ANGLICAN UNIVERSITY COLLEGE OF TECHNOLOGY

THE STUDENTS' HANDBOOK

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1.0 INTRODUCTION

1.1 FOREWORD

The ANG.U.TECH community extends you a warm welcome. We are committed to providing a Christ-centered living and learning environment where you will have many opportunities to grow spiritually, intellectually, emotionally, and physically Your time here should be one of tremendous growth, exploration, learning and spiritual upliftment but within the boundaries of guidelines that protect your rights as well as those of your fellow community members contained in this Student Guide. It highlights the fact that freedom is balanced with duty, integrity and honesty are expected in the spirit of Excellence and Service in tune with the famous Anglican Schools motto *"Each for all and all for God".*

This guide describes the expectations for behavior and conduct in the ANG.U.TECH Community and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the rules and procedures that will guide your social conduct as a student while you live and grow in this community of scholars at ANG.U.TECH.

Together with the entire members of this community, let us work together to portray to others how higher education in science and technology should be modeled if it is to lead to personal and national development. Take time and assimilate the contents for your use at the appropriate time and should have a wonderful time studying at ANG.U.TECH.

Do you wish to be great? Then begin by being. Do you desire to construct a vast and lofty fabric? Think first about the foundations of humility. The higher your structure is to be, the deeper must be its foundation.
Saint Augustine, Source unknown 4th / 5th century AD

So once again, welcome to the ANG.U.TECH community. And welcome to our community of shared principles and values.

1.2 Vision

Our vision is to be a leading institution in transforming Ghana's science and technology education for development.

1.3 Mission

To contribute to socio-economic development of society through the pursuit of technology, learning and research at the highest level of excellence.

1.4 Our Core Values

Guided by the three core values of Excellence, Innovation and Service, the College will focus on producing graduates who will take up the responsibility of advancing these values in industry and society, making a positive impact on the living standards of the world.

Excellence

The pursuit of excellence, in teaching, learning, and community service will be encouraged among all members of the ANG.U.TECH community. Excellence is fundamental to all areas of the University College in the processes of developing the academic, spiritual, and social lives of ANG.U.TECH students.

Innovation

The promotion of innovation will be at the core of ANG.U.TECH education and its delivery. It should be cardinal in education, which is an endless pursuit; to seek better solutions that meet new requirements and members of our community are prepared to pursue this interest earnestly in service of humanity.

Service

The provision of service, as a community of scholars and students, the University College seeks to discover, apply, and communicate relevant research for the advancement of human livelihood and knowledge. This will demonstrate the respect for humanity and loyalty to community development.

1.5 Objectives

On the basis of these values, the University College's objectives are derived as follows:

As a Christian University

Anglican University College of Technology is committed to sound biblical moral values. Faith and reason are viewed as complementary, and both are necessary in the search for truth. Thus, students can integrate biblical Christianity with humanities, arts, sciences, behavioural sciences, social sciences, and specialised subjects. ANG.U.TECH tolerates other traditions of faith and lives together with persons of all faiths and traditions whiles extending a meaningful discourse on Christian principles.

As an Anglican University

The University College is wholly owned by the Anglican Communion in Ghana represented by the 10 dioceses. With a remarkable history in secondary education in Ghana, the Anglican Church with similar zeal ensures that education at the University College is pursued in the context of the Christian values to guide students to unearth their God-given purpose. The Gospel is freely proclaimed, reflected upon, related to all that is known, and where the Christian life of love, forgiveness and service is nurtured by precept and example.

As a Socially Responsible University

The University College aims to prepare graduates to lead lives of excellence and service. Its target is to send into professional and managerial ranks, graduates accustomed to searching out areas of need and addressing those needs with skills acquired or strengthened ANG.U.TECH.

As an International University

We value the multicultural dimension of our ANG.U.TECH community. The Office of the Dean of Students provides supportive services to assist international students in acclimatizing to the University College, as well as Ghana. International collaboration is well embraced in uplifting the quality of academic work through international accreditation and joint services, and providing learning opportunities for faculty and students on exchange programmes.

1.6 Institutional Affiliations

The Anglican University College of Technology is currently affiliated to the Kwame Nkrumah University of Science and Technology and the University of Cape Coast.

1.7 Terms used at Anglican University College of Technology

Throughout this Handbook, the following words are used to describe various aspects of life at the Anglican University College of Technology and components of programmes of study:

Junior members

Otherwise also called student, means a person who, after meeting the admission requirements of Anglican University College of Technology, including payment of approved fees, is enrolled for an approved programme of study or research. ANG.U.TECH distinguishes between respectively regular and weekend students, and fresh and continuing students, these are all Junior Members.

Senior Member

A Senior member is a person who has previously obtained a university degree or equivalent professional qualification and is currently holding office at ANG.U.TECH as a teacher, a professional or an administrator

Programme

A programme is a curriculum package that consists of courses and leads to the award of a specific degree, diploma or certificate.

Course

A course is an approved self-contained instructional package with a title, code number, stipulated contact hours and credit weighting.

Academic year

The academic year, also called academic session, consists of weeks of study and examinations and varied periods of break from these activities; it begins in October and ends in July of the following year. The academic year consists of 32 weeks of study divided into 2 semesters of 16 weeks each. In each academic year, admission of students takes place in October/November and in January/February.

Semester

A semester divides the academic year into two equal halves. A semester is made up of periods of classroom and laboratory teaching, field work, practicals and examinations. It is further divided into two half sessions during which weeks of study is followed by a short period of mid-semester examinations. Thus a semester is made up of 12 weeks of teaching, 1 week of mid-semester examinations and 3 weeks of end of semester examinations.

Credit hour

The credit hour is defined as a 60-minute lecture period per week for 12 weeks of teaching or two/three hours of laboratory/practical work per week. In order to qualify as a full-time student, the student must take courses equivalent to 15 – 21 credit hours, both limits inclusive in a semester.

Course credit

Course Credit is defined as one hour lecture or one practical session (of 2 to 3 hours) every week.

Credit Point (CP)

The credit point is the point assigned to each course. These points usually correspond to the number of credit hours the classes meet a week.

Weighted Average

The Weighted Average is the sum of the weights obtained divided by the total number of credit hours (CH) of courses registered.

Cumulative Weighted Average

The Cumulative Weighted Average (CWA) is the sum of the total weights obtained for all courses registered for all semesters divided by the sum of the credit points for all semesters.

Final Weighted Average

The FWA is the CWA for all courses for which the candidate has registered up to the end of the student's academic programme.

Grade Point (GP)

The points earned for each letter grade as stated in the grading system.

Grade Point Average (GPA)

The Grade Point Average (GPA) is the sum of the product of the credit point and grade point for all courses registered in the semester divided by the sum of the credit points obtained for that semester.

Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average is the sum of the product of the credit point and grade point for courses registered for all semesters divided by the sum of the credit points for all semesters.

2.0 ADMISSIONS REGULATION

Admission at Anglican University College of Technology is guided by a set of policies. These rules and regulations govern admissions and they apply to all categories of students who wish to apply for the accredited programmes in our institution.

2.1 Admission Principles

The University is committed to operating an undergraduate admission process which is demonstrably fair, transparent and supported by appropriate and robust policies and procedures. The University's admission policies and procedures are designed to put into effect the following principles:

a. The University is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes. Admission offers are made free of patronage, bias and unlawful discrimination.
b. The University aims to increase the diversity of its student population: we believe that diversity is educationally as well as socially desirable in society, enriching the educational experience for all. We therefore seek to attract a wide range of applicants from different social, cultural and educational backgrounds who can demonstrate the academic ability and the skills required to succeed in their chosen studies.
c. The University aims to offer clear advice and guidance to prospective applicants to enable them make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential.
d. The University aims to ensure that admission offers are made to applicants who are judged to have the background and abilities to have a reasonable expectation of success in the programme to which they are made an offer and who are likely to benefit from university study
e. The University shall engage with, and serve its communities, including the residents of the region in which the University is located
f. The University shall seek to achieve strategic objectives through its admissions
g. Where the number of places in a programme is limited by a quota, places will be offered in order of merit of applicants and alternative programmes may be offered to duly qualify candidates.

h. Admission offers are made on the basis of fair and consistent decision-making undertaken with integrity and impartiality by University staff with relevant knowledge, skills and training.

2.2 Equal Opportunities Statement

The University adheres to a policy of equal opportunities. It does not discriminate against any individual, from the first point of contact through to graduation. Selection for entry is based on academic requirement, academic ability, motivation for study, interest in the subject area and the potential both to benefit from the experience and to contribute to University life while on the programme.

2.3 Roles and Responsibilities

a. The Academic Board is responsible, on behalf of the University, for approving all academic practices and policies.
b. The Dean of Students is responsible for ensuring that policies and procedures in relation to student recruitment and admissions are operated fairly and consistently, and in line with the University's strategic aims and objectives and relevant legislation.
c. The Academic Board is responsible for setting entry requirements for the University's programmes provided such changes are within nationally accepted limits. s
d. Admissions staff are provided with regular training on admissions issues and follow University admissions policies, codes of practice and guidance.

Within these general roles, the University is responsible for:

a. considering each application solely on its merits in relation to the programme, without any other discrimination,
b. working to match the needs of each applicant to the most suitable course of study
c. responding clearly and promptly to all applications, and
d. treating the information within each application as confidential

Applicants are responsible for giving the University honest and full statements of their qualifications and/or prior experience and needs, including:

a. qualifications achieved through formal education,
b. relevant professional or industry experience or training,

c. other evidence of relevant learning achieved through experience,
d. disabilities and any specific needs they have, or
e. any criminal convictions either in Ghana or abroad

2.4 Entry Requirements

The university's admission requirements are strictly based on the minimum entry requirements as determined by the Ghana Tertiary Education Commission (GTEC) and in line with mentor institutions' practice.

2.4.1 Senior Secondary School Certificate Examination (SSSCE)

An applicant must have credit passes (A - D) in six subjects comprising three core subjects: English, Core Mathematics and Integrated Science/Social Studies, and three relevant elective subjects, with an overall aggregate score of 24 or better. Entry is at Level 100.

2.4.2 West African Secondary School Certificate Examination (WASSCE)

An applicant must obtain credit passes (A1- C6) in six subjects including three core subjects: English, Core Mathematics and Integrated Science, and three relevant elective subjects, with an overall aggregate score of 36 or better. Entry is at Level 100.

2.4.3 General Business Certificate Examination (GBCE)

An applicant must obtain credit passes (A-D) in six subjects comprising three core subjects including English and Core Mathematics, and three elective subjects. Entry is at Level 100.

2.4.4 General Certificate of Education (GCE) Ordinary and Advanced Levels

An applicant must have at least credit passes (Grade 6) in five subjects (Including English Language and Mathematics) at the GCE Ordinary Level and at least three passes at the GCE Advanced Level. One of the Advanced Level passes must be grade D or better. Entry is Level 100.

2.4.5 Higher National Diploma (HND) Qualifications

Applicants must have graduated with a good HND certificate (at least 2nd Class lower Division) in a subject area related to health or biological sciences. In addition, the applicant

must have acquired a 2-year post-HND working experience in the field of health. Mentoring institution's practice with regard to entry levels for HND applicants would be applied.

2.4.6 Mature Students' Entry

The applicant must be at least 25 years old and show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least five years old at the time of application;

The candidate must have G.C.E "O" Level or SSSCE/WASSCE Credit passes in English Language and Core Mathematics. Candidates who do not have the required credit passes will be required to take a Special Entrance Examination paper in the two subjects and an Aptitude test.

2.4.7 Foreign applicants:

The University attaches great importance to the cross-cultural experience that is made possible by foreign students on campus. And we are keen on making your study a great experience.

