



**GARDEN CITY
UNIVERSITY COLLEGE
KENYASE-KUMASI**

STUDENT HAND BOOK

Published by Authority 2019

I.) **PREFACE**

This STUDENTS' HANDBOOK is issued from the Office of the Dean of Students as the College's official notification of rights, rules, regulations, policies and services that concerns students.

It specifies required conduct and behaviour of GCUC junior members and outlines due procedures to be followed when expectations are not met. It thus aims at a common standard of proper conduct by which students are expected to exhibit discipline and courtesy and refrain from actions likely to cause embarrassment to themselves, their family, other students and the University Community.

The Students' Handbook also serves as the road map for the student's journey towards self-fulfilment and academic achievement at GCUC.

Rules and regulations affecting Junior Members shall be made by the Academic Board in accordance with the statutes of GCUC and promulgated by the President or the University College Council. In addition, each Faculty, Department, Hostel, Service Unit or the Students Representative Council (SRC) of the University College may issue its own rules governing the conduct of Junior Members within its domain. Such rules shall be subject to approval by the Academic Board and shall not be inconsistent with the statutes, Council policies or general rules made by the Academic Board.

The rules and regulations in this handbook apply to, and are binding on all Junior members. Ignorance of the rules and regulations or any public notice shall not be accepted as an excuse for any breach of regulation.

It shall be the responsibility of GCUC to give a copy of the students' handbook to each student at the time of matriculation to guide them in the academic and other activities on campus.

The University College reserves the right to modify at any time the policies contained in the Students' Handbook.

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SECTION A: STUDENTS AND STRUCTURES AT GCUC

A BRIEF HISTORY OF GCUC

Garden City University College (GCUC) was founded in 2001 by Mr. Albert Acquah, a Ghanaian Certified Public Accountant resident in the U.S.A. It was originally called College of Information Technology and Management Systems (CITMAS) and began formal lectures in 2002. Its main focus was on Information Technology training.

In 2004 when the quality of physical facilities, academic facilities and staff had improved to satisfaction, the Board of Directors decided to convert the institution to tertiary status. It was officially accredited in July 2005 by the National Accreditation Board to run degree and diploma programmes under the new name Garden City University College, Kenyase-Kumasi.

CITMAS at that time became a School of Information Communication Technology (ICT) and was quickly followed by a School of Business. In 2007, a School of Nursing was also begun. Today, the University College has grown to comprise a Faculty of Applied Sciences, Faculty of Business Studies, Faculty of Health Sciences and a Centre for Continuing Education that runs diploma and certificate Programmes.

Education at Garden City University College (GCUC) aims at developing the total personality of its students: the mental, physical and spiritual. Consequently, in addition to providing students with high standards of intellectual development, education at GCUC is also based on moral principles and social values aimed at inculcating in students acceptable behaviours and attitudes.

THE FOCUS OF GCUC

GCUC is well focused with a vision, mission, goal, motto and core values described below:

Vision

Developing the human resource for innovation and creativity in business, healthcare, entrepreneurship and community engagement.

Mission

Providing a centre of excellence in teaching and research by blending education in information technology, business, and health sciences to develop innovators in industrial and socio-economic development of Ghana and the international community.

Goal

- Excellence in teaching and research
- Distinctive scholarship and competence
- Optimisation of resource mobilization and utilization
- Student entrepreneurial and managerial development
- Community engagement

Motto

- “Developing the Next Generation of Innovators.”

Core Values

i.) Academic Excellence

To achieve the highest level of academic excellence in the areas of teaching, learning and research by engaging Faculty and staff to uphold high standards of competency in both their academic and professional careers and by ensuring that students maintain excellence in academic work.

ii.) Corporate Governance

To ensure an efficient, effective and transparent administration that assumes full responsibility for its decisions and is based on meritocratic reward system.

ii.) Community Services

To be responsive to the needs of its immediate and broader Ghanaian community.

iv.) Social Inclusiveness

Commitment to equal opportunity and practice of an all-inclusive academic community that provides opportunity for all persons to develop their full potentials irrespective of differences in gender, ability level and/ or socio-cultural background.

3.0. TERMS USED AT GCUC

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

- A programme is an academic pathway to be followed for an approved duration of time and which culminates in the award of a degree, diploma or certificate as the case may be.
- Junior Member, otherwise also called student, means a person who, after meeting the admission requirements of GCUC, including payment of approved fees, is enrolled for an approved programme of study or research.
- GCUC distinguishes between respectively regular and weekend students, and fresh and continuing students; these are all Junior Members.
- Senior Member means a person who has previously obtained a university degree or equivalent professional qualification and is currently holding office at GCUC as a teacher, a professional or an administrator.
- 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 August 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 August/September and in January/ February.
- A semester is made up of periods of classroom and laboratory teaching, field work, practicals and examinations and 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.
- A course is an element of a programme with stated duration and may last 12 weeks or less depending on whether the programme leads to a degree, diploma or certificate.
- Each course has a credit value which counts towards the total number of credits required for an award of a degree, diploma or certificate. The minimum of credits required vary from one degree to another and between the various programmes.

4.0.ADMINISTRATION

- The Governing Body of the University College is the University College Council.
- The Academic Board is the supreme academic body responsible under the University College Council for all academic related issues in the institution.
- The Principal Officers (who speak for and on behalf of the University College) are the Chairman of the University College Council and the President.
- Other key officers are the Registrar, Finance Officer, Dean of Students, Deans of Faculty and Heads of Department.
- Management refers to the central administration i.e. President, Registrar and Finance Officer working together in the day to day administration of GCUC. The Dean of

Students is the link between management and the students body and is responsible for the welfare and discipline of all students, thus giving meaning to the role of Senior Members as acting in 'loco parentis' (in the place of parents) to students.

- The Students' Representative Council (SRC) controls all students' activities and represents students' interest on various boards and committees of GCUC. Its executive is appointed from campus-wide elections. It is responsible for the co-ordination of the activities of junior members and Faculty societies. Faculty societies provide extracurricular activities for students of the particular Faculty.

5.0. GENERAL INFORMATION

Garden City University College is situated at Kenyase near the Kumasi International Airport on the Kumasi - Antoa Highway. Kenyase is one of the big towns in the Kwabre East District and links with Kumasi and other major centres of industry, art and culture in that area of Ashanti Region by good roads. In combining the urban and the rural, Kenyase provides an ideal environment for learning, teaching, research and leisure.

GCUC has **three Faculties** with the following departments:

5.1. Faculty of Applied Sciences

- Department of Applied Mathematics and Statistics
- Department of Computer Sciences
- Department of Environmental Science
- Department of Information Technology

5.2. Faculty of Business Studies

- Department of Accounting and Finance
- Department of Economics and Statistics
- Department of Managerial Sciences
- Diploma in Banking Technology and Accounting

- Diploma in Computerized Accounting

5.3. Faculty of Health Sciences

- Department of Dental Therapy
- Department of Medical Laboratory Technology
- Department of Midwifery
- Department of Nursing
- Department of Physician Assistantship Studies
- Diploma in Medical Laboratory Technology

5.4. Faculty of Humanities and Education

Library and Information Sciences

5.5. A Centre for Open Distance and E-Learning (CODEL)

All these academic departments and the centre run among them **several programmes** which end up in the award of degrees, diplomas and certificates after studies lasting the appropriate number of years or semesters. Students are not admitted to a particular department or to the centre but to a stated programme as advertised.

6.0. PHYSICAL FACILITIES

GCUC provides various physical facilities for students use. These include hostels, libraries, vehicular transport, parking spaces etc.

6.1. Hall of Residence

a) Admission to Hall of Residence

- i. Accommodation in a university hall of residence shall be based on availability of space and a student's ability to pay the rent and other charges.

