugs are categorised into three types based on their effect on the body:
  - (a) Stimulants
  - (b) Depressants, and
  - (c) Hallucinogens
- iv. Illicit drugs are illegal and are banned OR controlled by law because when used they can be injurious to health, and they affect the central nervous system and make one addictive
- v. Illicit drugs include cocaine and crack, heroin, cannabis (also marijuana, weed, ganja, etc.), etc. Possession of, and indulgence in illicit drugs such as tramadol, and cocaine, on any part of the University premises is prohibited.

### **38.0 DISCIPLINARY ACTIONS AND SANCTIONS**

#### **38.1 Disciplinary Actions and Sanctions**

- i. The officers of AAMUSTED who have direct responsibility for the discipline of Junior Members in the Halls are the Hall Managers and Hall Fellows. The Dean of Student Affairs shall be notified of any action taken.
- ii. Disciplinary measures shall be taken by the authorities of the Hall against any student violating Hall regulations.
- iii. Deans of Faculty and Heads of Departments are responsible for discipline in their respective Faculties and Departments.
- iv. It shall be an offence to disobey these officers in the discharge of their official duties.
- v. A Junior Member who flouts the Statutes and other Regulations of the University shall be disciplined, only with the consent of the Vice Chancellor or Principal.
- vi. The operation of University regulations is without prejudice to the application of the general laws of the land which apply also to all persons in the University.

- vii. If a student violates any Regulation of the University, outside his/her Hall of Residence, it shall be reported to the Dean/Vice Dean of Student Affairs who will apply the appropriate sanction and notify the Hall Manager/Manageress of the sanctions applied.
- viii. For serious offences (or offences involving a group of students) the Dean/Vice Dean of Student Affairs shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the Vice-Chancellor or Principal.
- ix. It shall be an offence for a Junior Member or group of Junior Members to 'pond' any person in the University, no matter the form of the 'ponding' or any form it may take.
- x. If disputes arise between students from different Halls, the Hall Managers/Manageress of the Halls concern shall resolve the dispute.
- xi. Should attempts of the Hall Managers/Manageress fail, the matter shall be referred to the Dean/Vice Dean of Student Affairs. Also, see Regulation 23.0 on Channels of Communication.

### **38.2 SANCTIONS ATTACHED TO OFFENCES**

The under-listed examples of offences provide guidance to students in the University, and the type of conduct that will be subject to discipline in the University. It is not an exhaustive list so students must note that their conduct may still be considered an offence under this handbook if it affects the integrity, proper functioning and property of the University, peace, health, safety, rights of members and stakeholders of the University:

#### **38.2.1 Theft**

- i. Loss of residential status.
- ii. Refund/Replacement/Return of the stolen item(s).
- iii. Suspension or dismissal from AAMUSTED, depending on the gravity of the offence.

#### **38.2.2 Embezzlement of Student Fund**

Embezzlement of statutory and approved association/clubs/societies funds:

- i. Refund of the embezzled funds;
- ii. Suspension or dismissal from the University, depending on the gravity of the offence; and
- iii. Withholding of results.

#### **38.2.3 Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug use and Peddling**

- i. Suspension or dismissal from the University, depending on the gravity of the offence. Any offence the Criminal Code considers a felony shall attract outright dismissal, and as a misdemeanour, suspension for one academic year.
- ii. Withholding of results for a period determinable by the University authorities.

- iii. Other forms of sanctions, depending on the nature of the offence.

**38.2.4 "Ponding" of a Student**

- i. Suspension or dismissal from the University, depending on the gravity of the offence;
- ii. Withholding of results for a period determinable by the University authorities; and
- iii. Compensation to the victim.

**38.2.5 Unauthorised Transfer of the University Property**

- i. A fine determinable by the University authorities.
- ii. Habitual offenders shall be suspended.

**38.2.6 Mutilation or Unauthorised Removal of Library Books, Refusal to Pay Fines Imposed.**

- i. A fine of not less than three (3) times the current market prices of the book(s).
- ii. Withholding of results.
- iii. Suspension or dismissal from the university.

**38.2.7 Non-Vacation of Room or Taking Away Keys During Holidays**

- i. Loss of residential status
- ii. Rent payment at the going commercial rate for the number of days and the number of beds in the room.
- iii. Withholding of semester and/or final results for refusal to pay.