All foreign applicants should have their secondary school certificates/diplomas translated into English with an accompanying statement on equivalencies to the Ghanaian system, listed above, from the Ghana Tertiary Education Commission (GTEC), Ghana.

2.5 How to apply

To apply for a programme at ANG.U.TECH, one can use one of the under listed processes:

- There are two application modes for our Degree programmes. Applicants can apply online or by picking the form at our offices. Application forms are for sale.
- To apply online, visit the University College's website: *https//www.angutech.edu.gh*. Navigate to the Admissions page and select *Apply Now*.
- Complete the Form, upload all relevant attachments, and submit. Print a copy of your completed Application Form for reference purposes.

2.6 Admission

The following processes shall guide the recommendation for admissions:

2.6.1 Selection of candidates

The final decision on the suitability of candidates for admission to any course rests with the Admissions Committee of the University College acting on behalf of the President.

2.6.2 Offer of Admission

Candidates offered admission shall be notified in writing by the Registrar.

2.6.3 Acceptance of Admission

The offer of admission shall be provisional, and individual candidates shall be required to:

a. Accept the offer of admission by paying the prescribed fees, within the specified deadline.
b. Comply with any other conditions that may be contained in the admission letter.

2.6.4 Non-Acceptance of Admission

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

2.6.5 False Declaration

Any candidate found to have made a false declaration in their application shall be withdrawn from the University College.

2.7 Fraud

The Anglican University College of Technology will not admit applicants on the strength of information considered to be fraudulent. Where an applicant is suspected of having provided a fraudulent application, the application will be assessed in the first instance on the basis of standard academic and non-academic selection criteria. If it is recommended that an offer be made, an investigation of the fraud will be carried-out before the final decision is made. The University reserves the right to reject or cancel an application under these circumstances. The University may terminate a student's registration if he/she is found at a later stage to have submitted a fraudulent application to the University.

3.0 REGISTRATION AND ENROLMENT

3.1 Registration

Every student attending classes at ANG.U.TECH must register and pay tuition and other fees. Registration is the systematic process that reserves seats in particular classes for eligible students. It is accomplished by selecting all courses prescribed for the semester and completing a registration schedule at the Registrar's office. The Registration Forms must be endorsed by the Head of Department and this must be completed before the commencement of lectures

A student who is not officially registered for a University course may not attend the course. No student may register after the stated period unless he or she obtains the consent of the Dean. There will be a penalty for late registration after the registration deadline.

3.1.1 Registration by Fresh Students

a. All fresh students shall pay the prescribed fees at the beginning of each academic semester to commence the registration process.
b. Registration of fresh students shall be completed four weeks after reopening. And it will not be considered complete unless a medical examination has been passed.

3.1.2 Registration by Continuing Students

Before registering for a course, the student must meet the pre-requisites or equivalent courses, as prescribed for that course. A student whose fees are in arrears and unpaid at the beginning of a semester shall not be allowed to register for the new semester, until all outstanding fees have been fully settled.

a. A fine, determinable from time to time and advertised, shall be imposed for failure to register for each day after the deadline for registration.
b. No registration shall be allowed beyond four weeks after close of registration.

3.1.3 Lapsed Registration

1. An undergraduate student's registration is deemed to have lapsed if he/she fails to:
    a. Renew his/her registration in any one semester as state above.
    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 within the approved period.

2. Lapsed registration may be reactivated by the Academic Board only if the candidate shows sufficient cause as to why his/her registration lapsed. The candidate shall present his/her case in the form of a written application channelled through the department to the Registrar for the Academic Board's consideration and approval.
3. In addition to any other conditions that may be prescribed by the Academic Board in granting the application for reactivation of registration, the candidate shall:
   a. Complete all registration formalities including payment of any outstanding fees;
   b. Pay a fine twice the amount paid for late registration.
4. A registration that has lapsed for over two semesters shall not be reactivated.
5. Student who fails to register by the approved date will not receive any grades even if they attend classes.
6. Every student shall check 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.

3.2 Academic Calendar

The University Calendar consists of two semesters. The First Semester begins in October and ends in March. The Second Semester begins in March and ends in July. An accelerated calendar programme also exists for January admissions from January to July each year.

3.3 Orientation

Anglican University College of Technology requires all new undergraduate, degree-seeking students enrolling for the first time to attend a full Orientation session which takes place at the beginning of each academic year after registration. Parents, friends or family members may not attend in lieu of the student. Students will not be excused from all or part of an Orientation session.

The orientation programme includes a basic introduction to the spiritual, academic and social dimensions of their education. The purpose of the orientation may be summarised as follows:

a. To induct fresh students to the University and provide guidance for adapting to life at the university.

b. To refocus students to their new environment and inspire them towards academic excellence.
c. To introduce them to the academic and social rules and regulations that governs the University College.
d. To let students know their rights, privileges, obligations and responsibilities in relation to University authorities and statutory bodies

Questions regarding the orientation programmes may be directed to the Dean of Students.

3.4 Medical Examination

The University requires all students enrolling for the first time, to undergo a medical examination. A medical report is a pre- requisite for registration. The institution shall identify an appropriate government health facility to carry out the medical examination of every student on admission.

The areas to be screened shall consist of:

a. Hepatitis B, C
b. Typhoid
c. Visual/ Eye screening
d. Auditory / hearing tests
e. Vital signs (blood pressure, temperature, pulse, respiration)
f. Hb electrophoresis
g. Blood group testing
h. Sickling test
i. Chest x-ray

NB: HIV/AIDS is on-request. Students who request for it to be done shall undergo pre-counselling at the medical facility.

Results of medical examination shall be kept in confidence at the medical facility. Should there be the need for further investigation or special treatment, the medical practitioner in charge shall request to meet with the said student by notifying the Dean of Students but shall not disclose the specific reason for summoning the student.

If in the view of the medical practitioner, a student has a condition that poses a risk to others, the medical practitioner shall advise accordingly on the steps to be taken.

3.5 Change of Session

a. Any change from one session to another may be requested by completing the relevant form. The form can be obtained from the Academic and Student Services Directorate.
b. A change from or to the Weekend or Sandwich Schools can only be done at the beginning of a new academic year.
c. In all cases, a request for change of session can be considered only when there is a vacancy.
d. All changes of session must be authorised by the Heads of Department.

3.6 Matriculation Ceremony and Oath

The matriculation ceremony is a University tradition in which new students are officially admitted into ANG.U.TECH, and given all rights and privileges that pertain to scholarship in the University College. During the matriculation ceremony, students will take oaths of allegiance to the University College, particularly of good behaviour, and the upholding of all university rules and regulations.

3.7 Student Identification Card

The Office of the Registrar issues identification (ID) cards to all students upon registration for the first time. The ID card and number are the student's unique and official University College identification and will be used for all examinations and certification purposes. Students are required to present their ID cards when required by an Officer of the University. The cards must be returned to the Administrative Officer of the College by the student upon termination of his/her academic career at the University College. A lost ID card may be replaced at a fee.

3.8 Names of Junior Members

For the purposes of the University College’s records, students are known only by the names which they used on their documents on their initial entry into the College. Names on degree certificates shall conform to names used on original entry, except for change of surname only for female students who get married during their course of study.

3.8.1 Change of Names

As an institutional policy, the University College does not accept changes or amendments of biological records. However, when a female student gets married, she may apply to have her name altered to include the surname acquired by marriage, followed in parentheses, by the word "née" and her former surname. In such cases, proof of marriage will be required before the official change is made. Name changes shall not be effected for male students, irrespective of the circumstances.

3.9 Student Acceleration, Deceleration, Attrition, and Deferment

3.9.1 Student Acceleration

Progression from level 100 to level 200

To progress from level 100 to level 200, the student must:

a. Pass all courses (obtain Grades A-D)
b. Attain a minimum CWA of 45% or CGPA of 1.0
c. Accumulate the required minimum credits for the two semesters.

If a Level 100 student fails courses totalling twelve (12) credits registered for an academic year (either in the first, second or in both semesters) he/she will be dismissed for poor academic performance at the end of the second semester. Such a student may, however, reapply for admission into a different programme the following academic year.

Progression from level 200 upwards

To progress from Level 200 to 300 or from Level 300 to 400, the student must:

a. Attain a minimum CWA of 45 or CGPA of 1.0
b. Not fail courses totalling more than 9 credits registered for the academic year.

A student who fails to satisfy conditions (a) or (b) or both shall be placed on probation or asked to be an external candidate depending on the gravity of failure as detailed below:

3.9.2 Academic Probation

Probation means repeating failed courses and, where possible, making up the workload with the appropriate courses for the next level. Academic counselling shall be provided for students on probation, for the purpose of guiding such students to make effective course management decisions. A student shall be considered to be on probation in any of the following situations:

If a Level 200 or Level 300 student fails courses not exceeding 9 credits at the end of the second semester examination he/she will progress to the next level but will be required to repeat those courses. Such a student will have to drop some of the current level courses and substitute them with the failed courses.

a. A student on probation is not allowed to do more than 18 credits in a semester.
b. A student who is trailing/repeating a course will be required to attend lectures, take quizzes, assignments and end-of-semester examination for the trailing/repeating course(s).
c. A student on probation has two (2) chances to pass the failed course(s)

In consultation with his/her academic advisor and with the approval of the Department, a student on probation may be allowed to take another course in place of the failed course if the failed course is not a core course or an essential prerequisite course.

3.9.3 Repeating/External Candidate

If a student fails courses totalling more than 12 credits, he/she will be allowed to repeat the failed courses as an "External candidate". An external candidate is one not taking the full complement of courses and is therefore reading only repeated courses. He/she will register for the repeated courses only and must pass them within one academic year before progressing to the next level.

a. An external candidate will retain the lower level status until he/she meets the requirements for progression to another level.
b. An external candidate will be required to attend lectures and practical lessons, fulfil continuous assessment requirements and pay appropriate fees as determined by the university from time to time.
c. External candidates must pass the repeated courses at one sitting only. If an external candidate fails to pass, he/she will be dismissed for poor academic performance.

d. An external candidate in consultation with his/her academic advisor and with the approval of the departmental head may be allowed to take another course in place of a failed one if the failed course is not a core course or an essential prerequisite course.
e. An external candidate must avail himself/herself of and benefit from, Academic Advisory and Counselling Services to be provided by the University.

3.9.4 Withdrawal and Dismissal

Withdrawal

A student may voluntarily withdraw from the University or may be officially dismissed/ withdrawn from the University for academic and non-academic reasons.

A student who wishes to withdraw voluntarily from the University must report to the Faculty Office at that time and go through the specified procedures. If a student leaves the University and fails to withdraw officially, it will result in an "F" grade notation on the student's permanent record for all courses he/she has registered.

Dismissal

A student may be dismissed for academic and non-academic reasons.

a. Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme and shall be dismissed.
b. A student who is withdrawn on academic grounds may re-apply for admission. A student who is dismissed on disciplinary grounds will not be considered for readmission at a later date.
c. A student seeking re-entry after voluntary withdrawal from a programme of study must write a letter to the Provost and inform him/her of the decision. On re-entry the student must report to the Assistant Registrar and go through the appropriate formalities

3.9.5 Deferment

a. A student who wishes to defer his/her study programme shall apply two months before the beginning of the academic year to the Dean of the Faculty/School, stating why he/she wants to defer his/her programme. Permission should be duly granted before he/she leaves the University.

b. A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her programme.
c. However, a first year student may be granted permission to defer his/her programme on medical grounds on the recommendation of a Medical Practitioner recognized by the University.
d. Deferment may be granted for one academic year only, within the entire duration of the programme.
e. Where an application for deferment is granted, deferment shall be for one academic year, i. e. deferment shall not be allowed for one semester only.
f. A student who breaks his/her studies for more than two continuous semesters shall be deemed to have lost any accumulated credits. Such a student may however be allowed to re-apply for admission into the University.