- ii. For purposes of tracking students and social activities, including games and sports, each Junior Member, whether resident or non-resident, shall be assigned to a university or affiliated hostel.
- iii. All fresh and continuing students (resident and affiliated) must, on completion of their general and departmental registration, register in their halls of residence/affiliation each semester.
- iv. All first year students shall stay in the university hall of residence for the first year.
- v. Accommodation shall be offered on “first come first served” basis for continuing students
- vi. All resident students must note that tenancy for every hall of residence is for a one-year period (two semesters) subject to renewal. ie by mutual consent with university authorities. The student may stay in the facility longer after paying the necessary fee. If any resident of the hostel wishes to leave the accommodation within the one-year period, such a student would forfeit the balance of accommodation fee paid to the University College.
- vii. Any Junior Member who wishes to transfer from one hall to another may apply for the transfer through the Hostel Manager or a representative to the Registrar. Specific reasons for the transfer should be stated.
- viii. Junior Members offered accommodation are expected to move into residence on the first day of re-opening, unless prior written permission has been obtained from the Hostel Manager. A resident student who arrives two (2) weeks after re-opening without satisfactory justification would be refused entry to the hostels.
- ix. A Junior Member offered accommodation who reports after the first week without written permission or valid reason risks losing the offer.
- x. All Junior Members offered accommodation must, on arrival, see the Hall Manager or a Representative and sign a Residence Register at the hall.

a) Regulations on keys and visitors

- i. Resident Junior Members shall deposit their room keys at the Porters' Lodge whenever they leave their hostels. A student who loses a room key will be required to pay for its replacement.
- ii. No resident student shall keep a duplicate key to his room. Breach of this rule may lead to loss of resident status.
- iii. Resident students shall not be allowed to live in the hall with their families or friends. Any breach will lead to loss of accommodation.
- iv. Resident students leaving campus during vacation should sign a Departure Book at the Office of the Manager or a representative and leave their keys with the Officer before leaving the hostel. Students would have to check in on their return. Failure to follow the procedure stated above would attract sanctions including rental charges for the period the key was kept.
- v. In their own interest, students travelling should have their genuine GCUC identity card on them. The card may prove useful in times of trouble or in cases of emergency.
- vi. All external visitors to a resident student shall sign a Visitors Book at the Porter's Lodge on arrival and sign off on leaving. Visitors who fail to comply may be refused entry.
- vii. No visitor will be allowed to stay in any hall of residence after midnight. Students who harbour unauthorised visitors shall be given written warning by the Hall Manager if the case is reported. Subsequent offence will lead to loss of resident status without any refund.

b) Use of appliances

- i. In order to prevent fire hazards, the use of high current-consuming gadgets are prohibited. Appliances used by students shall be regulated based on their current consumption.
- ii. The use of any of the prohibited appliances may lead to their confiscation in addition to the student's loss of resident status.
- iii. Students shall cook only in designated areas. A breach of this prohibition may lead to a confiscation of the cooking items in addition to loss of resident status.
- iv. Students must switch off all appliances and fittings (lights and fans) when not in use or when leaving their hall or lecture/laboratory rooms.

c) Hall activities

- i. Resident students are required to attend all Hall meetings, and fully participate in games, competitions, and all social activities organised by their hall.
- ii. The permission of the Hall Manager or a representative must be sought before any of such activities are held.

d) End-of-Semester hostel arrangements

- i. GCUC officially closes for students on the last day of the semester. Resident students must leave the hostels on that day, unless an exemption has been granted by the Hall Manager. Failure to leave the hostel will attract the commercial rate in force at the time for each day the student holds the key.
- ii. All resident Junior Members are to leave their vacation contact addresses with the Hall Manager or a representative before going home at the end of each semester.
- iii. No resident student is permitted, under any circumstance, to go home with the key to his or her room or leave his belongings in his/her room during holidays

- iv. If a student fails to hand over the key, he/she will be surcharged with the cost of replacement with a new lock, while the hostel authorities will not be responsible for any loss or damage to belongings left behind. This is without prejudice to the provision in item iii. above.
- v. Vacation accommodation may be granted to a student only on written application to the Hall Manager who will consider the merits of the application and recommend to the university authorities for approval.
- vi. A student who has been granted permission to stay in residence during vacation shall abide by the laid-down regulations of GCUC. A rental fee shall be paid for each day of stay, unless prior written exemption has been given by the Manager or the Dean of Students with authorization from the Registrar.
- vii. A student who wishes to renew his/her tenancy with the University College and to book reservation for his/her present accommodation or a different hall shall apply to the Dean of Students through the Manager before the end of the Academic Year. The applicant shall pay a commitment fee of 50% of the existing rate to make a reservation for the same accommodation in the ensuing academic year.

6.2. University College Library

GCUC has volumes of reading materials that cover almost all the courses offered in the University College. The Library is also connected to the E-library facility to facilitate students' learning and research activities. The regulations below must be observed with the use of library resources.

- i. Students shall register at the Library before they are allowed to borrow any book.
- ii. Students shall at all times maintain the quiet environment which is required to ensure learning and research activities while in the Library.

- iii. Any student who mutilates, tears portions or destroys any library material shall be surcharged with five (5) times the current cost of that material. A stiffer sanction may be applied should the student fail to pay the fine.
- iv. It is an offence for any student to take any library material out of the Library without approval. A breach of this regulation shall attract sanctions including a fine or suspension.
- v. A final year student who fails to return any library material (s) before final examination, shall have his/her final semester results withheld and surcharged with five (5) times the current value of the material(s).
- vi. The following activities are prohibited in the Library:
 - a. Littering
 - b. Use of mobile phones or any other sound-emitting gadget
 - c. Conversations or group discussions
 - d. Eating and drinking

Use of University Transport

- i. If University transport is available, it may be requested for any approved journeys organised by a recognised club/society or a course-related group of students. A fee will normally be charged to cover running costs and driver's allowance(s).
- ii. Students may apply to the Registrar through the Dean of Students for the use of University transport at least five (5) working days prior to the date the vehicle would be needed. Names of students undertaking the trip, their programmes and hostels should be provided.
- iii. All requests should contain the following information:

- a. The destination and purpose of the trip.
- b. The date and time when the transport will be required.
- c. The number of students undertaking the trip.
- d. The name(s) and signature(s) of the organiser(s) and the name of the officer responsible for payment of the cost of the trip, where applicable.
- e. Where applicable, transport shall not be released for approved trips till transport charges are paid in full at the Finance Office.

7.0. THE DEAN OF STUDENTS

The Dean of Students is the link between Senior and Junior Members in providing the necessary support to students to achieve their academic and personal success. The office of the Dean of Students works closely with the Office of the Registrar and the Students Representative Council (SRC) to ensure **the welfare of students**.

7.1. In this regard, the office:

- i. Maintains hostels and other welfare measures for students residing in hostels of the University College
- ii. Provides services such as issuing of letters of introduction at the request of students to diplomatic missions and other institutions in Ghana.
- iii. Helps resolve students complaints and various issues such as assault, theft, rape and fraud.
- iv. Liaises with alumni to track the performance of past students.
- v. Encourages Government, Non Governmental Organizations (NGOs), corporate and individual philanthropists to come to the aid of students.

7.2. The office also manages the policy on **counselling services** on behalf of the University College. This policy is reproduced below for easy reference and study.

Policy on Counselling Services

Introduction

University life can both be exciting and at the same time challenging. This policy document is to guide junior members in the area of seeking for counseling services as they pursue their undergraduate Programmes in the University College.

Aim

- i. To help students gain understanding into any difficulties they may experience in the course of their studies.
- ii. To enable them fulfill their academic and personal potential.