**38.2.8 Damage to the University Property**

- i. Repair or replacement of the property damaged and/or rustication and repair
- ii. Suspension or dismissal, should the culprit refuse to repair or replace the property.
- iii. The University reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property
- iv. The culprit shall also bear the cost involved.

**38.2.9 Conduct of Classes Toward Entrance Examination**

- i. No student shall, under any circumstance, conduct classes for applicants towards the University's Entrance Examination.
- ii. Any student who violates this regulation shall be suspended for one academic year.

**38.2.10 Anonymous Letter Writing**

- i. No student should engage in anonymous letter writing. Students with any grievances should properly document them for dialogue and discussion through the appropriate channel of communication.
- ii. Breach of this regulation shall attract outright dismissal if the writer is found out.

**38.2.11 Prosecution by Civil Authorities**

The sanctions stated for any of the offences in this handbook do not preclude prosecution by Civil Authorities.

**39.0 APPLICATION OF THE LAWS OF GHANA**

- i. Every member of the University community is bound by the Laws of Ghana and the walls of the University do not protect anyone from the application of the laws of Ghana.
- ii. All regulations of AAMUSTED are consistent with the laws of the nation and shall be enforced accordingly. The University shall, therefore, not permit behaviour by any student, whether on-campus or off-campus, that contravenes the laws of Ghana.

**40.0 APPEAL**

- i. Any Junior Member who is aggrieved by any disciplinary action taken against him/her may appeal to the Dean/Vice Dean of Student Affairs through his/her Academic Counsellor for a review.
- ii. The appeal shall be lodged within seven days of the notification of the sanctions imposed.
- iii. The Dean/Vice Dean of Students Affairs, upon the receipt of the appeal, may request a re-consideration of the case by the appropriate authority.
- iv. Should the student remain unsatisfied, he/she can appeal to the Vice-Chancellor, either through the Pro Vice-Chancellor/Principal or the Dean/Vice Dean of Student Affairs.



# 3

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## PART

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### ANTI-SEXUAL HARASSMENT POLICY

## **41.0 ANTI-SEXUAL HARASSMENT REGULATIONS**

### **41.1 INTRODUCTION**

#### **42.1.1 Preamble**

- i. Sexual harassment is of particular concern to AAMUSTED because it is discriminatory and is forbidden by the laws of Ghana. Sexual harassment can harm the health and general wellbeing of its victims. It could create a hostile and stifling environment which may run counter to the realization of the goals of the institution. It could affect students' admission, and progression academically as well as towards their leadership aspirations.
- ii. Since sexual harassment can subvert the vision and mission of an institution, it is considered a serious offence and shall not be countenanced by the university.
- iii. Sexual harassment is any act with a sexual connotation, which is unwanted and offensive. It could be intentional or unintentional mostly occurring in relationships of unequal power or authority as in staff/student, supervisor/subordinate and mentor/mentee relationships. This is not to deny the fact that it could take place among peers. Even students could sometimes harass their lecturers.

#### **41.1.2 Statement of Principle**

- i. To forestall the occurrence of sexual harassment in the university, this policy on sexual harassment is established on the following principles:
- ii. Sexual harassment in every form is prohibited in the University.
- iii. It constitutes a punishable offence.
- iv. As much as academic freedom and the right of every member of the University Community to the freedom of expression are permissible, these actions ought to be free from bias and harassment.
- v. Every member of the university - students, teaching and non-teaching staff-shall have access to its facilities and services without fear of harassment.
- vi. All persons in responsible positions shall ensure that their positions do not become tools for demanding sexual favours or coercing others into unwanted relationships.
- vii. Sexual harassment violates the basic human rights of its victims
- viii. All records regarding complaints of harassment shall be treated with utmost confidentiality.
- ix. Reported cases which are proven not to be harassment shall go through the existing grievance handling procedure(s).
- x. The University is mindful of complaints which may be false. Such malicious action(s) shall constitute grounds for disciplinary action to be taken against the complainant.
- xi. A wide range of disciplinary actions including dismissal could be taken against any offender.
- xii. It is an offence to intimidate or threaten any member of the University community who chooses to utilize the provisions made in this policy.