3.10 Requirements for Graduation

To qualify for the award of a degree, candidates must satisfy the following requirements:

a. Passed all required (core and elective) courses (specified for his/her programme of study);
b. Obtained a minimum of 120 credit hours.
c. Achieved the minimum CWA of 45%. or CGPA 1.0
d. Satisfied any other requirements of the Faculty/School or Department.
e. Discharged all financial and other obligations to the University College.

3.11. Classification of Degree

For programmes that are affiliated to Kwame Nkrumah University of Science and Technology (KNUST), the Bachelor's Degree shall be classified as follows:

Class Designation	CWA
First Class (Honours)	70.00 - 100
Second Class Upper Division (Honours)	60.00 – 69.99
Second Class Lower Division (Honours)	50.00 – 59.99

Third Class	45.00 – 49.99
Pass	40.00 – 44.99
Fail	< 40.00

For programmes that are affiliated to University of Cape Coast (UCC), the Bachelor's Degree shall be classified as follows:

Class Designation	CGPA
First Class (Honours)	3.60 – 4.00
Second Class Upper Division (Honours)	3.00 – 3.59
Second Class Lower Division (Honours)	2.50 – 2.99
Third Class	2.00 – 2.49
Pass	1.50 – 1.99
Fail	< 1.5

3.12 Confirmation of Award of Degree/Diploma

a. A list of candidates who are deemed eligible shall be presented to the Academic Board for approval. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a degree/diploma.
b. Anglican University College of Technology is affiliated; as a result, the ANG.U.TECH degrees and certificates will be conferred and awarded by the Mentor institution until such a time that ANG.U.TECH becomes chartered as an independent University.
c. Attendance at graduation ceremony is optional for graduating students, although payment of the applicable graduation fee is mandatory.

3.13 PRESENTATION AND CANCELLATION OF AWARD

3.13.1 Presentation of Award

Following the confirmation of an award of a degree/diploma, the candidate shall be entitled to an award of a certificate of the appropriate Bachelor's Degree/Diploma issued under the seal of the Mentor institution and at a congregation of the University College for that purpose.

3.13.2 Cancellation of Award

Notwithstanding previous confirmation of an award of a degree and the presentation of a certificate, the Academic Board may at any time recommend to the mentor institution to cancel an award, even with retrospective effect, if it becomes known that:

a. A candidate had entered the university with false qualifications, or
b. A candidate had impersonated someone else, or
c. A candidate had been guilty of an examination malpractice, or
d. There are other reasons that would have led to the withholding of confirmation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on the University College Notice Board and the candidate notified. Such a cancellation and the reason for it shall be entered on the candidate's transcript.

3.14 Academic Honours

a. The Archbishop's Award:
   This award is given to a student who enrolled at Level 100 and obtained the highest CWA at the time of graduation.
b. The President's Award:
   This award goes to a student who enrolled at Level 100 and obtained the second highest CWA at the time of graduation.
c. The Dean's Honours List:
   Students who have carried at least 15 semester credits are eligible for the Dean's Honours List if they have achieved CWA of 70% or above in the preceding academic year. This list is published at the beginning of each academic year.

3.15 Transcripts

Copies of a student transcript of his or her academic record shall be made available to him or her. Students may pick and fill a form from the Registrar's office and pay the prescribed fees. Official transcripts to overseas institutions shall attract fees in US dollars or its equivalent in Ghana cedis (GH¢).

a. The transcript shall record all courses taken and all results obtained. Students would be expected to provide the following details:
    i. Full name of student as known in the records of the University
    ii. Name of programme studied at the University and name of Certificate awarded
    iii. Current address
    iv. Name and address of recipient, if any
    v. Receipts of payment of prescribed fees
b. Students are informed that adequate advance notice, not less than two (2) weeks, is required for transcript processing. No transcript shall be released to anyone who has failed to meet all financial obligations to the University.

3.16 Certificates

Certificates are issued after the congregation ceremony. Alumni should collect their certificates in person at the Registry at the Nkoranza Campus.

3.17 Replacement of Certificate

The University does not replace lost certificates. Alumni who misplace their certificate may apply for an 'attestation letter' in lieu of the certificate.

4.0 EDUCATION AT ANG.U.TECH

4.1 Academic Policies and Regulations

To develop and maintain the highest academic and professional standards, the University College considers academic issues a topmost priority and has established a number of policies and regulations to guide the conduct of its members (Senior and Junior).

All students of the University College shall sign, upon admission, an undertaking to comply with rules regulating academic and social conduct of students that will from time to time be instituted by the University College. Copies of such regulations shall be deposited with the Registrar, Officer responsible for Students affair, academic Deans, and Heads of Department, and shall be brought to the attention of students. Ignorance of regulations or of any public notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student shall, upon enrolment, be required to obtain a copy of all regulations regarding student conduct.

The operation of these Regulations is without prejudice to the application of the general laws of Ghana, which applies to all persons in the University College.

4.2 Academic Excellence

Academic excellence in teaching, research and service to the community is well recognised and forms an important and integral part of the academic and organizational life of the University College.

4.3 Academic Integrity

The University College is committed to producing honest and responsible scholarship in line with approved national and international standards of quality assurance of academic integrity. We emphasise integrity on the part of our students and faculty. We acknowledge that assignments exist to help students learn, grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

4.4 Academic Freedom

We recognise the spirit of free and critical thought and enquiry, through tolerance of a diversity of beliefs and understanding as well as fostering open exchange of ideas and knowledge amongst the staff and/or students. Lecturers and Students are at liberty to inquire or study into any subjects that evokes their intellectual concern; to present their findings to their students/colleagues and others; to publish their data and conclusions without control or censorship and to teach or express their opinion in the manner they consider professionally or ethically appropriate.

4.5 Teaching and Learning

With a student-centred approach, we create a holistic and serene teaching and learning environment fit for delivering tailored and relevant training of ethical leaders. We ensure adequate provision of resources (lecture rooms, skills laboratory, library, ICT facilities etc.) to enhance teaching and learning. In that regard, ANG.U.TECH is planned as an ICT-based institution which combines the traditional face-to-face mode of teaching and learning with virtual teaching and learning through the use of electronic mode of communication, including the world-wide-web. The idea is to bring students in the Colleges into contact with lecturers both on- and off-campus, within or outside the country.

4.6 Research Relevance

ANG.U.TECH is built on the pillars of research, practical application of research results and entrepreneurship. This is expected to broaden the scope of our students in terms of research and to ensure that it addresses relevant national and social problems.

4.7 Professional and Ethical Standards

We subscribe to professional and ethical standards by upholding the highest professional standards and ethical behaviour through openness, honesty, tolerance and respect of individuals in all disciplines.

4.8 Schools/Faculties

The University College has two Schools and one Faculty which are responsible for four academic programmes as follows:

a. School of Food and Health Sciences
    i. B.Sc. Physician Assistantship
    ii. B.Sc. Nursing
b. School of Business Administration (with options in:)
    i. Human Resource Management
    ii. General Management

4.0 ACADEMIC PROGRAMMES

4.1 Objectives of Undergraduate Programmes

The objectives of the undergraduate academic programmes are to:

a. Equip students with broad intellectual knowledge that makes them versatile, more creative and more critical in their reasoning.
b. Help students to develop self-confidence, habits of honest scholarship, ability to innovate and to adopt a constructive and development-oriented approach to problem-solving.
c. Enable students to acquire the relevant knowledge and skills needed for the pursuit of careers in different sectors of the economy and for self-improvement.
d. Equip students with knowledge and skills for postgraduate training in various fields of specialisation.

4.2 Undergraduate Programmes of Study

Currently, the University offers the following undergraduate programmes each of which has duration of four (4) years:

a. BSc. Business Administration (with options in):
    - Human Resource Management
    - General Management
b. BSc. Nursing
c. BSc. Physician Assistantship Studies

4.3 Credit Weightings

Generally Courses offered at the University are assigned 1, 2, or 3 credits on the basis of contact hours (Theory and laboratory/practical work) as follows. A one-credit course is a course which has either one contact hour theory class per week for one semester or two/three contact hour's laboratory/practical work per week for one semester.

a. A two-credit course is a course which has either two contact hour theory classes per week for one semester or one hour of theory and two/three hours of laboratory/practical

work per week for one semester or six hours of laboratory/practical work per week for one semester.

b. A three-credit course (a full course) is a course which has either three contact hour theory classes per week or two contact hour theory class and two/there hours of laboratory/practical work per week for one semester.
c. There are exceptional cases where more or less credits are assigned to laboratory/practical work field work courses if required by the Departments and Professional bodies.

4.4 Credit weighting for Experiential Training

a. A full semester's experiential training programme together with project work should earn a maximum of 15 credits.
b. A six-week supervised internship/industrial attachment which culminates in the writing and submission of a report shall be assigned a minimum of three credits and a maximum weighting of four credits.
c. A four-week supervised long vacation practical training programme culminating in the writing and submission of a report shall attract a maximum weighting of three credits.
d. A minimum two-week supervised field trip undertaken by students with the submission of a report shall be assigned a maximum weighting of one credit.
e. All student project reports/dissertations/long essays shall attract a minimum of three credits and a maximum weighting of four credits.

4.5 Coding and Numbering of Courses

All degree courses shall have three letter and three digit number codes. The letters signify School/Faculty/Department or programme. This is then followed by the three digit number in the following ranges:

Level 100 Courses: 100-199

Level 200 Courses: 200- 299

Level 300 Courses: 300-399

Level 400 Courses: 400 -499

a. The first digit refers to the level or year in which the course is offered
b. The second and third digits refer to the semester in which the course is offered e.g.: 0 for both semesters, an odd number (1,3,5,7, etc), refers to the first semester and an even number (2,4,6 etc) refers to the second semester

4.6 Work-Load

A student shall be required to carry a minimum work-load of 15 credits and a maximum of 21 credits per semester, except in special programmes where the maximum shall not exceed a number approved by the Academic Board. The total credit hours for any of the four-year programmes shall be a minimum of 120 credits and a maximum of 152 credits

4.7 Industrial Attachment

It is mandatory for all students to undertake the industrial attachment. An industrial attachment combines coursework in a particular academic area with a professional work experience. These two strategies—classroom (or theoretical) training, and professional (or practical) experience—complement each other.

A student who finds an organisation for attachment must contact the Programs Coordinator for an official Introduction letter from the University to be submitted to the organisation. Students shall be supervised and assessed during the attachment.

4.7.1 Code of Conduct during the Industrial Attachment

Students shall be governed by the rules and regulations of Accra Technical University as well as those of the organisation where the attachment is being done.

4.7.2 Logbook

Each student will be supplied with a logbook by the Programmes Coordinator. Students would be required to record procedures performed, observed, and/or assisted, during clinical attachment in their Logbooks. Logbooks must be completed on a daily basis and endorsed by Clinical Supervisors and finally by the Programmes Coordinator at the end of the attachment programme.

5.0 TEACHING ETHICS AND ASSESSMENT

5.1 Teaching Methods

a. Teaching is a combination of lectures, practical classes, case studies, role-play, clerkship and preceptorship. Throughout the course, attention is given to the development of skills that students need in whatever career they may pursue after graduation.
b. The University endeavours to achieve excellence in teaching at all levels. The University encourages group teaching in the computer laboratory and the language laboratory. Rigorous fieldwork is mandatory for students in programmes such as Nursing, Physician Assistantship and Agribusiness Management.
c. Lectures offer opportunities for students to listen to faculty expound their interpretation of important issues. They are meant to form the basis of further reading, questioning and thinking. Lectures offer opportunity for basic knowledge and concepts to be acquired. Students are however expected to read and explore beyond the lecturers' materials.
d. Tutorials offer opportunity for further discussions. The work a student prepares for tutorials is discussed with other students. Students have more opinions to listen to, and more opportunities to share their thoughts.
e. Programmes of visiting speakers are arranged each year and students are able to take advantage of opportunities to visit local businesses and organisations. In their fourth year, students go on internship, undertake a project or prepare a case study involving contact with a particular establishment.
f. Students' assignment and in-class project are mandatory.
g. Plagiarism: This is defined as unacknowledged use of conjoin words, text or material from a source other than one's own. It is an offence and will not be tolerated.