Counselling Services

The Counselling Unit offers a range of services to students from academic advice to promotion of life values.

- **Academic Support** is given to students who experience difficulty in the classroom, laboratory or other learning environments and with any course which might affect them adversely in their academic work. Support is given regarding learning and study skills.
- **Personal Counseling** is provided students with e.g. difficulty in relating to peers, staff, home and others; financial difficulties, emotional/behavioral difficulties.

Methods of Counseling

- **Peer counseling** is used to enable students help each other in the area that they find difficulties especially in their academic work.
- **Promotion of Life Values** is done through frank discussions of life values with a view to encouraging positive values. Sometimes model personalities in the college and Ghanaian society in general are invited to lead the discussion.

Making an Appointment

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

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

Referrals: A student with need for specialized services will be referred to the appropriate facility.

8.0. STUDENTS' REPRESENTATIVE COUNCIL (S.R.C)

Students at GCUC are organized into one student body and recognized as such with its Students Representative Council (SRC) and various committees. Through the SRC students control their own (mainly extracurricular) activities and also participate actively in the administration of GCUC through their representatives on the University College Council, the Academic Board, Faculty and Departmental Boards and various Committees.

8.1. 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 recognized 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, workshops, debates and other social and academic activities by hostels, faculties, and registered societies of the University College.
- vi. To maintain regular contact with alumni for exchange of ideas and for the development of the University College.
- vii. To formulate rules and regulations as will promote cordial relationships between students or groups of students. Such rules and regulations shall not infringe on the human rights of individual students or group of students, and shall not discriminate on grounds of gender, religion, ethnic origin, political affiliation or programme of study.
- viii. To nominate student representatives to serve on the University College Council, appropriate GCUC Boards and/or National Boards and committees to represent student interests.
- ix. In pursuance of these objectives, the S. R. C. shall co-operate with the University College authorities and other appropriate bodies.

8.2. Composition of S. R. C

The Students' Representative Council (SRC) shall comprise the following members (Ref University College Statutes & S. R. C. Constitution):

- i. President
- ii. Vice-President
- iii. General Secretary
- iv. Local PUSAG, USAG & NUGS Representative
- v. Financial Secretary
- vi. Treasurer
- vii. Entertainment Secretary
- viii. Welfare Officer
- ix. Games & Sports Secretary
- x. Publicity Officer
- xi. Women's Commissioner
- xii. Faculty Representatives

8.3. Eligibility to Contest in S. R. C. Elections

- i. Only students at level 200 and 300 may contest for a position.
- ii. Only students in good academic standing (with a minimum CWA of 62) shall qualify to contest for positions.
- iii. A student in good standing shall have no financial, academic or disciplinary record against him/her.

9.0. STUDENTS ASSOCIATIONS

9.1. Formation of Clubs and Societies

- i. Applications for the formation of a club or society should be submitted to the Dean of Students through the Student Representative Council (S.R.C). The Dean of Students will place the application before the Residence Committee for consideration.
- ii. The application should state the names of the founding members, officers and patrons. It should also include the constitution of the society and its intended activities for a semester or year.
- iii. Except on the basis of a programme of study or one's religion, a club/society shall qualify to operate on campus only if it is open to all students, irrespective of gender, religion, ethnic background, social class, political orientation or membership.
- iv. The mandate to form a club or society shall be withdrawn if the club or society operates contrary to its approved aims and objectives or in contravention of the national laws or the provisions made in this Handbook.
- v. Every approved society/club must have a Senior Member of the University College as its patron and a signatory to cheques to be issued.
- vi. The names of the executive members of each society shall be forwarded to the Dean of Students and copied to the Student Representative Council.
- vii. The Treasurer of each approved society must present through their Patron to the Dean of Students, a detailed annual financial statement. Such annual financial statement must be duly signed and approved by the Financial Secretary and the President of the society.

- viii. Clubs/societies can only start operation on receipt of approval from the Dean of Students.
- ix. Registered clubs/societies must apply for a renewal of their permit by the end of each academic year to take effect from the beginning of the ensuing academic year.
- x. Before arrangements are made to invite outside guest speakers or artistes to address meetings or provide entertainment, a formal written request must be made through their patron to the Dean of Students. No such arrangement shall be concluded until written permission is granted.
- xi. The Dean of Students reserves the right to impose appropriate conditions for the use of the venue for the activity. Such conditions shall be complied with before the use of the place.
- xii. Social activities will take place at the Albert Acquah Hostel and academic activities when possible at the Assembly Hall. In all cases, permission to use the venue for the activity must be obtained from the Dean of Students through the Patron, at least one week before commencement of the activity.
- xiii. Cases requiring settlement of grievances or misunderstanding within the club or society shall go to Patron of the club or society. Unresolved grievances shall be referred to the Dean of Students.

9.2. Social Activities

- i. Executives of hostels and students leadership, should at the beginning of the academic year, submit proposed hostel and other student activities to the Dean of Students for incorporation into the general University College calendar of social activities.
- ii. Celebrations such as hostel/SRC/departmental week shall take a maximum of three (3) days within the week.

- iii. As much as possible, activities and events must occur away from the academic area and when there are no lectures. Written permission shall be sought from the Dean of Students.

9.3. Excursions

Excursions organised by students shall be governed by the following regulations:

- i. Written permission for an excursion should be sought from the Dean of Students through the Head of Department and/or the Patron.
- ii. Written permission for educational trips should be sought by the Lecturer from the Dean of Students through the Head of Department.
- iii. The application should contain the names of the organisers/leaders and the students undertaking the trip.
- iv. A club/society excursion shall be restricted to only members of the club/society unless otherwise advised by the S.R.C.
- v. No student(s) shall take part in any excursion that has not received prior permission from GCUC authorities.
- vi. The purpose and objectives of a trip should relate to the aims and objectives of the club/society, students' coursework, or the approved academic and social activities of the University College.
- vii. There should be evidence of correspondence between the club/society and the institution, organisation, or establishment to be visited.
- viii. The transport and incidental costs of the trip, including fuel and driver's allowance(s), shall be borne by the club/society. Course-related trips organised by the Lecturer-in-charge, Head of Department, or Dean of Faculty may be exempt from charges.

9.4. Financial Issues of Students' Associations/ S. R. C

- i. It shall be the responsibility especially the leadership of a student club or society (the President/financial secretary and treasurer) to follow the University College's established financial procedures in accordance with the Laws of Ghana specifically the Procurement Law (ACT 663) in soliciting for funds for procurement of items or payment of services.
- ii. It is mandatory for any student leader/ financial secretary and treasurer who secure an advance for the procurement of items or payment of services on behalf of their society to ensure that all monies obtained for any transaction are fully accounted for.
- iii. Student leaders/ (financial secretary and treasurer) and the Patron/Head of Department shall ensure that proper accounting records are kept for ease of reference and for future purposes.
- iv. No club/society/S.R.C shall open, hold or operate any bank account without the approval of the Patron/Head of Department and Dean of Students respectively.
- v. The annual budget of the club/society/S.R.C shall be discussed with the Patron / Head of Department then at the appropriate students' General Assembly before submission of same through the Dean of Students for consideration and approval. Only then shall the budget be implemented.
- vi. The club/society/S.R.C shall submit financial reports at the end of each semester through the patron/Head of Department to the Dean of Students for consideration and records. Such reports shall be published for the information of all students.
- vii. All clubs/societies/S.R.C shall submit an audit report to the Dean of Students at the end of the office tenure of the Executive
- viii. All clubs/societies/S.R.C shall consult the Finance Officer on any financial issue for the necessary direction when necessary.