- xiii. Students shall be sensitised through educational programmes and workshops from time to time by internal and external organisations including:
  - (a.) Gender Mainstreaming Directorate
  - (b.) Counselling Directorate
  - (c.) SRC Women's Commission
  - (d.) Centre for Conflict, Human Rights and Peace Studies (CHRAPS)

#### **41.1.3 Jurisdiction**

- i. Members of the University as stated herein shall refer to all:
  - (a.) Junior members (students)
  - (b.) Senior members (teaching)
  - (c.) Senior members (non-teaching)
  - (d.) Junior staff
  - (e.) Senior staff
  - (f.) All who transact business with the University
- ii. All parties involved in any given case as well as witnesses shall be treated fairly.
- iii. Where the issue involves a lecturer and his/her student, necessary arrangements shall be made for a disinterested party to co-supervise or mark the examination script, course work or long essay/project of the student.

#### **41.1.4 What Constitutes Sexual Harassment**

Sexual harassment includes the following:

- i. unlawful and discriminating acts with sexual connotations
- ii. unwelcomed physical contact
- iii. suggestive comments with sexual connotations
- iv. unwelcomed derogatory remarks (sexual)
- v. unwelcomed requests for sexual encounters and favours
- vi. indecent assault or rape
- vii. threats of academic failure or promise of academic success or other rewards in exchange for sexual favours
- viii. sexist jokes, which cause psychological distress
- ix. unwanted sexual attention of a persistent nature, made by a person who knows or ought reasonably to know that such attention is unwanted
- x. gender-based bullying or intimidation
- xi. public display of pornographic material
- xii. unwelcomed repeated telephone calls, letters, e-mails, text messages which are derogatory or sexual in nature
- xiii. assaults and rape are criminal offences. These shall be reported to the police

**PLEASE NOTE:**

*The list is not exhaustive. Behaviours which are acceptable to some people may be offensive to others. The point of view of the complainant, and not the intention of the perpetrator, will guide the Advisers or Committee in deciding whether a reported incident amounts to sexual harassment or not.*

*This policy is not against relationships based on mutual consent of the parties involved neither does it cover flirtation, "chats, " jokes and jesting that make life "interesting" for the parties involved and who find these acts acceptable.*

## **42.0 COMPLAINT**

### **43.1 PROCEDURES**

#### **42.1. 1 Making a Complaint**

- i. Any member of the University community may seek advice or informal assistance from the Desk Officer and Advisers whose titles are listed in this policy document.
- ii. No formal action shall be taken until a written complaint has been lodged with the Desk Officer or Advisers.
- iii. There are two options available to a complainant, namely:
  - a) Informal Advisers will mediate between the parties involved to settle the matter amicably
  - b) Formal - The matter shall be brought before an Investigation Committee.

## **42.2 INFORMAL**

### **42.2.1 Registration of Protest by Harassment Victims.**

- i. Any student victim who thinks or feels that he/she has experienced any form of sexual harassment and prefers the informal redress procedure shall first express his/her disapproval of the act to the offender if they think it is possible to do so.
- ii. Secondly, the victim shall then contact the Desk Officer and lodge an official complaint verbally or written.

### **42.2.2 Informal Harassment Redress Process**

- i. After the victim has reported the incident, the Adviser shall ensure that the problem is resolved amicably within **seven days** of the occurrence or complaint of the incident.
- ii. The Adviser shall serve as mediator between the two parties.
- iii. The Advisor shall outline the incident which was considered by the complainant as harassment and advise the respondent to avoid the repetition of the alleged offensive behaviour. If the issue is resolved at this stage no further action shall be taken.
- iv. The respondent shall be required to render an unqualified apology to the complainant. The apology could be verbal or written

- v. The offender shall promise not to repeat the alleged offensive act, intimidate or victimise them by signing a bond.
- vi. It must be pointed out to the offender that taking reprisals against the complainant for the step taken is also an offence and will complicate matters.
- vii. If the matter remains unresolved or the complainant is unsatisfied with the outcome of mediations initiated by the Advisor on the complainant's behalf, a formal procedure shall be sought.
- viii. If the informal complaint is not the first that is being made against a respondent, the Advisor with the consent of the complainant, shall initiate the necessary action using the formal procedure.