5.2 Class Attendance

a. Students are required to attend all lectures and laboratory/practical classes. Lateness to classes will not be tolerated.
b. A student who is absent for a Cumulative Period of 21 days from all lectures, tutorials and other activities prescribed for any course in any semester shall be deemed to have

withdrawn from the course and therefore shall not be permitted to sit for the end of semester examination.

c. Class attendance shall attract a maximum of five marks per course per semester. This is calculated on the basis of 0.5 marks for each class attended for ten weeks.

5.3 Assessment Requirements

Assessment of students' performance in each course will be done through a combination of continuous assessment and end-of-semester examinations. These may take the form of written papers, clinical and oral examinations and/or objective structured clinical examination (OSCE).

a. For student in the Nursing programme, continuous assessment shall constitute 40% of the overall grade and the end-of-semester examination shall constitute 60%.
b. For students in the Physician assistantship programme, continuous assessment shall constitute 30% of the overall grade and the end-of-semester examination shall constitute 70%.
c. For students in the Business programme, continuous assessment shall constitute 40% of the overall grade and the end-of-semester examination shall constitute 60%.

5.3.1 Continuous Assessment

Continuous assessment shall comprise a mid-semester examination and at least one of the following: quiz, essay, short test and other assignments. All assignments must be completed and submitted on or before the date required except in cases where previous arrangements have been made with the lecturer. No lecturer is obliged to accept late assignments. Under unusual circumstances a student, in consultation with the course lecturer, may be granted up to two weeks' extension to complete course work. The student must initiate all such requests. After this, grades are permanently recorded and not subject to change.

Where a student fails to take part in any continuous assessment without prior written explanation, a mark of zero will be assigned and the final grade will be the total of his/ her end-of-semester examination mark and whichever of the continuous assessments taken. If a student gives a prior written explanation for missing a continuous assessment which is acceptable to the lecturer, the lecturer may, in consultation with the Head of Department, set another assignment/quiz for the student to write.

5.3.2 End-Of-Semester Examination

Each course, with the exception of a Project, shall normally be completed and examined at the end of one semester. A student who is absent from the end of semester examination for no justifiable and pre-notified reason shall be given an F grade. In case of an emergency, a student must obtain permission from the Director, Academic and Student Services to write the paper at a different time.

5.3.3 Clinical Assessment

For every course that has a practical or clinical component, students will be examined as part of the end of semester examinations

For students in the Physician Assistantship programme, practical component of clinical courses shall constitute 20% and the theory shall constitute 80% of the end of semester examination.

The clinical courses are Basic and Advanced Nursing, Clinical Methods, Internal Medicine, Paediatrics, Surgery, Obstetrics and Gynaecology, Medical Imaging, Emergency Medicine.

5.3.4 Criteria for success in clinical examination

The pass mark for each course shall be 50%.

5.4 Grading System

a. A student's performance in a course shall be graded as follows:
   i. For KNUST affiliated programmes:

RAW SCORE	GRADE	INTERPRETATION
70 – 100%	A	Excellent
60 – 69%	B	Very Good
50 – 59%	C	Good
40 – 49%	D	Poor
0 – 39%	F	Fail

   ii. UCC affiliated programmes:

RAW SCORE	GRADE	CREDIT VALUE	INTERPRETATION
80-100%	A	4.00	Excellent
75-79%	B+	3.50	Very Good
70-74%	B	3.00	Good
65-69%	C+	2.50	Fairly Good
60-64%	C	2.00	Average
55-59%	D+	1.50	Satisfactory
50-54%	D	1.00	Pass
0-49%	F	0	Fail

b. Other grades

i. I - Incomplete: shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty/School Board as satisfactory. Examples of such cases include illness during examinations with medical evidence. Other cases may apply but must be approved by the Faculty/School Board.

Note:

- It is the responsibility of students to ensure that all 'I's are rectified the very next time the course is available.
- To receive an authorized grade of incomplete (I), a student must have the written approval of the Dean of Faculty and the lecturer prior to the deadline for submission of semester grades.
- An incomplete grade shall be replaced by a final grade of "F" if a student fails to complete the course at the next available opportunity.

ii. Z– Disqualification: A grade Z which denotes disqualification from an examination as a result of an examination malpractice or offence shall be awarded whenever it has been established that a student had attempted to gain an unfair advantage in an examination. Such a student may be debarred from taking the University College examination for a stated period. A grade Z may be awarded only by the Faculty/School Board.

5.5 Research Policy

Final year students are required to:

a. Carry out and write a report on a research project.

b. Be supervised by at least one faculty member.
c. Meet the standard of the ethical review committee prior to the commencement of the research.

5.5 1 Plagiarism

Plagiarism is presenting material copied from published literature (books, papers, newspapers etc.) without acknowledging the source of information. Using another's ideas, words or work as one's own shall be considered a violation of the College's policy on plagiarism. Students who use others' intellectual property shall be expected to accord the appropriate acknowledgement to the cited text, failure of which shall attract appropriate sanctions.

Fabrication: Any falsification or invention of data citation or other authority in an academic exercise.

Previously Submitted Work: Presenting work prepared for and submitted to another course.

Unauthorised Access: Any unauthorised access to any person's files or computer account.

Unauthorised Research: Failure to obtain approval of the Institutional Review Board for research involving human subjects.

Alteration or Misuse of University documents: Any alteration or misuse of University documents, including acts of forgery and/or furnishing false information.

5.6 Recording of students' performance

Lecturers are given score sheets for recording students' continuous assessment and end of semester examinations scores. These scores are uploaded unto the Students' Information Management System (SIMS) from which transcripts are then generated.

5.7 Academic Advising

The purpose of academic advising is to assist students in their growth and development by constructing meaningful educational plans which are compatible with their life goals. It is a continuous process built on the frequent, accumulated personal contacts between advisor and advisee. Academic advising fosters the development of the whole student and encourages the successful completion of degree requirements and timely graduation.

a. Academic Advisors are responsible for advising students assigned to the Department, either individually or collectively, on academic related issues such as:
    i. examination processes/malpractices
    ii. choice of courses within a programme
    iii. relevance of programmes to future career
    iv. change of programme and courses
    v. deferment of programme for health, financial and other reasons
    vi. re-sit cases
    vii. health-related matters
    viii. study habits
    ix. minimum/maximum credit loads.
b. Liaising with the Head of Department, Dean of Faculty/School, Dean of Students and Chaplaincy in dealing with the issues assigned.
c. The Advisor is expected to:
    i. meet all students, at least, twice in a semester
    ii. advertise hours and venues for meeting with students
    iii. keep proper records of meetings with students and inform the Head of Department at the end of each semester

5.8 Quality Assurance

5.8.1 Students Assessment of Teaching

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

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 had offered in the semester. It is expected that all students will complete the appraisal forms (either online or by hard copy).

5.8.2 Lecturers feedback on Teaching & Learning

Lecturers are also required to appraise students' participation in the teaching and learning process to enable the determination of our efficiency of operation as a University College

6.0 STUDENT LIFE AND SERVICES

6.1 Office of the Dean of Students' Affairs

The Office of the Dean of Students' Affairs is responsible for the general welfare and discipline of all students and gives meaning to the role of Senior Members as acting in loco parentis for students. The office works in close collaboration with the Registry, Hall authorities, and the Students Representative Council (SRC) to ensure the welfare of students. The office in conjunction with the Hall Master is in charge of the management of the Residential Student Facilities.

6.2 Commercial Food Service Providers

There is a food service provider on campus and which is a restaurant on the East side of the campus near the academic block.

Anglican University College of Technology provides various physical facilities for students use. These include a hostel, a library, ICT laboratory, Basic Science laboratory, vehicular transport, parking spaces etc.

6.3 School Hostel Facility

Because the University College understands that the right accommodation is an important factor in the student's life and performance, it is constantly working to improve the accommodation facilities. The institution also encourages private companies and individuals in and around the University College to invest in modern students accommodation facilities in our Campus locations.

6.3.1 Admission to Hall of Residence

a. Accommodation in the university hall of residence shall be based on availability of space and a student's ability to pay the rent and other charges.
b. All resident students must note that tenancy for the school hostel is for a one-year period (two semesters).

6.4 University College Library

The ANG.U.TECH Library provides a well-resourced facility to provide renowned and relevant books and materials for academic purpose. The library aims to ensure that all users are able to access information electronically for the same purpose.

The sections below discuss the rules and regulations guiding the ANG.U.TECH Library. Students are advised to abide by these rules and regulations, or face disciplinary action.

6.4.1 Admission to the Library

a. Access to the University College Library is restricted to Senior Members, Junior Members and staff of the University College who are in possession of a current valid identity card issued by the University, and to such other persons as may be authorised by the Librarian.
b. Both Senior and Junior Members of the University College are required to carry their identity card to gain entry and to use the Library, and must produce this when required to do so by an authorised person.
c. The Library is a quiet study environment. All users must maintain silence at all times while in the library.
d. No litter is allowed in the Library or anywhere on the University premises.
e. Conversations and group discussions are strictly prohibited.
f. Eating and drinking are prohibited. No food or drink is allowed into the library, including fruits, candies, and other wrapped confectionaries.
g. Sleeping in the library is not allowed. All users must leave the Library when done with their research, to make room for other users.
h. Handbags and school bags are not allowed into the library. Students may keep their bags with the Library attendant, at their own risk. The University will not be liable for any personal possessions lost in or around the Library.
i. In cases of disputes, users may call the attention of Library staff to resolve conflicts. In the worst case, the Librarian may be called in.
j. Phones should either be switched off or set to silent mode on entering the libraries. The use of mobile phones to make and receive calls is prohibited. Users failing to comply with these requirements, or who behave inappropriately anywhere in the Library will be asked to leave. Any subsequent incidents will be subject to a fine and/or ban, or

referral to the Dean of Students Affairs for consideration within the terms of the appropriate University disciplinary procedures.

k. The use of personal audio equipment is not permitted in the Library if its use disturbs others. Photography, filming, and sound recording are not allowed without the prior permission of the Librarian.

6.4.2 Use of Facilities and Services

a. No book is to be written in, cut, or damaged in any way. Any defect in or damage to any book must be reported to the library staff immediately.
b. Readers / students must not trace any picture or figures from books or other library material.
c. Readers and borrowers will be held responsible for any damage to, or loss of, books in their charge, and will be required to pay the appropriate repair or replacement costs of such damaged or loss
d. Personal possessions, including laptops, should not be left unattended in the library, for reasons of security and to avoid tying up study spaces. The Library has no responsibility in case of damage to or theft of personal property.
e. Mains operated personal equipment, except laptops, should not be used without the prior permission of the librarian. Where use of the mains is permitted, other equipment should not be unplugged and wires should not trail so as to cause a trip hazard. Furniture should not be moved.
f. Users are required to comply with copyright regulations when printing or downloading from information resources in electronic format.
g. Data retrieved from the Library's electronic resources may not be used for purposes other than learning, teaching, research, personal educational development, administration and management of the library. Users must also comply with the specific requirements of individual data providers. Passwords must never be deliberately or inadvertently revealed or made accessible to others. Access to e-resources will be withdrawn in case of abuse.