10.0. COMMUNICATION WITH UNIVERSITY COLLEGE AUTHORITIES

10.1. When students have grievances

- i. If a student or a group of students have any grievance (s), it should be first submitted to the Head of Department for redress. If in the estimation of the Head of Department, the issue is above the Departmental level, it would be forwarded to the Dean of the faculty and/or Dean of Students respectively. If the magnitude of the issue requires the intervention of the Registrar or the President, it would be referred.
- ii. Except under extreme circumstance, students shall not go straight to the Registrar or the President to lodge complaints without following the procedures in (i) above.

10.2. Officials for Enforcement of Discipline

- i. The President remains the Chief Disciplinary Officer of the University College with the overall responsibility for ensuring discipline within the University College Community.
- ii. Officials with responsibility and authority for the discipline of Junior Members on behalf of the President include the Registrar, Heads of Faculty/Department, the Librarian, the Dean of Students, and the Hostel Managers.
- iii. It shall be an offence to disobey these officials in the discharge of their duties of enforcing discipline and applying sanctions.

10.3. Procedure for Appeal

- i. Any Junior Member who is aggrieved by any disciplinary action taken against him/her by a person with delegated authority to impose sanctions for breach of

the rules and regulations specified in this Handbook may appeal in writing to the Registrar through the Dean of Students in the first instance.

- ii. The appeal should be lodged within seven (7) days of the notification of the sanctions imposed on him/her.
- iii. The Registrar, upon the receipt of the appeal, will consider the merits of the appeal, and advise the President appropriately. The decision/action of the President shall be final.

10.4 Amendments to Rules and Regulations in the Handbook

Any rules and regulations contained in this Handbook are subject to review.

Junior Member(s) collectively or individually can submit written proposals for amendments to this Handbook through the SRC to the Academic Board for its consideration.

The authority to amend the Students' Handbook rests with the Academic Board.

SECTION B: RULES AND REGULATIONS FOR STUDENTS

11.0. GROUND RULES

11.1. Policy on Admissions

- i. For admission to a degree/diploma/certificate programme, one must have obtained requisite passes in relevant subjects in an examination organized by an appropriate body recognized by the laws of Ghana.
- ii. The person must also fulfil the appropriate programme requirements and follow directives of their future profession or vocation as the case may be.
- iii. A student who submits false information for admission shall be dismissed notwithstanding his academic standing or years of studies.
- iv. His/her certificate may be withdrawn or cancelled if the offence is detected after the student has graduated.

11.2 Policy on Registration

- i. All Junior Members are obliged to register every semester. No student will be permitted to join or continue a programme of study without being duly registered.
- ii. All students shall pay their fees in full and provide evidence of fees paid to a Registration Officer before registration will be allowed.
- iii. If for any reason, a continuing student cannot pay his/her full fees, he/she shall arrange new terms of payment with the Finance Officer who must give a written 'fiat' before registration will be allowed. Such a student shall complete payment of the Semester's fees before the End-of-Semester Examinations begin.

- iv. All resident and non-resident students shall register **IN PERSON** in the Academic Affairs Section, their Departments and Hostels of Residence/Affiliation within the period advertised. It is an offence for registration to be done by proxy. Registration by proxy shall be considered null and void, and the parties involved shall be sanctioned appropriately.
- v. At the Hostel(s) and Departments respectively, the appropriate registration forms will be used and must be endorsed respectively by the Hostel Manager and Departmental Registration Officer.
- vi. A one-week late registration period advertised in the Academic Calendar shall be in force after a two-week period of registration, following the date of re-opening. Students who register after the first two (2) weeks shall pay a fine determinable by the Academic Board each day within the one-week late registration period.
- vii. Registration shall not be allowed for continuing students beyond three weeks after re-opening. Students who fail to register without justifiable cause will automatically lose their student status for the semester.
- viii. A continuing student who fails to register within the registration period shall be prevented from commencing the semester's activities including lectures, practicals, field work, etc. Such a student shall be made to defer his/her programme till the next academic year.
- ix. In the event of any difficulty on the part of a continuing student, preventing him/her from registering within the period advertised, the student could resort to a deferment of his/her programme for the academic year.
- x. Registration for fresh students shall not be considered complete unless a medical examination by a University-appointed Medical Officer has been passed. A student who fails to adhere to this directive shall be withdrawn.
- xi. Fresh students shall not be permitted to register after matriculation.

- xii. A fresh student, who fails to register before matriculation, forfeits his/her admission as well as any money paid in respect of the admission. The student will have to apply for future admission.

11.3. Orientation and Integration for Fresh Students

Orientation and integration for fresh students take place at the beginning of the entry semester. All fresh students are required to attend orientations organised by the University College, Faculties and Departments. The purpose of the orientation and integration may be summarised as follows:

- i. To welcome the fresh students and help them adjust and adapt to University life.
- ii. To explain the registration procedure, the grading system and examination regulations.
- iii. To expose them to facilities available at GCUC to make university education an enjoyable and a rewarding experience.
- iv. To explain the roles and responsibilities of the student as provided in the SRC constitution.
- v. To let students know their rights, privileges, obligations and responsibilities in the University College
- vi. To enable students to know their relationship with other sections of the University College.
- vii. To enable international students familiarise themselves with the university community and other key places outside the University College.

11.4. Identity Cards

- i. Each student must obtain a student Identity Card (ID) duly signed by the Registrar.
- ii. The ID card bears the student's name, his/her picture and an index number that must be quoted in all correspondence with GCUC authority.
- iii. Each student should always carry on him/her the identity card issued by the University College.
- iv. In case of suspension, dismissal or withdrawal, the student concerned should surrender his identity card to the Registrar.
- v. Printing, possession, or use of forged GCUC identity cards shall lead to sanctions

11.5. Change of Name

- i. Students shall be known only by the names with which they registered and in the sequence in which these were written on first entering GCUC. Once a student has been registered with a name, he/she goes through his/her programme with that name.
- ii. Only students whose names have been changed by virtue of marriage are eligible for a change of name. Any student who wishes to change name by virtue of marriage must apply to the Registrar with appropriate supporting documents (Gazette or marriage certificate).
- iii. Students whose applications are under consideration and processing must not use the changed name(s) for any correspondence in relation to their academic work until the University College has accepted the change in writing.

11.6. Decorous Dressing

- i. At all times, students shall be decently dressed as befits their status.
- ii. Students, who dress casually or such as raises eyebrows in teaching and learning environments of GCUC and its affiliate institutions as going against social and/or professional standards of dressing, shall attract immediate sanction.
- iii. On all ceremonial occasions like Matriculation, Congregation or other specified occasions, all Junior Members are required to wear the appropriate academic dress.

11.7. Healthcare

- i. Registered students shall go through a medical examination organised by the University College. Students who avoid or refuse this shall be withdrawn.
- ii. The GCUC requires all students to register with the National Health Insurance Scheme or a Mutual Health Insurance Scheme and obtain a valid card to be used to seek medical attention when it becomes necessary. Students may seek medical attention from an approved nearby facility such as Manhyaia, KNUST, or any NHIS accredited health care centre near Campus.
- iii. Any student, who, for medical reasons certified by a recognized medical practitioner, cannot attend lectures or take part in any examinations, shall write to the Registrar to seek permission. A medical report should be attached to the letter.
- iv. Students receiving training for the Health professions shall be screened for particular diseases and receive prescribed immunizations at appropriate times.

11.8. Keeping the Environment Clean

Students have a responsibility to keep the campus and hostel clean and tidy at all times, and refrain from doing anything that degrades the campus and hall environments. Throwing waste water or litter around the Campus or hostel constitutes degrading the environment. Breach of this regulation will attract sanction.