## **42.3 FORMAL**

### **42.3.1 Registration of Protest by Harassment Victims**

- i. In the event of harassment, a student who prefers a formal procedure shall submit in writing, a report that indicates the following details of the alleged incident:
  - (a.) time (b.) place, (c.) date (d.), how it happened, and (e.) names of witnesses (if any).
- ii. The complainant may also indicate the type of remedy he/she is seeking.
- iii. A written complaint must be filed within one month of the occurrence of the alleged harassment.
- iv. Where the complaint consists of a series of related incidents, the time limit shall be within two months of the most recent incident.
- v. Within three working days of receiving a written complaint, the Advisor shall inform the offender, of the complaint that has been lodged against him/her.
- vi. If, after one month of filing the complaint, a complainant fails to initiate proceedings, all records pertaining to the incident shall be destroyed.

### **42.3.2 Formal Harassment Redress Process**

If a student prefers a formal procedure for redress, the following processes shall be followed by the Advisor

- i. The Advisor shall submit the written complaint filed by the complainant to the Director, Gender Mainstreaming Directorate/ Desk Officer (at satellite campuses) who shall seek clearance from the Vice Chancellor/Principal to constitute a Committee to investigate the incident.
- ii. The Director, Gender Mainstreaming Directorate/Desk Officer (at satellite campuses) shall establish the Committee and investigate the case.

- iii. The complainant, respondent and witnesses (if any) shall be interviewed separately as part of the investigation proceedings.
- iv. As part of the proceedings, cross-examination may be used. In order to protect confidentiality, the Committee shall meet off-office premises in camera or behind closed doors.
- v. All discussions shall be documented.
- vi. Both parties may be accompanied to the interview by trusted friends or Union representatives.
- vii. The Committee shall investigate the matter and when guilt is established, recommendations shall be made to the Vice-Chancellor/ Principal on the appropriate disciplinary sanctions as laid down in this Undergraduate Handbook on Rules and Regulations.
- viii. Where a complaint is established to be false, the matter shall be referred to the Vice Chancellor/Principal. Necessary consultations shall take place after which the matter shall be dealt with under the appropriate discipline procedures laid down in this Students Handbook on Rules and Regulations.
- ix. On the other hand, if a complainant feels that unfair treatment has been meted out to him/her may appeal to the Vice Chancellor/ Principal who will deal with the matter (he/she, him/herself) the Vice-Chancellor/principal may request to meet' the parties involved if deemed necessary.

#### **43.0 SANCTIONS**

- i. If it is established by either informal or formal redress procedures that the unwanted act did take place, appropriate disciplinary sanctions shall be taken against the offender.
- ii. The gravity of the offence shall determine the form the punishment shall take.
- iii. Sanctions may include:
  - a. A written warning or reprimand to the student/offender;
  - b. Issuance of a written apology statement or retraction by the student/offender;
  - c. Signing of bond to be of good behavior. The student/offender may be required to sign a good behaviour bond and must fulfil the stated conditions. As part of the conditions, the student may be required to pay an amount as determined, to the appropriate University office. The bond will not normally exceed Five Hundred Ghana Cedis only (GH¢500.00). This amount will be returned to the student after one calendar year if the student fulfils the stated conditions of the bond.

Within one calendar year of the bond, any misconduct of the offender not stated in the bond conditions but affects the integrity, proper functioning and property of the University, safety, peace, health and dignity of members and stakeholders of the University shall be considered as a breach of the good behaviour bond and the student shall be deemed to have forfeited the amount deposited.

The student may be suspended in accordance with provision 44.0 (iii) (d) if he/she continues to misconduct himself/herself after one calendar year of the bond.

- d. Suspension from a course(s) or programme academic unit or University for such a period of time up to two years as may be determined after which the student is eligible to return. Conditions for readmission may be imposed;
  - e. Dismissal from the University. Dismissal hereby means that the student shall be permanently banned as a student from AAMUSTED;
  - f. Any offence under the Criminal Offences Act, 1960 of Ghana or under any other criminal law of Ghana considered as a felony shall attract outright dismissal; and as a misdemeanor shall attract suspension for one academic year;
  - g. Withholding of results for a period determinable by the University authorities;
  - h. Denial of privileges/restriction or prohibition to use any University facility including the library or any other facility that may be deemed appropriate for a specified period of time;
  - i. Refund of embezzled funds;
  - j. Disqualification from contesting elections or removal from any office in the University;
  - k. Loss of residential status;
  - l. Restitution which may include payment of costs or compensation for loss, damage or injury to the victim, cost of any recovery exercise of property damaged;
  - m. Repair or replacement of property damaged.
- iv. Notwithstanding these provisions, a student/offender who keeps engaging in prohibited conduct may be punished in any other way deemed appropriate by the Vice Chancellor or Principal as the case may be.