6.4.3 Borrowers and Privileges / Obligations

a. Books shall be issued to students for a maximum duration of one (1) week per lending transaction.
b. Every late item will attract overdue charges
c. Reference books and periodicals are generally available for short-term use within the library, and are not to be taken out of the library.
d. A book may be renewed if it is not on hold and the current borrower has not exceeded any limits.
e. A library material may be placed on hold by a user who intends to borrow the material and it is currently in use by another user. Upon registration of a hold, the current holder will be notified and given a time limit during which to return the item. Exceeding notification deadlines will attract overdue fines.
f. Borrowing privileges will be withdrawn if a Borrower owes overdue fines to the library.
g. The University College reserves the right, without explanation, to deny a user access to the library or any library material.

6.4.4 Offences and Sanctions

S/N	OFFENCE	SANCTION
1.	Late return of library item	Two Ghana Cedi (Gh¢2.00) per day until returned.
2.	Loss of library item	The Borrower shall pay twice the current price of the item, plus a processing fee of Gh¢10.00 (Ten Ghana Cedis).
3.	Unlawful acquisition of library material / stealing	• Regular Books: Loss of library usage rights and other privileges, up to suspension /dismissal from the University College • Reference Books: Suspension from the University College, up to dismissal. • Rare books: Outright dismissal.
4.	Mutilation of books and related materials	Suspension and possible dismissal from the Institution

5.	Failure to return library items upon demand by library authorities	Overdue charges, administrative charges, and loss of privileges up to suspension from the University College

6.5 Computer Facilities and Services

Use of the College's computer system and networks is governed by the general norms of responsible community conduct.

a. The Anglican University College of Technology grants access to its computing network and systems to currently enrolled students, to current faculty, and to currently employed staff. By users, this document refers to all who use the computers, networks, and peripherals owned or operated by the University College or who gain access to third-party computers and networks through the University College's system.
b. Students are strongly encouraged to check their electronic mail at least three times a week as information from administration and their faculty members is typically disseminated through this medium. Students would lose out on vital information if they fail to do so. Students who violate computing rules will be subject to monetary sanctions and withdrawal of privileges.

6.5.1 Computer Usage and Ethics

Users of electronic services operated by ANG.U.TECH should:

a. Respect software copyright. The copying or use of copyrighted software in violation of vendor license requirements is strictly forbidden. Not only does such violation ("software piracy") wrongly appropriate the intellectual property of others, but it places the individual user and the University College at risk of legal action.
b. Protect their accounts from unauthorized use by others. Users are responsible for all activities under their user ID, and must take reasonable steps to ensure that they alone, or some authorized person under their direct control, have access to the account.
c. Respect the integrity of other user's accounts. Individuals must not use another person's user ID without express permission or attempt to decode passwords or to access information illegally.

d. Not send forged e-mail (mail sent under another user's name) or read e-mail addressed to another user, for example, by accessing their electronic mailbox or mail residing in system files.
e. Avoid excessive use of shared resources, whether through monopolizing systems, overloading networks, misusing printer or other resources, or sending "junk mail." The Information and Communications Technology (ICT) Unit will from time to time issue guidelines for the use of shared resources.
f. Avoid engaging in any activity that may reasonably be expected to be harmful to the systems operated by the University College or a third party or to information stored upon them. When a system's vulnerability is discovered, users are expected to report it to the ICT Unit.

6.5.2 Computer Security

Security on any computer is a high priority, especially when the system involves many users. If you think you have identified a security problem on any of the University's computers, you must notify the Systems Administrator at once. Do not demonstrate the problem to other users.

6.5.3 Computer Vandalism

The University takes very strong exception to any act of computer vandalism with the intent to harm the system hardware or software, to render them inoperable. Computer vandalism is defined as any attempt to harm, modify, and/or destroy computer hardware or software, data belonging to another user or the University. This includes, but is not limited to the uploading or creation of computer viruses. In all cases of vandalism, existing policy on this act will apply.

6.6 Student Counselling Service

University life can both be exciting and at the same time challenging. The University College offers a range of counselling services to students from academic advice to promotion of life values.

Office of the Dean of students is the focus of advisement. Confidentiality is assured at all times. Students may be counselled by the Dean of Students or any appropriate Senior Member on the recommendation of the Dean of Students.

d. A student may make an appointment by him/herself
e. He/She can be referred by the Head of Department, Dean of Faculty or Academic Board
f. Students are encouraged to be each other's keeper, and their observations may be made known to any Senior Member.
g. Number of visits: this is determined individually depending on the situation.

Referrals: a student with need for specialised services will be referred to the appropriate facility.

6.7 Letters of Recommendation

From time to time students require letters of recommendation, attestation, introduction, or similar identification documents for use with employers, embassies, institutions of graduate studies, or similar purposes. These letters can be obtained upon request to the Dean of Students. Please note that letters will be issued only to students of good standing and conduct, as well as students who have a zero balance due to the University College Accounts Department. The process of obtaining these letters involves obtaining clearance from the Accounts Department at the College as well as the Dean of Students, Officer in Charge of Hostel, Librarian and the student's Head of Department. Letters of Introduction to foreign embassies are only issued to Degree students who have been in the University College for at least one (1) year.

6.8 University Health Services

The University College has access to a well-resourced first aid facility. The University has an agreement with St. Theresa's Hospital and Happy Family Health Facility both of Nkoranza, which is only 100 metres away from the gates of the University College to take care of the medical needs of the University community. An evaluation or recommendation given by the Centre will be taken as proof of illness. Students/staff may use this evaluation to request an excused absence from classes or work as the case may be.

6.9 Chapel Services and Christian Fellowship

A chapel service is held every Wednesday from 10:30 am to 11:30 am. Christian Fellowship is encouraged irrespective of the denomination to further enhance this Christian Unity, bearing in mind that the Church of Christ is one but having many denominations. Through the Christian

Fellowship, students will discover more about what they have in common for further promotion of the spirit of Christian Unity.

6.10 Internet Facilities

Anglican University College of Technology provides swift internet and easy Wi-Fi access. Students who own laptops can access the internet anywhere on campus.

6.11 Students Representative Council (SRC)

The SRC serves as the official mouthpiece of the entire student body and promotes their welfare.

It co-ordinates the activities of students clubs and societies on campus, and provides a link with outside organizations concerned with the welfare of students. The Students' Representative Council executive is elected annually by a ballot of all students during the second semester to serve the following academic year.

6.12 Public Functions and Extra Curricular Activities

a. Permission to hold public functions within the University shall be obtained from the Dean of Students' Affairs. The applications must provide information relating to:
    i. Date and time of the function,
    ii. Venue where the function is to be held,
    iii. Names and description of lecturers, speakers or artistes at the function, and
    iv. Fulfil any requirements prescribed by the University Statutes and Regulations in relation to the holding of such public functions.
b. The application shall be communicated in writing through the SRC to the Dean three days before the function takes place. The Dean may impose such other requirements and conditions as may be deemed necessary.
c. For the purpose of this section, a public function is one to which persons other than the University staff and students are invited or entitled to attend.
d. The Auditorium and other facilities within the University are available under certain conditions for use by Clubs and Societies. In all cases permission for use shall be obtained in writing from the Dean of Students' Affairs.

e. Organizers of programmes commit a major offence if they violate any of these rules; and such programmes shall be stopped by the Dean/Registrar.
f. A breach of any of the terms and conditions imposed renders the organizers personally liable for the consequences.
g. If the breach leads to damage to property, the organizers shall be personally charged with the cost of replacing or repairing the damage as the case may be.
h. If the breach leads to violence, the sanctions applicable to people who cause, instigate, incite, conspire and abet or otherwise contribute to commission of violence shall apply to the organizers.

6.13 Students Clubs and Associations

a. Students have freedom of Association.
b. However, only Associations, Clubs and Societies duly registered with the University shall be entitled the use of University facilities.
c. Students Clubs in the University College shall be formed at the request of at least twelve interested students.
d. The Patron/Matron of the Clubs must be a College staff member
e. The interested party, through the Office of the Dean of Students affairs, should submit the request for the approval of the Academic Board.
f. The Secretary of the Club shall submit the names of the principal officers of the club to the Dean of Students' Affairs at the beginning of every academic year.
g. Every Society or Club, which collects or receives official funds must account for its financial operations in accordance with the University Financial Regulations.
h. Clubs and Society Secretaries are required at the beginning of each academic year to submit to the Housing and Residence Committee through the Dean of Students' Affairs office a certified copy of their approved constitution and the particulars of Principal Officers and committee members of their Associations, Clubs and Societies.

6.13.1 List of registered Associations Clubs and Societies

Find below the list of Associations, Societies and Clubs that are currently registered with the office of the Dean of Students' Affairs:

a. Christian Fellowship

b. Pentecost Students' Association
c. Deeper Life Campus Fellowship
d. Assemblies of God Campus Ministry
e. Ladies with Purpose
f. Boys to Men

6.14 Provision of Transport for Students

Provision of transport shall be for purposes of examinations and educational trips. Application for transport shall be written through the Dean of Students' Affairs in consultation with the HoD or the member of staff in-charge, to the Registrar at least one week before the programme.

6.15 Recreational and Social Activities

Students shall organize their own social activities subject to appropriate approval. Application for approval for such social activities shall be in writing to the Dean of Students. It is unlawful for any student to indulge in anti-social activities such as occultism or membership of a secret society.

6.16 Disability Policy

1. The institution shall admit persons with disability or impairment when such has no substantial and long-term adverse effect on the person's ability to carry out the normal day-to-day activities required in the chosen profession.
2. Should a student develop such disability and/or mental impairment such as would substantially affect his or her ability to carry the duties required by the chosen profession, such student would be advised to withdraw. If the institution runs a programme to which the said student qualifies and is interested in, arrangements would be made for the student to transfer.
3. The institution shall make reasonable adjustments for students with physical disabilities to enable them carry out their activities of daily life, for example gaining access to lecture halls, library, skills laboratories, etc., eating, washing, walking, reading or writing.

6.17 Complaints and Grievances Policy

As part of its commitment to quality, the University recognises that, from time to time, students may wish or need to raise complaints or grievances about matters or issues relating to their experiences at the University. Students therefore have the right to make their concerns or grievances known through the appropriate administrative channels as prescribed under the policies of the University. All types of issues on students' conduct and discipline are either reported directly to the office of the Dean of Students or referred from the Departments to the office.

It is advisable for Students who have complaints on any issue for whatever reason to report first to the office of the Dean of Students before seeking redress elsewhere.

The Heads of Departments, Directorate of Guidance and Counselling and the Office of the Dean of Students serves in advisory capacities for students seeking information about processes governing alleged violations of students' rights by others or by the University itself.

6.17.1 Objectives of the Policy

The objectives of this policy are to provide:

1. Students with a framework by which they may submit new complaints, escalate unresolved complaints or raise formal grievances in relation to decisions of or advice provided by the University. This includes but is not limited to:
    a. decisions by academic staff members affecting individuals or groups of students;
    b. the content or structure of academic programs, including the nature and quality of teaching and assessment and its impact on individual students;
    c. supervision of students undertaking research projects;
    d. authorship and intellectual property;
    e. quality of student services and access to University facilities and resources;
2. The University with a framework to ensure there are transparent, fair and timely procedures for addressing student complaints and grievances in accordance with principles of natural justice, ensuring that all parties are treated equally and fairly with regard to their individual circumstances.