11.9. Damage To/Modification of GCUC Property

Students shall not make any alterations to University College property of any kind, including furniture, fittings, electrical installations, books, computers, posting of bills and notices and laboratory facilities, without written authorisation from the Registrar. Students found guilty shall face sanctions.

11.10. Transfer of GCUC Property

It shall be an offence for a student to remove, change, replace, transfer, or dispose of any GCUC property (furniture, fixtures and fittings, etc.) without written permission from the Registrar. Sanctions shall be applied in event of breach.

12.0. GENERAL DISCIPLINE

12.1. Conflict Resolution

- i. When disputes arise between students from different Hostels, the Hostel Managers shall resolve the matter within seven (7) days.
- ii. If the effort indicated above fails, the dispute shall be referred to the Dean of Students for a settlement, which should be completed within five (5) days.
- iii. Where the Dean of Students fails to solve the problem, the issue shall be brought to the attention of the Registrar, who will set up a committee to investigate and submit a report with recommendations to the President within seven (7) days. The decision of the President shall be final.

12.2. Misconduct

- i. Throughout the duration of their studies, students shall be on probation and shall suffer sanctions for misconduct or unsatisfactory academic performance.

- ii. Misconduct or breach of discipline occurs when one indulges in prohibited activity, exhibits improper conduct and behaviour or acts against **rules and regulations** mentioned in but not limited to this handbook.
- iii. On and Off Campus, Junior Members are bound by the laws of Ghana. The walls of GCUC do not give immunity to anyone who breaks the laws of Ghana.
- iv. Junior Members are expected to use the approved channels of communication and to follow the laid down procedures to resolve grievances.
- v. For the presentation of formal petitions, resolutions, protests, etc. the residence of the President and other principal officers of GCUC are out of bounds. All formal negotiations should take place in the offices of such officials.
- vi. In all matters of negotiation, the Central Administration will meet only the leadership of the SRC or, where appropriate, representatives of registered organisations in GCUC, and agreements reached are deemed to be binding on all parties.

12.3. Policies and Directives

- i. Examples of policies in force at GCUC are to be seen in the appendixes:
 - a. Ethics policy at GCUC (abridged version)
 - b. Sexual Harassment Policy
 - c. Consensual Relationship Policy
- ii. Some directives from supervisory and regulatory educational/professional bodies to students e.g. in the Health programmes include:
 - a) Uniformed dress code
 - b) Vacation practicals

- iii. For their far reaching implications and possible untoward consequences on persons, places, career and work in Ghana and in the international community, these policies/directives should not be ignored. Students shall therefore familiarise themselves and be abreast respectively with such policies, directives and special notifications.

12.4. Sanctions for Misconduct

Any of the following penalties may be prescribed for a student who misconducts himself/herself:

- i. Warning/Reprimand
- ii. Rustication/Suspension
- iii. Loss of Resident Status
- iv. Compensation to victim
- v. Payment of the full worth of stolen item(s)
- vi. Repair/ Replacement of damaged property
- vii. Withholding of Examination Results/Transcript/Certificate
- viii. Prosecution if necessary
- ix. Withdrawal/Dismissal

12.5. Dismissal

A student shall be dismissed from the University College under any of the following situations:

- i. Any student who gains admission to the University College with falsified documents.

- ii. Impersonating another student or allowing oneself to be impersonated.
- iii. A student who has to be rusticated for a second time for a breach of the same or another University College regulation.
- iv. Any student who is involved in the leakage of an examination paper.
- v. A student who attempts to verbally or physically assault an Invigilation Officer in or outside an examination centre or any University Official on or off-campus.
- vi. A student who is proven by law to have been involved in a criminal activity or serious misconduct on or off-campus.

13.0. ON STUDENTS' CONDUCT.

Students shall maintain, at all times, a kind of environment that is conducive for academic work and comfort on campus and in the Hostels.

13.1. Noise-Making

- i. To maintain a suitable academic environment, it is desirable that the campus and Hostels are kept as quiet as possible, at all times. Students shall, therefore, refrain from making undue noise on the campus during lecture periods, and in the Halls, especially between 10.00 p.m. and 6.00 a.m.
- ii. Radios, sound systems, and musical instruments may be used at the Hostels at low volume and subject to such other regulations as may be made by the Hostel Council. Playing of music on gadgets such as radios, phones, laptops, etc. on campus during lecture hours is prohibited, unless written approval has been granted.
- iii. Club, society, religious and political meetings shall not be held in students' rooms or in any lecture room. Written permission shall be sought from the Registrar if it becomes necessary to hold any such meetings in any of the venues mentioned.

- iv. Breach of any of these regulations will attract a fine to be determined from time to time by a Disciplinary Committee or the Hostel Council in the first instance, depending on the venue where the breach was committed. Subsequent breach of same or a different regulation could result in loss of residential status or stiffer sanctions. A breach of the regulation on use of gadgets and musical instruments, especially on campus would lead to a seizure of the gadget or any other sanctions determined from time to time.

13.2. Trading

- i. No trading by students, including sale of food items and alcoholic beverages, shall take place in the Hostels or on campus without written permission by the Registrar.
- ii. Any student who violates prohibition in item (i) above, shall be warned in writing in the first instance. Subsequent violations will attract confiscation of the items and/or loss of resident status or suspension.
- iii. Unauthorised hawkers are not allowed to sell in a hostel. Any student who patronises any hawker in the Hostel shall lose his/her resident status.

13.3. Drunkenness

- i. Drunkenness and any disorderly behaviour on the campus and in a Hostel constitute a serious breach of discipline.
- ii. Habitual drunkenness on campus, in a Hostel, or in town, resulting in disorderly or scandalous behaviour, shall be considered as bringing GCUC into disrepute.
- iii. Students shall not be under the influence of alcohol during lectures, games, competitions or any other activities held on the University campus including the hostels.
- iv. Sanctions for these offences include warning, probation, suspension or dismissal.

13.4. Smoking

Smoking is forbidden on all university premises. Breach of this rule will lead to sanctions including loss of Hostel accommodation without refund of Hostel fee, warning, fine, suspension, or dismissal.

Drugs

- i. Possession, cultivation, sale or use of any drugs in contravention of the Laws of Ghana is prohibited in any part of the University College premises (Campus and Hostels).
- ii. Offenders shall be dismissed, and handed over to the police for prosecution under the laws of the country.

13.5. Illegal Collection of Money from Students

- i. Permission to make general collection of money, other than for club subscriptions or authorised social programmes, must be obtained from the Registrar.
- ii. Unauthorised levies or collection of money at departments or hostels by student(s) for any purpose is prohibited.
- iii. Student(s) who breach these rules shall be warned, suspended or dismissed depending on the gravity of the offence.

13.6. Arms/Ammunition/Explosives

- i. Possession, sale or use of any form of arms or ammunition on the campus or in a hostel, whether licensed or unlicensed, is prohibited.
- ii. Offenders shall be dismissed and/or prosecuted.

13.7. Anonymous Letter Writing

- i. It shall be an offence for a junior member to engage in anonymous letter writing.
- ii. Students with any grievances should use the appropriate channels of communication for redress.
- iii. Breach of this regulation shall attract outright dismissal, if the writer is found out.

13.8. Communication with Public Officers, Embassies, and the Press

- i. All formal communication on GCUC matters should be submitted in writing through the Dean of Students to the Registrar for his written authorization.
- ii. Students are not allowed to have direct communication with public officials, foreign embassies, the media (electronic or written), or any non-GCUC official on matters affecting the University in the form of interviews, press conferences or press release without prior written authorization by the Registrar.
- iii. Sanctions for non-compliance with these rules and procedures include written warning, suspension, or dismissal depending on the gravity of the offence.
- iv. Students, groups, clubs, societies are prohibited from using the University Logo/letterheads for any official/unofficial correspondence or for other purposes without authorization from the Registrar. A breach of this regulation could lead to rustication, dismissal or other sanctions against the students involved.