#### **44.0 ANTI-HARASSMENT MANAGEMENT**

##### **44.1 ANTI-HARASSMENT ADMINISTRATION**

###### **44.1.1 Description of Anti-harassment/Terminologies**

- i. **Complainant:** Shall refer to a person who believes that he or she has been harassed and files a complaint.
- ii. **Respondent:** Shall refer to a person alleged to have harassed a complainant.
- iii. **Desk Officer:** A person appointed by the Vice-Chancellor who shall co-ordinate the activities of the Advisors.
- iv. **Advisor:** Contact persons appointed by the Vice-Chancellor to respond to reported cases and provide support services to victims of harassment.

#### 44.1.2 Responsibilities of advisors

Responsibilities of advisors shall include but not be limited to the following:

- i. Assist the complainant in sorting out the facts of the complaint. This is to aid the advisor in establishing whether the offence constitutes sexual harassment or not.
- ii. Discuss the possible ways of redressing the problem with the complainant. The decision to address the issue formally or informally lies with the complainant.
- iii. Provide support and counselling services when needed or refer them to the Counselling Centre.
- iv. Educate both the harasser and the harassed.
- v. Mediate between parties involved in a given case and resolve the matter amicably.
- vi. Draw the attention of both parties to the consequences of resorting to the formal mode as outlined in this document.
- vii. Keep proper record of all reported cases for purposes of improving upon policy, research and quarterly reports submitted to the Vice-Chancellor.
- viii. Advisors shall meet at least twice each semester.
- ix. Organise education campaigns on a regular basis to raise the awareness levels of the university community.
- x. Term of office of the advisors shall be two years. The appointment may be renewed for a further period of two years.

#### 44.1.3 Anti-Harassment Office on Campuses

The Offices designated for anti-harassment issues on the various campuses are in Table 17 below.

**Table 25: Anti-Harassment Office on Campuses**

Campus	S/N	Contact Persons	Office	Contact
Kumasi	1.	Gender Desk, CMD	Administration Building	
	2.	Dean, Student Affairs	Administration Building	
	3.	Director, CC	Counselling Centre,	
Asante Mampong	4.	Desk Officer, CJMD	Administration Building	
	5.	Vice Dean, Student Affairs	Administration Building	



**45.0 OTHER FORMS OF HARASSMENT****45.1 HARASSMENTS NOT COUNTENANCED**

If it is established by either informal or formal redress procedures that the unwanted act did take place, appropriate disciplinary sanction shall be taken against the offender.

**45.1.1 Types of Harassment not countenanced**

The following forms of harassment that shall not be countenanced by the university include:

- a) tribal harassment,
- b) bullying,
- c) personal harassment and
- d) harassment in respect of one's impairments.

**46.0 DEFINITION OF OTHER HARASSMENTS****46.1 Tribal Harassment**

- i. Any behaviour which is deliberately targeted at an individual or group of people which is related to their tribal affiliation or ethnic origin and which is found offensive or considered unacceptable by the victim(s) and which creates a stifling, hostile or intimidating environment.
- ii. Examples of such unacceptable behaviour are exclusion from activities on tribal grounds, ridicule of individuals on tribal grounds, and callings that derogatory.

**46.2 Bullying**

Any behaviour which undermines the confidence, self-worth or self-esteem of the victim(s) and which creates a stifling, hostile or intimidating environment.

**46.3 Personal Harassment**

- i. Gibes (jokes, mockery, tease, ridicule) related to one's trait or appearance, invasion of one's private space; intentional acts targeted at one's self-esteem, which creates a stifling, hostile or intimidating environment for the victim(s).
- ii. Harassment related to one's impairments.
- iii. Derogatory remarks or jokes and harassing behaviour are targeted at People with Disability (PwD).