6.17.2 Scope

1. This policy applies to all students of the University.
2. This policy covers issues arising from a student's involvement with the University, except where the matter:
    a. relates to decisions based solely on alleged or unsubstantiated academic or general misconduct, academic judgement, unlawful discrimination
    b. has arisen from a student's failure to read and act upon a notice or correspondence sent to their University email account.
    c. relates to the content of a University policy made in accordance with the University Regulatory Framework. Feedback on policy content should be provided to the policy steward listed on the policy.
3. Complaints of unlawful discrimination, sexual misconduct, harassment and bullying by or of staff or students.

6.17.3 Complaints

1. Students with any complaints may, within five business days of receiving advice of the outcome:
    a. escalate the complaint or raise a grievance, which may result in mediation, a review of an outcome or decision, or an independent investigation; or
    b. lodge a complaint under another University policy or with an external agency where appropriate and available.
2. Students who decide to pursue the matter further are strongly encouraged to seek the continued assistance of the Students' Representative Council.
3. The Registrar or delegate may make a judgement about whether mediation is practicable and appropriate, and secure the agreement of all parties to the complaint to the use of mediation (noting that the use of mediation does not necessarily imply there is a case to answer).
4. The Registrar or delegate will advise students of their right to raise a grievance, or to have their escalated complaint considered as a grievance, if:
    a. the escalated complaint is not able to be resolved with the other parties; and
    b. mediation is deemed not to be an appropriate course of action, or if the agreement of all parties is not forthcoming; and
    c. the matter includes allegations against a student or staff member, which may result in disciplinary action.

6.17.4 Grievances

1. A student may raise a grievance where:
    a. an escalated complaint is not able to be resolved; or
    b. the matter includes allegations of misconduct where disciplinary action against a student or staff member may be an outcome of the investigation. In such cases the grievance will be managed in line with section 4.4 and 4.5
2. Grievances are matters that may be considered by an independent investigator or a case manager.

6.17.5 Nature of Complaints

1. Students may raise complaints or grievances in relation to administrative decisions, including but not limited to:
    a. decisions by administrative staff affecting individuals or groups of students;
    b. administration of policies, procedures and rules of the University;
    c. standard of service received through the University administration; or
    d. access to resources or facilities.
2. Students may raise complaints or grievances in relation to misconduct by a University staff member.
3. Students may raise complaints or grievances in relation to misconduct by another student, including sexual misconduct.
4. Students may raise joint complaints or grievances where more than one student has been affected, in which case the matter will be considered as one issue. In these cases, all students who have agreed to be party to the complaint or grievance must be named. If two or more complaints or grievances about the same matter are submitted independently, they may be considered jointly by agreement of all parties concerned.
5. The University investigates anonymous complaints at the discretion of the Academic Registrar or delegate, considering:
    a. the nature and seriousness of the complaint;
    b. whether there is enough information for an investigation to be conducted; and
    c. whether there is a statutory requirement for investigation.

6.17.6 Grounds for Complaint

1. Grounds for complaint or grievance include, but are not limited to:
    a. a student being affected by a decision made without sufficient consideration of facts, evidence or circumstances;
    b. a student being affected by a failure to adhere to appropriate or relevant published University policies and procedures;
    c. a penalty applied to the student being unduly harsh or inappropriate;
    d. a student being affected by improper or negligent conduct by another student or staff member; or
    e. a student being affected by unfair treatment, prejudice or bias.

6.17.7 Students Complaints and Grievances Procedures

These procedures seek to ensure that complaints against Anglican University College of Technology made by students are treated seriously and, if found to be valid, are acted upon to ensure that students interests are protected as far as it is possible for Anglican University College to do so.

It should be noted that these complaints procedures are not designed to deal with problems such as: missing course work; unexplained absence of a lecturer; late return of work, except in so far that such concerns are not resolved through simpler procedures or are persistent.

These complaints procedures and any decisions made under them are not intended to give rise to legal rights, or obligations on Anglican University College of Technology to pay compensation either in respect of a decision made pursuant to the procedures or for a breach of these procedures. These procedures are intended to facilitate the resolution of grievances by Anglican University College of Technology. Anonymous complaints will not normally be considered.

1. Where it is appropriate and safe to do so, Students should initially attempt resolution by raising their concerns with the respondent or another appropriate person. Relevant people to contact for this purpose may include:
    a. the Academic Adviser;
    b. the Programmes Coordinator or liaison officer;
    c. a Head of Department, Dean of School or Dean of Students;
    d. the Chair of a Committee if the issue relates to a committee decision; or

2. Staff members who are contacted by students seeking informal resolution of a complaint must, within five business days:
    a. acknowledge receipt of the complaint in writing;
    b. arrange to discuss the matter with the student or indicate to the student when an initial response will be provided and in what form;
    c. attempt to clarify with relevant parties what is agreed and where opinions differ;
    d. attempt to clarify the relevant policies, procedures or processes underpinning the action or inaction to which the complaint relates;
    e. identify the appropriate manner of resolving the complaint, including seeking advice or a decision from other relevant parties;
    f. advise the student of a proposed process for resolving the complaint:
        i. engaging with a local level complaint resolution process;
        ii. reviewing a decision within a local level review process;
        iii. local level mediation, if appropriate; or
        iv. escalating the matter to the Academic Registrar or delegate, which may be a suitable course of action if resolution under i, ii or iii above is unlikely to be possible or if local level complaint or review processes have been exhausted; and
    g. notify the student of their right to be accompanied by a support person at any meetings or discussions during the attempt at resolution.
3. Complaints will be referred to the Vice President after receipt of the Faculty response to the particulars of the complaints.

6.18 REPORTING INCIDENTS

6.18.1 Incidents at clinical sites

Incidents that occur at clinical sites may be reported to the clinical coordinator at the clinical sites who would relay them to the University's clinical coordinator who will confer with the Head of Department and the Dean of the School for the appropriate action to be taken.

7.0 UNIVERSITY EXAMINATIONS

7.1 General Principles

a. The University shall conduct examinations at the end of each semester.
b. Examinations are held in accordance with the published timetable which will be available at least 3 weeks before the commencement of the examination period and will include the date, time and venue of each examination.
c. Examinations are held on all days a week from Monday to Sunday.
d. Students are expected to participate in examinations as advertised in the timetable, irrespective of their session of registration (Regular and Weekend)
e. Students should read the Examination Timetable carefully to ensure that they have been correctly entered for their examinations and know the time, date and location of the examinations they are required to take.
f. Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence from an examination.
g. It is the responsibility of the candidate to find the examination room well in advance and to be seated, at least fifteen (15) minutes before the commencement of any examination paper.
h. A candidate 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.
i. Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
j. Candidates may be required at any time to establish their identity.
k. No books, prepared notes, or paper of any kind are to be taken into the examination room unless otherwise specified.
l. Smoking is not allowed in the examination room.
m. There shall be no communication whatsoever (verbal or non-verbal) between candidates during the examination. A candidate may attract the attention of the invigilator by raising a hand.

n. No mobile phone, radio, programmable calculator or any other communication equipment or media or foreign materials are to be taken into the examination room. Failure to comply may lead to confiscation of the gadget.
o. Any irregular conduct on the part of the candidate such as copying from another student or from prepared notes may result in the cancellation of his/her examination paper and or a more severe penalty.
p. All extra question papers must be returned to the Examinations Coordinator, Examinations Officer or the relevant Head of Department.
q. Candidates shall not remove from the examination room any unusual material (e.g., answer booklets or part thereof, supplementary answer sheets, graph sheets, drawing paper) supplied for the examination. Candidates may, however, retain their question papers unless the rubrics state otherwise.
r. A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet(s). Such a candidate shall not be allowed to return to the examination room
s. Candidates 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.
t. A breach of any of the foregoing regulations made for the conduct of examinations may attract one or more of the following sanctions:
    i. a reprimand
    ii. loss of marks
    iii. cancellation of results
    iv. withholding of results for a period
    v. being barred from examinations
    vi. suspension
    vii. expulsion
u. Special arrangements cannot be made to accommodate a student's personal religious preferences.

7.2 Duration of End of Semester Examination

The duration of the end-of-semester examination is determined by the credit weighting of the course. Exceptional cases are permitted for clinical courses. The general pattern is as follows:

Credit weighting	Duration of examination should not exceed
One-credit course	1 hour
Two-credit course	2 hours
Three-credit course	3 hours
Practical course	1-3 hours

7.3 Qualifying to Write Examinations

A candidate shall qualify to write a University Examination if:

a. He/she has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalent of three weeks contact hours for the course.
b. He/she has continuous assessment marks for relevant subject areas.
c. He/she is not under suspension from the University.
d. He/she does not owe fees to the University.

7.4 Examination Rooms and Seating Arrangements

a. The examination will take place at approved venues indicated on the Time-Table. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day and make himself/herself available at the appointed place at least 30 minutes before the examination.
b. It shall be the sole responsibility of the Academic Section of the University College to seat students in the various examination venues for all examinations.

7.5 Students' Identity Cards

a. Certified Identity Cards of students will be inspected during examinations. Candidates are, therefore, required to display their Student identity cards on their tables for inspection by Examination Officers.
b. Candidates who have misplaced their Identity Cards should report to the Officer responsible for student affairs for replacement before the end-of-semester examination.

c. Candidates who do not have identity cards will not be allowed to take the end-of-semester examination.

7.6 Entering and Leaving the Examination Room

a. A candidate should make himself/ herself available at the examination venue at least 30 minutes before the commencement of the examination. A candidate may not be allowed to write an examination if he/she reports in the examination room 30 minutes after the commencement of the examination.
b. Candidates who arrive after the examination has started will not be allowed extra time to complete the paper.
c. A candidate shall not bring to the examination room, washroom or the immediate vicinity of the examination centre, any books, papers, written information or any other unauthorized material except when the examination is an open book/open note examination. No bags, purses, wallets, mobile phones/organizers, programmable calculators or any memory card/USB device are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the examination room. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit himself/herself to a body search. Refusal to comply shall constitute an examination offence.
d. Candidates 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 candidates do not carry on them any unauthorized material. An attendant designated by the invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
e. Candidates should spend a minimum of 30 minutes in the examination room before submitting examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.
f. A candidate 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 candidate's answer book before he/she is permitted to leave.
g. Candidates who fall ill in the examination room should inform the invigilator for the appropriate action to be taken.

7.7 Examination Procedure

a. Open Book Examinations: Candidates may take any books they wish to into the examination hall.
b. Open Note Examinations: Candidates may take official hand-outs and personal notes taken during lectures into the examination hall.
c. Closed Book Examinations: Candidates should not take books or notes into the examination hall.
d. Candidates must ensure that they sign the examination attendance sheet. On receipt of the answer books, candidates should carefully read the instructions on the front cover of the answer books and enter their index numbers and other details as required.
e. No part of the answer books may be torn off and all used answer books must be left on the table. Rough work must be done in the answer books and should be crossed out to show that it is not part of the answer.
f. It shall be the candidates' responsibility to provide for themselves such materials as pen, pencil, eraser, ruler, calculator for the examination. Borrowing of these materials will not be allowed. Candidates are to ensure that they are given the right question papers and other material(s) needed for the examination.
g. The use of correction fluid in the examination room is prohibited.
h. Under no circumstances should a candidate write his/her name on any part of the answer book provided. Candidates are required to use only their Index Numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their Index Numbers for all written papers.
i. There should be no verbal or any other form of communication between candidates during the period of the examination.
j. Candidates will be told by the invigilator(s) when to start answering the questions. Candidates will be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
k. As soon as the 'stop work' order is announced, candidates are to stop writing. Candidates should remain seated for their answer books to be collected by the invigilator/invigilation assistant and be permitted to leave the examination room before they do so. Candidates have personal responsibility for ensuring that their answer books are collected by the invigilator/invigilation assistant.

l. At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer book. All used supplementary sheets should be fastened following the last page of the answer book.

m. At the end of each examination, candidates should not take away any answer books or supplementary sheets whether used or unused.