13.9. Publications/Advertisements

The following rules shall govern all student publications/advertisements (e.g. magazines, journals, newsletters, posters, banners, notices, etc.):

- i. An application to produce a student publication or advertise in print/electronic media or hoist an association/programme banner shall be submitted through the Dean of Students to the Registrar five (5) clear working days, with a copy of the material attached for the Registrar's approval. Approval would be granted after the Registrar has satisfied himself of the studentship of the editor, members of the Editorial Board, the publisher, the objective(s), and motto, or philosophy of the material. The publication/advertisement can commence only after the Registrar has duly given his written approval.
- ii. Each issue of a publication shall indicate the names of the editor, members of the Editorial Board, and the publisher. Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- iii. The Editorial Board has a responsibility to ensure that no publication/advertisement has elements of obscene, derogatory, or libellous statements, personal attacks, falsehoods, or any statements that may cause disharmony, disaffection, or bring the students, staff, or the authorities of the institution into disrepute or public ridicule.
- iv. Banners, posters or handbills can be hoisted or pasted at only designated places in or around the Campus and must be removed not later than two (2) weeks from the date of hoisting/pasting. Failure to adhere to this directive shall attract sanctions.
- v. The Registrar in consultation with management reserves the right to withdraw approval of any publication/advertisement that contravenes the guidelines mentioned above.

13.10. Demonstrations, Rallies, Processions (DRP) On Campus

- i. Students wishing to organise any DRP on the campus or outside the campus shall write to inform the Registrar through the Dean of Students.
- ii. Correspondence should reach the Registrar at least 48 hours, i.e. two clear days and a written feedback obtained before the DRP is due to commence.

- iii. The notice shall clearly state the purpose of the DRP, the name(s) of the individual organiser(s) or the organising body, the route to be followed, and the duration of the DRP.
- iv. DRP shall be held at a place or places approved by the Registrar.
- v. Demonstrators shall avoid obstructing the flow of traffic and the movement of pedestrians.
- vi. No DRP on campus shall be allowed between the hours of 6:00p.m and 6:00 a.m. Exceptions may be granted depending upon the circumstances.
- vii. The Registrar in consultation with the Dean of Students may prescribe additional conditions, restrictions or limitations that he considers appropriate in any given situation.
- viii. During a DRP, nothing shall be done or said that may provoke violence.
- ix. The organisers of a DRP shall be held jointly and severally responsible for any act of violence or breach of the rules and regulations of GCUC or the laws of Ghana.
- x. Participants in a DRP shall be held collectively and individually responsible for any act of lawlessness or destruction of property that occurs during a DRP.
- xi. Sanctions for any breach of these regulations on DRP may include warning, a fine, probation, suspension, withholding of certificate, dismissal or prosecution.

13.11. Demonstrations, Rallies and Processions outside Campus

- i. Organisers and participants of a DRP outside the campus of GCUC shall be deemed to have familiarised themselves with the laws of the country on DRP.

- ii. Students wishing to organize a DRP outside the campus of GCUC shall write to inform the Police and obtain written feedback from them; a copy of such correspondence shall be submitted to the Registrar before the commencement of the DRP.
- iii. Any DRP outside the campus shall take place only after the organizers have received notification of Police protection. GCUC authorities would also demand an assurance from the organizer/leader that the DRP would not degenerate into the destruction of life and property or obstruction of traffic or any unlawful acts.
- iv. The starting of DRP on or outside campus shall not imply that GCUC authorities accept, approve, or support the objectives, means and ends of the DRP.
- v. Any contravention of the regulations on DRP will carry serious sanctions such as suspension or dismissal. In addition, the student(s) involved in any damage to property shall be held responsible for the cost of repair or replacement, and police action

14.0. ON EXAMINATIONS

14.1. Admission to Examinations

Before a student qualifies to be a candidate for examination, he/she must satisfy the following requirements:

- i. Must have followed the approved programme of study as a student over the required period.
- ii. Must have registered for the course(s)
- iii. Must have fulfilled the Continuous Assessment requirements of the course(s).
- iv. Must have paid a part (at least 70%) of a Semester's fee before the mid-semester examinations and the full fees (100%) latest two weeks before commencement of the end of semester examinations.
- v. Must have returned all library book(s) and other GCUC property in their possession.

14.2. Responsibilities of Examination Candidates

- i. Must take note of the details of the examination time-table posted on the notice boards and on the University College portal.
- ii. Must find the room(s) for the examination well in advance and locate the seat/desk bearing his/her index number.
- iii. Must not carry unauthorized items to the examination room.
- iv. Must go to the examination room with only authorised materials (pens, pencils, rulers, erasers, and sharpeners) for the examination.

14.3. Instructions to Examination Candidates

- i. Students are expected to be seated at the examination centre at least 30 minutes before any examination begins.
- ii. Students may be thoroughly searched for unauthorized items such as mobile phones, smart watches, google glasses and caps/hats.
- iii. Students shall use their index numbers throughout the examinations and shall display their ID cards to establish their identities.
- iv. Students shall write only their index numbers on the question paper and the answer booklet provided before the start of each examination. The paper will not be marked in breach of this rule.
- v. No student shall be allowed to enter an examination room 30 minutes after the examination has started.
- vi. No student may be allowed to leave the examination room within the first 30 minutes after the start of the paper. Students who are allowed to go out with permission shall be subjected to body search on their return to the examination room.

- vii. Any student who wishes to leave the examination room with the intention of returning shall seek permission from an Invigilator. Such a student shall be escorted by an attendant while outside the examination room.
- viii. Students are expected to provide information as requested on the cover page of their answer booklets before the start of each examination.
- ix. Students shall not start any examination until instructed by an Invigilator.
- x. Lending or borrowing of any materials is not permissible.
- xi. A student shall do rough work in the answer booklet and cancel it after use.
- xii. No materials such as textbooks, notes, log books or formula tables and programmable calculators shall be taken into the examination room unless otherwise authorized.
- xiii. Students shall take note that when “**stop work**” is announced at the end of an examination, they will remain seated until all scripts have been collected before they leave the room. No student shall write when “**stop work**” is announced.
- xiv. No student shall take away any used or unused answer booklet, part of it or supplementary sheets. The question paper may be retained unless the instruction states otherwise. Any student, who completes the examination before time, shall submit his/her answer booklet to the Invigilator before leaving the room.
- xv. In order to avoid the loss of important items, students are advised not to carry bags or valuables to the examination centre.

14.4. Illness during examinations

- i. A candidate, who is unable to write an examination on medical grounds confirmed by a medical report from a certified medical practitioner, shall be graded with an I (incomplete) for the course(s).

- ii. If a candidate is prevented by illness from taking the whole or part of any examination, he/she should immediately report to the students' health centre which will decide whether the student has to be taken to a recognised health facility. In any case a medical report should be provided on the state of his/her health.
- iii. The Medical Officer shall state in the report the name and index number of the candidate, and date of visit/detention. The report should state whether or not he/she can take the examination at all and, if he/she can, whether at the hospital or at the examination hall.
- iv. Where it is recommended that the student can take the examination, the University examination coordinator shall arrange with the Head of Department for the candidate to take the paper(s) at an appropriate place and time.
- v. Where it becomes necessary for a student to defer an examination on grounds of illness, he/she shall apply to the University College's Examinations Coordinator with copies to the Head of Department and Dean of Students. The application shall be supported by a medical certificate issued by a registered Medical Officer.
- vi. The student (in part v above) shall be allowed to take a supplementary examination as his/her main examination. Subsequent applications for deferment, on grounds of ill-health, shall be subjected to a medical certification, issued by a properly constituted Medical Board.
- vii. In case of admission at a hospital, a special arrangement will be made for a student to write his/her papers, if declared capable by a medical officer.