7.8 Absence from Examination

a. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination. The following shall not be accepted as reasons for being absent from any Examination:
   i. Misreading the time-table
   ii. Forgetting the date or time of the examination
   iii. Inability to locate the examination hall
   iv. Over-sleeping
   v. Inability to find transport to the examination venue.

b. In case of absence from an examination through ill-health the candidate (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 the examination.

c. It is the responsibility of the candidate to arrange with his/her doctor for any medical evidence to be certified by a doctor recommended by the University to be sent to the Deputy Registrar (Academic Affairs).

d. In case of absence from an examination due to serious causes other than ill-health, the candidate (or someone acting on his/her behalf) must submit to the Deputy Registrar (Academic Affairs).
   i. A written explanation of the absence and
   ii. Evidence of the cause, where possible.

e. A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination

centre commits an offence. Such candidate shall be banned from participating in the examination.

7.9 Examination Offences

a. All cases of examination offences should be investigated by the various Faculty/School Board and detailed reports submitted to the Provost not later than one month after the end-of-semester examinations.
b. An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in an examination. It includes:
    i. Leakage of Examination Questions.
    ii. Any knowledge or possession of examination questions before the examination.
c. Possession of unauthorized materials related to the examinations and likely to be used during examinations.
d. Copying from prepared notes or from a colleague's script during examination.
e. Copying from USB memory devices, i.e., programmable calculators, watches and any other electronic devices.
f. Persistently looking over the other candidate's shoulders in order to cheat.
g. Impersonating another candidate or allowing oneself to be impersonated.
h. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate.
i. Consulting or trying to consult during examination any books, notes or other unauthorized materials.
j. Persistently disturbing other candidate(s) or distracting their attention.
k. Verbal or physical assault on an invigilator over alleged examination offence.
l. Destroying materials suspected to help establish cases of examination malpractices.
m. Writing after the examination has ended.
n. Fabrication of data – Claiming to have carried out experiments, observations, interviews or any sort of research which has not in fact been carried out or claiming to have obtained results which have not in fact been obtained.
o. Plagiarism – Copying another student's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it were one's own.

Students are advised to ensure that any material submitted for assessment is the original work that they have produced. Students are permitted to quote from the work of others. However, they must clearly acknowledge the sources in the body of their text with quotation marks (or other appropriate citation) and also indicate them in the References.

7.10 Examination Malpractices, Sanctions and Penalty Points System

The University College operates a penalty points system in which student disciplinary sanctions are awarded a matching number of penalty points. A number of activities are automatically triggered when a student reaches certain penalty point thresholds. For example, attaining a certain number of penalty points would automatically result in a student being given a warning letter, suspended or withdrawn from the University.

Details of a student's conduct, including any penalty points awarded are a permanent part of the student's record.

MALPRACTICE	SANCTION	PENALTY POINTS
Possession of unauthorized electronic devices, e.g. Mobile Phones, Ipod, Ipad, Bluetooth and programmable scientific calculators.	Seizure of device for the period of investigation and cancellation of candidate's paper.	5 points
Possession of unauthorized printed materials relating to the examination and likely to be used during examination	Seizure of material and Cancellation of candidate's particular paper	5 points
Copying from prepared notes or from a colleague's script during examination	Cancellation of the candidate's paper and rustication for two (2) semesters	10 points
'Giraffing' or looking over other candidate's shoulder in order to cheat.	Cancellation of candidate's paper	5 points
Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate	Cancellation of candidate's paper and rustication for two semesters	5 points
Tampering with answer booklets in an attempt to cheat.	Cancellation of candidate's paper.	5 points

Impersonation	Dismissal of candidate(s) involved; Report to police, if the impersonator is not a student of the university.	20 points
Persistently disturbing or distracting other candidates during an examination (e.g. whispering, etc)	Cancellation of candidate's paper	5 points
Writing before 'start work' is announced or after 'stop work' has been announced	Deduction of 10% of marks for the paper.	2 points
Exchanging papers and answer question booklets with other candidates during the examinations.	Cancellation of paper and rustication for two (2) semesters	10 points
Placing script(s) or booklets(s) at a vantage point to enable a candidate to cheat.	Cancellation candidate's paper	5 points
Challenging or struggling with invigilator(s) in the examination hall.	Cancellation of candidate's paper and rustication for two (2) semesters	10 points
Destroying evidential materials suspected to help in establishing cases of Examination malpractice.	Cancellation of candidate's paper and rustication for two semesters	5 points
Unauthorized borrowing of rulers, pens, pencils, calculators, erasers, etc.	Verbal warning/ Cancellation of candidate's paper if conduct is repeated	2 points for verbal warning 5 points for cancellation
Possession either of scanned, forged or falsified receipts, school fees card or ID Card.	Cancellation of Paper of candidate and report to police	20 points
Taking used/unused answer material out of the examinations hall.	Cancellation of candidate's paper	5 points
Taking question papers out of the examination hall without permission.	Cancellation of candidate's paper	5 points

Physical assault of invigilator(s)/taskforce member(s)	Dismissal of candidate(s) involved and report to police	20 points for dismissal 4 additional points for report to the police
Verbal assault invigilator(s)/taskforce member(s)	Cancellation of candidate's paper and rustication for two (2) semesters	5 points for cancellation, 10 points for suspension
Refusal to follow instructions of invigilator	Verbal Cancellation warning/ of candidate(s) paper if conduct is repeated	2 points for verbal warning 5 points for cancellation
Violation of the dress code as defined in the students' handbook, e.g. wearing of hats, caps and indecent dressing	Expulsion of student(s) from examination room	4 points
Possession of Leaked examination questions	Dismissal of offender(s) involved	20 points
Attempting to influence invigilators before, during and after examination to gain unfair advantage	Rustication for two (2) semesters	10 points
Writing examination without meeting financial obligations to the university	Cancellation of candidate(s) paper	5 points
Fabrication of data	Cancellation of candidate(s) results	5 points

7.11 Supplementary End-of-Semester Examinations for Level 100 Students

A Level 100 student who fails courses ranging between 1 and 11 credits (inclusive) in either the first, second or both semesters shall be given an opportunity to write a supplementary end-of-semester examination during the long vacation. The supplementary end-of-semester examination for Level 100 students shall be marked over 100. The student will be withdrawn for poor academic performance if he/she is unable to pass all the failed courses in the supplementary end-of-semester examination.

A level 100 student who fails the supplementary end-of-semester examination and is withdrawn may re-apply for admission the following academic year into the same or a different programme.

7.12 SUPPLEMENTARY END-OF-SEMESTER EXAMINATIONS FOR LEVEL 200, 300 AND 400 STUDENTS

There shall be special supplementary end-of-semester examinations to be held in august for students who trailing courses.

The special supplementary examination shall be marked over 100.

7.13 Remedial Lectures

A two-week remedial lecture shall be organized for students who have trailed some courses before they take the re-sit examinations

7.14 Publication of Examination Results

a. Results of University Examinations shall be posted provisionally on the University Notice Boards as soon as papers are graded. Copies of results must be lodged with the Head of Department. Results should then be ratified by departmental and Faculty Boards. Results become part of the permanent record of students when approved by the Academic Board.
b. The submission of results in the Student Management System shall be by means of a maximum of two columns, one for continuous assessment (40%) and the other for end of Semester examinations (60%)
c. It shall be the responsibility of the candidate to consult the University Notice Boards and other electronic student portals for published results.

7.15 Procedure for Appeal

a. A candidate who is not satisfied with the results of a University Examination affecting him may request a review by submission of an application to the Director, Academic and Student Services and payment of a review fee. Examination results review fee shall be published from time to time by the University.

b. An application for a review shall be submitted to the Director, Academic and Student Services not later than 21 days after the release of the said results and shall state the grounds for review.
c. An application entered on a candidate's behalf by a person other than the aggrieved candidate himself shall not be entertained.
d. No action shall be taken on an application which is submitted outside the time stipulated. Review shall not proceed unless the Review Fee is fully paid.
e. If it emerges that a complaint for review is frivolous or ill- motivated, the Pro Vice-Chancellor (Academic Affairs) may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.
f. If the application of the candidate is found to be genuine, the University shall refund the review fee paid.
g. The review process shall not exceed 4 weeks from the date of receipt of the application.

7.16 Grade Correction

a. Request by Student

A student who has reasons which can be substantiated can request for a correction of a published grade. He/she shall collect a student's complaint form from the Students Services Centre, complete and submit it to the Department in which the course is offered. The form will be forwarded to the Head of Department who will consult the course lecturer for verification. If it is established that the request for correction of grade is justified, the Head of Department shall endorse the request and send together with supporting documentation to the Dean of School or Faculty. The Dean shall approve and forward the document to the Director Academic and Student Services for the change to be effected.

b. Request by Lecturer

A lecturer may request the Dean of Faculty through the Head of Department in writing for grade correction. The Head of Department shall verify the basis of the claim, attach all relevant supporting documents, endorse the request and submit through the Dean to the Director, Academic and Student Services for the changes to be effected. In case of errors affecting score-sheets for a whole class, the score- sheet shall be returned to the lecturer and resubmitted

through the normal approval process. In all cases, the HOD and Dean shall endorse the request for change of grades.

7.17 Responsibility for Examinations

i. The conduct of examinations is a collaborative effort between departments of schools and faculties and the Examinations section of the Academic and Student Services Directorate.
ii. All University Examinations shall be set by the University's Internal Examiners.
iii. Heads of Departments shall have primary responsibility for the conduct and integrity of examinations of their department.
iv. Internal Examiners are academic staff of Senior Member status.
v. The Academic and Student Services Directorate shall publish examination and invigilation timetables, schedule invigilators and provide logistics.
vi. The Academic Board is responsible for publishing examination results and final degree results. Academic Departments and Faculties are responsible for entry of student grades, correction of omissions and errors.
vii. The Academic and Student Services Directorate is responsible for preparation of broadsheets and maintenance of the student results database.

7.18 Cancellation of Examinations

i. The University acting through its officers and statutory bodies may at its discretion and subject to available evidence, cancel an examination in order to preserve the academic integrity of the examination and/or examination results.
ii. Affected students will be informed through notices on notice boards and the University website.
iii. Such cancellations may:
    a. Relate to one or more examination papers affecting any level, session or campus or multiplicity of same
    b. Relate to an individual candidate or candidates
    c. Arise as a consequence of evidence of leakage of exam papers prior to an exam
    d. Arise as a consequence of information emerging after the exam has already been taken

e. Become necessary following the content of reports of invigilator(s) commissioned by competent authorities within the University

iv. The University reserves the right to set another date for examinations so cancelled. It is the responsibility of affected students to consult notice boards and the website for published alternative exam dates.

7.19 Cancellation or Withdrawal of Examinations Results

a. The University may at its discretion and acting through its officers and Statutory Bodies cancel or withdraw the results of any examination.
b. Such an act may arise if there is evidence that results have been compromised or require further attention in order to ensure sound academic standards and integrity
c. In such an event the University will inform affected students and have steps to ensure appropriate review and republication of results as required
d. A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an examination offence.

7.20 Counselling Services

The Student Counselling Centre provides confidential and efficient counselling services for students with emotional, spiritual, social or behavioural challenges including substance abuse, stress and learning difficulties.

8.0 STUDENT GROUPS

8.1 Students' Representative Council (S.R.C.)

All registered students of ANG.U.TECH are automatically members of the Students' Representative Council (S.R.C.). Through the SRC, students control their own (mainly extracurricular) activities and also participate actively in the administration of ANG.U.TECH through their representatives on the University College Council, the Academic Board, Faculty and Department Boards and various Committees.

a. A committee of the College Management Board (CMB) will oversee all events and activities of the SRC and of the whole student body. It has power to appoint any interim board or committee of the SRC in the event of any students' impasse for the general interest of the University College.
b. All SRC activities must be approved by Committee of CMB.
c. All major events of the semester must be submitted to the Office of the Dean of Students Affairs before the beginning of each semester for scrutiny and approval.
d. All recreational activities out-of-campus must be approved by the Vice President following procedures in 10.3

8.1.2 Roles and Functions of the S.R.C

According to their Constitution, the roles and functions of the S.R.C. are as follows:

i. To be the sole and recognised mouthpiece in official and legitimate transactions affecting the student body
ii. To promote the general welfare and interests of the student body in accordance with the provisions of the Statutes, the Students' Handbook, decisions of the Academic Board, the University College Council and the Laws of Ghana.
iii. To co-operate with recognized local and international student organizations to promote and protect student welfare at national and international levels
iv. To promote and maintain a conducive academic environment for students to pursue their studies
v. To encourage the organization of seminars

8.2 Unions and Clubs

a. International student associations established for the exclusive interest of their members are not banned.

8.3 Religious Bodies

The university allows denominational campus ministries, and Church groups. This is to enhance coherence of all spiritual activities at the College.

8.4 Student Excursions

The following regulations govern the organization of excursions by students:

a. Decisions of the Society to undertake the trip should be taken at a general meeting of the Club/Society.
b. Permission for a society to go on excursion or education tour should be sought from the Vice President and/or Heads of Departments and should contain the list of all those making the trip. All students making the trip should seek permission from their various Heads of Departments. A written petition should reach the Vice President with a copy to the Dean of Students Affairs, at least, one week in advance.
c. The itinerary of the trip should relate to the aims and objectives of the Club or Society.
d. There should be evidence of correspondence between the Club or Society and the institutions or other establishments to be visited during the trip.
e. The fare for the trip must be known in the application.

8.5 Collection of Money

Permission to solicit for money other than for club subscriptions must be obtained from the Vice President.

9.0 GENERAL RULES AND REGULATIONS

The Anglican University of Technology is a community of Students, and Teaching and Non-teaching staff. As we are a diverse community, it is necessary that we live by standards of proper conduct so that one member's freedom will not impinge on another member's right. It is hoped that staff and students will work together to maintain discipline and courtesy in all

School affairs and that they will at all times refrain from actions likely to cause embarrassment to the school and each other.

9.1 Channel of Communication

9.1.1 Hierarchical order

All students shall follow the hierarchical order of authority to have their academic and non-academic requests, notifications and complaints resolved. No student or group of students shall deal directly with the President or Vice-President without passing through the hierarchy as shown:

1. President
2. Vice-President
3. Registrar
4. Head of Department
5. SRC (President/Executives)
6. Departmental Representatives
7. Class Representatives

9.2 Non-Academic Matters

9.2.1 Individual Students

All requests, notifications and complaints from individual students should go first to their Counsellors and then to the Head of Department. If the matter is still unresolved, then as a final resort, it should go to the Registrar.

If the matter is still unresolved at this level, an appeal could be made to the Vice-President and then to the President. The student will also have the right to appeal to the Council.

9.2.2 Student Representative Council (SRC)

All requests and notifications affecting the student body as a whole should pass through the Registrar.

a. Where special committees exist, grievances should be channelled to these committees in the first instance.
b. All communications on non–academic matters should be copied to the Registrar

9.2.3 Clubs and Societies

a. All requests, settlement of grievances and notifications, other than financial, affecting all members of a club or society should go to the Registrar.

9.3 Academic Matters

a. All matters affecting students individually should go to the: Academic Counsellor before they go to the Head of Department.

9.3.1 Appeals

As a last resort, appeals on matters may be made to the Registrar, then the Vice-President or President and, if necessary, to the Governing Council of the University College whose decision shall be final.

9.4 Class meetings, games and competitions

a. Students are required to attend Class meetings, games and competitions.

9.5 Noisemaking

a. It is desirable to maintain at all times a kind of environment that supports the basic academic enterprise.
b. To maintain a suitable academic environment, it is desirable that the campus of the University College be kept as quiet as possible. Students shall not make undue noise on the campus of Anglican University of Science and Technology, especially during lecture hours. This rule shall not apply where permission to organise a function (like a Student Week activity) has been granted by the authorities of the University.
c. Disorderly behaviour that contravenes regulations and disturbs peace on the campus will attract a one-week suspension.

9.6 Drunkenness

a. Drunken and disorderly behaviour on ANG.U.TECH's campus constitutes a serious breach of discipline.
b. Habitual drunkenness on campus or in town, shall be considered as bringing ANG.U.TECH into disrepute.

c. No student shall be under the influence of alcohol during lectures, game, competitions and other activities sanctioned by the institution.
d. Any student breaching any of these regulations will first be given a written warning by the Administration. If the student persists in drunken and disorderly behaviour, he or she will be sanctioned by the appropriate authorities.

9.7 Smoking

a. Smoking is forbidden in all public places on campus.

9.8 Damage to Anglican University College of Technology property

a. Students shall not make attachments to University College furniture or fittings of any kind or transfer them from any part of the University College's buildings without prior written permission from the appropriate authorities.
b. Students shall not interfere with the electrical installations in their lecture rooms or in any part of Anglican University College of Technology.
c. Students are liable for any loss or damage to furniture, fittings or equipment of any kind.
d. Disorderly behaviour which results in damage to the University College's property will attract a fine equivalent to the cost of repairing or replacing the damaged property in addition to one week's suspension.

9.9 Keeping the environment clean

It is expected that students will keep their lecture rooms, laboratory, working studios, workshops, library clean and tidy at all times and refrain from degrading the surroundings.

9.10 Rules, Discipline & Sanctions

a. A junior member who flouts the statutes and regulations of Anglican University College of Technology or commits any act subversive of discipline or good order likely to bring the good name of ANG.U.TECH into disrepute may, depending on the gravity of the offence, be warned or reprimanded or punished by a fine, suspension, withholding of results, or dismissal.
b. Punishment which involves temporary or permanent removal from Anglican University College of Technology shall be implemented only with the consent of the President.

c. The operation of the University College's regulations is without prejudice to the application of the general laws of Ghana which apply to all persons in Anglican University College of Technology.
d. If a student violates any regulations of Anglican University College of Technology, it shall be reported to the Head of Department who will notify the Registrar for appropriate sanctions. For serious offences (or offences involving a group of students) the Registrar shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the President.

9.11 Sexual Harassment

The term "sexual harassment" is simply defined as unwanted sexual advances, be it cross gender or same gender. The University College prohibits all forms of sexual harassment, whether they involve staff or students, including the following:

a. Implicitly or explicitly suggesting sex in return for grades, compensation, promotion, retention or award of marks
b. Unwanted physical contact such as touching, grabbing or pinching.
c. Verbal or written sexually suggestive or obscene comments, jokes or propositions
d. Display of sexually suggestive objects, pictures or magazines
e. Continual expression of sexual or social interest after an indication that such interest is not desired
f. Conduct with sexual implications when such conduct interferes with a student's work performance or creates an intimidating environment
g. Suggesting or implying that failure to accept a request for a date or sex will adversely affect a student in respect to a performance evaluation or award of marks or grades.

Punishment for sexual harassment includes warning, suspension and dismissal when a disciplinary committee has determined its nature and extent and has made the appropriate recommendations for sanctions.

9.12 Appeals

Any junior member who is aggrieved by any disciplinary action may appeal to the Registrar through his/her Counsellor for a review within seven days of the notification to him/her of the sanctions imposed on him/her. The Registrar, upon the receipt of a report from the appropriate

source, may request a review of the punishment imposed. When carrying out a review, the Registrar may act on the advice of a set Committee.

9.13 Publications

The following rules shall govern all student publications:

a. The Registrar will be informed of any intention to produce a student publication and approval should be duly given by the Registrar before publication.
b. Copies of each publication shall be deposited with the President, Vice-President, Registrar, Publications and the Students' Representative Council.
c. Each issue of a publication shall indicate the names of the Editor(s), members of the Editorial Board and the Publishers.
d. Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
e. The Editorial Board should ensure that no publication has elements of obscenity, derogatory and libellous statements, personal attacks, falsehoods or any statement that may cause disharmony.
f. The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

9.14 Communication with Government, Ministry Ministers & The Press

Students are not allowed to have direct communication with the Press, Ministry or any Minister on any matters affecting Anglican University College of Technology administration and policy. All formal communications on the University's matters should be forwarded through the Head of Department to the Registrar.

9.15 Demonstration, Rallies, Processions (DRAP) either on or off-campus

a. Students wishing to organise a DRAP any of the campuses of Anglican University College of Technology shall notify the Registrar in writing with copies to the President and Vice-President.
b. This written notification should reach the Registrar at least 48 hours before the DRAP is due to commence.
c. The notification shall state the purpose of the DRAP, the name(s) of the organisers, the organising body and the time and duration of the DRAP.

d. A DRAP shall be held at the place or places approved by the Registrar and all route marches shall avoid obstructing the flow of traffic and the movement of pedestrians.
e. During a DRAP nothing shall be done or said that may provoke violence.
f. The organisers of a DRAP shall be held jointly and severally responsible for any act of violence or breach of the University's rules and regulations that occurs during the DRAP.
g. Participants in a DRAP shall be held collectively and individually responsible for any act of lawlessness or destruction of property that occurs during the DRAP.
h. Students who wish to stage a DRAP outside the campus of Anglican University College of Technology shall inform the police with copies to the President and Registrar.
i. Participants and organisers of a DRAP outside the campus of Anglican University College of Technology shall be deemed to have familiarised themselves with the laws of Ghana on DRAP.
j. Students wishing to organise a DRAP outside the campus of Anglican University College of Technology shall notify the Registrar in writing through the Head of Department, with copies to the President and Vice-President for their information and possible response.
k. Before a DRAP begins, any student who disagrees with the move and wishes to be dissociated from it may do so by writing to his/her Student Representative Council.
l. Any contravention of the above regulations on DRAP will attract a fine, suspension or dismissal. In addition, all damages caused to the University College's property shall be repaired or replaced at the expense of the culprits.

9.16 Regulations for students on or off-campus

a. Every member of the University College's community is bound by the laws of Ghana and the walls of Anglican University College of Technology do not protect anyone from the application of the laws of Ghana.
b. All regulations of Anglican University College of Technology are consistent with the laws of the nation and will be enforced accordingly.
c. The University College will therefore not permit any behaviour by any member whether on campus or off campus that contravenes the laws of Ghana.
d. Every member is expected to use the officially approved channels of communication and to follow laid down procedures to resolve grievances.

e. Trading in alcoholic beverages and tobacco products is banned.
f. Presentation of formal petitions or resolutions, and staging of protests, etc, are only permitted at the offices of the President and other principal officers of Anglican University College of Technology, and are strictly prohibited at their residences.
g. In all matters of negotiations, the Central Administration will meet only the accredited representatives of recognised organisations in Anglican University College of Technology and agreements reached are deemed to be binding on both sides.
h. Physical assault of any kind on any individual or group of individuals by a person or persons is strictly prohibited.
i. Destruction of the University College or private property or facility contravenes Anglican University College of Technology regulations and will attract appropriate penalties.

9.17 Trading

a. Any student who trades on the Campus does so at his/her own risk.
b. Hawkers are not allowed to sell on the University College's Compound.

9.18 Credit Union

Anglican University College of Technology does not approve of the formation and operation of Credit Unions by junior members (i.e. Students). Any group of students which undertakes such a venture does so at its own risk.

9.19 Arms and Ammunitions

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

9.20 Drugs

Possession of, and indulgence in hard drugs on any part of the Anglican University College of Technology's premises are prohibited.