14.5. Failure to Write Examinations

A student who fails to write an examination, based on any of the following reasons shall fail the course(s):

- a. Failure to read the End-of-Semester Examination Time-table.
- b. Forgetting the date or time for an examination.

- c. Inability to locate the examination room.
- d. Inability to wake up from sleep in time for the examination.
- e. Pregnancy (Without a medical report).

14.6. Duration of End-Of-Semester Written Examinations

The duration of End-of-Semester Examinations shall be determined by the credit weighting of a course as follows:

<u>Credit Weighting</u>	-	<u>Duration of Examination</u>
One-Credit Course	-	One and a Half Hours
Two-Credit Course	-	Two Hours
Three Credit Course	-	Two and a half hours-Three Hours

14.7. Non-Completion of a Course

- i. A grade **I** (for **Incomplete**) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty Board to be satisfactory. Such a student shall be expected to complete the course the next time it is offered, and shall be allowed two semesters to take examinations and replace the “I” with the appropriate letter grade.
- ii. A grade **I** shall be awarded to a student who is unable to complete a course due to illness.
- iii. A grade **I*** shall be awarded to a student who is unable to complete a course due to unavoidable event other than illness (Such as loss of relations etc.).
- iv. A grade **F** shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty Board as unsatisfactory.

- v. A grade **Z** shall be awarded to a student who is unable to complete a course due to disqualification.

14.8. Examination Malpractice

The University College does not condone any form of examination malpractices. The following constitutes examination malpractices:

- i. Copying from prepared notes on any material, printed material or from another student's script.
- ii. Carrying and/or using mobile phones, smart watches, google glasses and transmitting devices in the examination room, even if switched off. Such devices would be confiscated by invigilators and handed over to the University Examinations Coordinator.
- iii. Carrying and/or using unauthorised programmable calculators in the examination room.
- iv. Oral, written or non-verbal communication among students. Any student who needs assistance shall seek the attention of the Invigilator or the Examiner in the examination room for direction or assistance.
- v. Interfering with stapled answer booklets. Any complaints about an answer booklet shall be brought to the attention of an Invigilator.
- vi. Destroying any material suspected as evidence of a malpractice.
- vii. Physical or verbal assault of an Invigilation Officer or doing anything to undermine his/her authority inside or outside an examination room.

14.9. Examination Malpractice Sanctions

A breach of any of the above examination regulations, made for the conduct of University 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. Confiscation of mobile phones and unauthorised electronic devices for a semester.
- vi. Rustication from the University College
- vii. Expulsion from the University College.

14.10. Examination Malpractice Disciplinary Committee

An Examination Malpractice Disciplinary Committee shall consider reports on examination malpractice(s) and recommend appropriate sanctions to the President for his/her consideration after due process that shall allow the student involved to defend him/herself.

14.11. Review of Examinations Results/Re-Marking of Scripts

- i. A candidate who is not satisfied with his/her examination result(s) may request a review by submission of an application to the President through the Head of Department.
- ii. An application for a review shall be submitted not later than 21 days after publication of the said results and shall state the grounds for requesting the review.
- iii. A review fee to be determined by the Finance Office on the recommendation of the Academic Board, shall be paid by the candidate.

- iv. An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be accepted.
- v. No action shall be taken on an application which is submitted outside the time stipulated in (ii) above. Review shall not proceed unless the review fee is fully paid within the stipulated time.
- vi. The Academic Board may authorize the amendment of the original results if there is justification for it.
- vii. The Academic Board shall direct a refund of the review fee in whole or in part where a complaint succeeds. The Academic Board shall direct a forfeiture of the review fee if a complaint fails.
- viii. If it emerges that a complaint is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from taking University College examination(s) for a specific or an indefinite period.
- ix. The University College shall pay 50% of the Review Fee to the examiner as allowance for re-marking of a student's script.

14.12. Supplementary Examinations

- i. Supplementary Examinations shall be governed by the examination regulations stipulated in this document.
- ii. Supplementary Examinations shall be organized twice in an academic year at the end of each End-of Semester Examinations.
- iii. At the beginning of a new academic year "special" Supplementary examinations shall be held to enable successful candidates to progress to the next level of the programme of their studies.

- iv. Only students who took part in the End-of-Semester Examinations for the First and/or Second Semesters and trailed in some courses would be eligible to re-sit those same courses.
- v. Students who could not write examinations in any of the two semesters on account of illness, supported by a medical report from a recognized medical practitioner may take part in the Supplementary Examinations to constitute his/her main examinations.
- vi. Students with trailed courses, after receiving electronic copies of their results, must refer to the notice boards/the university college portal for the date and time-table for the Supplementary Examinations. Such students shall pay the current fee for each re-sit paper, present their receipts to their Departmental Examinations Officers before registering those courses to be re-written.
- vii. A maximum of three (3) papers shall be taken at the end of semester examinations; in the special supplementary examination, a maximum of two papers only. A fee determined by the Academic Board shall be paid for each re-sit paper to be taken.
- viii. With the health programmes, students with trailed courses who failed to take part in the Supplementary Examinations shall not proceed to the next level of their studies.
- ix. For non-health programmes, students with trailed courses who failed to take part in the Supplementary Examinations shall not carry those papers for more than two semesters. (e.g.: A student who trails a level 100 course should not carry the trailed course to level 300)
- x. Supplementary papers shall be marked over 100%. A re-sit score does not replace the score for the previous examination result. The previous and current scores shall remain on the student's transcript and both scores shall be taken into account in the computation of the student's CWA.

- xi. For non-health related programmes, students may be given the opportunity to register and re-sit the trailed courses during the end of semester exams.

14.13. Examination Report

At the end of each semester, the result slip of courses taken by the student in the semester will be placed on his/her file and a copy given to the student.

14.14. Submission of Research/Project Work.

- i. Both bound and soft copies (final copies) of Long Essays/Project Work shall be submitted to the Heads of Departments latest two (2) weeks after the End-of-Second Semester Examinations.
- ii. Students shall learn from their supervisors the standard format for presenting their work and ensure that the format has been duly followed.
- iii. Students who fail to submit their Long Essays/Project Work as recommended in (i) above and by the stipulated **deadline** shall not qualify for graduation.

15.0. ACADEMIC POLICIES AND PROCEDURES

15.1. Structure of a Semester

A semester shall consist of sixteen weeks and shall be structured as follows:

- i. Twelve (12) weeks of teaching.
- ii. One (1) week of mid-semester examination.
- iii. Three (3) weeks of end-of-semester examination

15.2. Total Course Credits for Programmes

The table below shows the course credits required by the various programmes.

Programme	Minimum Credits	Maximum Credits
4 year degree	120	168
3 year Post Diploma degree	90	126
2 year Post Diploma degree	60	84
3 year diploma	90	126
2 year diploma	60	84
1 year certificate	30	42

15.3. Course Load in Credits

In each semester, a student may register a minimum of 15 credit hours and a maximum of 21 credit hours.

15.4. Change of Programme

- i. A student shall be eligible to change his/her programme of study after the first year of study with the advice of his/her Faculty Dean or Head of Department.
- ii. A student who wishes to change his/her programme of study shall apply to the Registrar through the Head of Department by close of the Second Semester of an academic year for approval. All such applications will have to be finally approved by the Registrar and shall take effect from the ensuing academic year.

15.5. Deferment of Programme

- i. A student may interrupt his programme for a minimum period of one year. The student shall on the recommendation of his/her Head of Department apply to the Dean for permission to do so and obtain a written approval from the Registrar before starting the period of deferment. Such a request would normally be granted within the first four weeks of the start of the semester to take effect in the following semester or year.
- ii. Where the interruption is to take effect in the following semester, the student shall be required to satisfy the requirements for the current semester before he/she can qualify for the deferment of programme.
- iii. A first year student shall have completed the requirements for the first year studies before exercising the right to defer his/her programme. However a first year student may defer his/her programme on medical grounds on the recommendation of a recognized medical officer.
- iv. In all cases permission should be duly granted in writing before the student leaves the University College.
- v. A student who breaks his/her studies for more than four continuous semesters shall be deemed to have lost any accumulated credits. Such a student may be allowed to apply for a fresh admission to the University College.

- vi. The University College holds the right to withdraw any student who fails to follow the due process to defer his/her programme.

15.6. Change of Course(s)

- i. Any change of course through adding, dropping or changing must be made within the two weeks after registration.
- ii. No change of course is complete until the requisite forms are filled and submitted to the Head of Department and approved by Faculty Dean.

15.7. Cancellation of Programme (S)/Course (S)

- i. Although the University College will endeavour to offer all programmes/courses listed for a semester or year, it reserves the right to withdraw, suspend, postpone or reschedule any programme(s)/course(s) in which fewer than the expected number of students are registered.
- ii. In this case, paid-up registered students will be informed, and any fees paid may be refunded to them without interest. However, if any student under such a situation expresses interest in a different programme to be run in the Academic Year and for which he/she qualifies, he/she shall be admitted to the said programme(s)/course (s)

15.8. Attendance of and Participation in Academic Activities

- i. Junior Members are required to attend all lectures, tutorials, practical classes, fieldwork and participate in all written and practical activities related to their programmes of study.
- ii. Junior Members who absent themselves from such activities for more than 30% of the contact hours of a particular course in a semester without any acceptable justification(s) shall be deemed to have failed to satisfy the attendance requirements for the semester. He/she shall, consequently, not be permitted to write the semester examinations on the course.

- iii. Junior Members are therefore expected to attend a minimum of 70% of the contact hours of each course in a semester.
- iv. In case of absence from academic activities, the student shall seek prior written permission from the Head of Department or lecturer concerned, or submit a genuine medical report by a registered practitioner in case of absence due to ill-health.

15.9. Assessment of Student Academic Performance

a) Examinations

- i. There shall be two **main** examinations per semester: Mid-Semester and End-of-Semester Examinations.
- ii. Supplementary examinations for unsuccessful candidates shall be held at appropriate times to be determined by the Academic Board.
- iii. Except otherwise determined by the Academic Board on the advice of the Faculty Board, no student may sit any examinations of the undergraduate programme more than three (3) times.

b) Assessment

- i. Assessment of student's performance shall be based on a combination of performance in continuous assessments and end-of-semester examinations.
- ii. **Continuous assessment** shall comprise quizzes, essays, short tests, class assignments, end of term paper, seminar presentations, laboratory sessions, field work and Mid-Semester Examinations
- iii. The weighting for the two areas of assessment are as follows:

Continuous Assessment.....30%

End-of-Semester Examination.....70%

c) Grading

i. Students' performance in a course shall be graded by a numerical score and a letter grade as follows:

- 70 – 100% - A Excellent
- 60 – 69.99% - B Very Good
- 50 – 59.99% - C Good
- 40 – 49.99% - D Pass
- 0 – 39.99% - F Fail

- I Incomplete due to illness
- I* Incomplete due to an unavoidable event
- Z Disqualification

ii. The pass mark for any course of study in programmes (other than health related programmes) shall be 40% and a Cumulative Weighted Average of 45% at the end of each academic year to progress to the next level.

iii. Following international best practices, the pass mark for profession related courses in health programmes shall be 50% and a Cumulative Weighted Average of 50% at the end of each academic year to progress to the next level.

iv. For profession related courses in the health programmes, students must obtain a minimum of 50% in practicals examinations to pass.

d) Summary

Pass in an examination means:

- 40% or more (or 50% or more) for a course as the case may be.
- CWA of 45% or respectively 50% and above.
- Not trailing a course.

Fail in an examination means:

- Obtaining less than 40% or 50% for a course as the case may be.
- Obtaining CWA of less than 45% or 50% as the case may be.
- Trailing a course.
- Unable to clear a trailed course from a previous level.
- Not having taken part in a semester's examination.
- Deferring a programme for one semester.
- Obtaining grade F or Z for a course
- Obtaining **incomplete (i)** after the resit examination.
- Unable to obtain the prescribed minimum mark in the practicals examination in the Health programmes.
- Being absent from all courses for a semester without permission

15.10.Rules of Academic Progression

i. Proceeding to the next level of studies

A student **proceeds** to the next level of his or her studies if he/she passes all the prescribed examinations.

ii. Referrals and Supplementary Examinations.

No student with a fail tag may progress from one level of the programme of studies to the next. Rather **Supplementary Examinations** shall be held before the beginning of each semester for students who had been unsuccessful in the examinations or bear the fail tag as indicated above.

a. Only students who took part in the end of semester examinations for the first and/or second semesters and trailed in some courses will be eligible to re-sit those same courses.

b. Not more than three (3) courses shall be allowed to be written as resit at the end of a semester.

c. Students who could not write examinations in any of the two semesters due to illness, supported by a medical report from a recognized medical practitioner, may take part in the supplementary examinations to constitute his or her main examination.

d. Students who trail not more than **one (1) or two (2) courses** only at the end of the academic year may be permitted to re-sit that examination/examinations before **the beginning of the new academic year**. Successful candidates will be permitted to proceed to the next level of the programme.

iii. Repetition

Students in any category below will have to repeat the year and sit all the examinations of that level of programme which he/she has repeated.

- Unsuccessful candidates from the above mentioned supplementary examinations.
- Students with two or more **Incomplete (I)** at the end of supplementary examinations.
- Students who have deferred their studies for a semester.
- Students who trail three or more courses at the end of the supplementary examination.
- A student in a health programme who fails the practicals component of a profession related course.

iv. **Withdrawal**

- A student who fails any examinations after repeating the year shall be deemed to have failed at that level of the programme and shall be asked to withdraw.
- A Student who fails to clear any trailed course from previous levels at the appropriate supplementary examination will not progress.
- A student who breaks his/her studies for more than four (4) continuous semesters shall be deemed to have lost any accumulated credits. Such a student may be allowed to apply for fresh admission.
- A student with **Incomplete (I)** shall be expected to complete the course the next time it is offered and will be allowed two semesters to take examinations to replace the I with the appropriate letter grade.
- A student who absents himself/herself from all courses for a semester without permission shall be deemed to have abandoned the programme and shall be withdrawn.
- The University College holds the right to withdraw any student who fails to follow the due process to defer his or her programme.

15.11.Academic Integrity

The University College does not compromise on issues of integrity and honesty in academic matters.

Lack of academic integrity and honesty called **plagiarism** is defined as:

An act of **literary theft** whereby someone's work is represented as a student's own. The offence of plagiarism may be committed in the following forms:

- i. When a student gives no recognition to sources from which material such as phrases, sentences, and ideas are taken to present a speech or develop a document. In this case, the student will be required to rewrite the paper and his grade will be reduced by one letter, (for example from an "A" to a "B").
- ii. When a student copies from an author and presents it as his own original work. A failing grade "F" will be awarded for that course. The culprit may be subject to more severe sanctions including dismissal or cancellation of examination results or certificate.
- iii. When a student copies from another student in an assignment, project work, etc., and presents it as his own. An "F" grade shall be awarded for that paper in addition to other sanctions against both students if collusion is proved.

15.12.Eligibility for Graduation and Departure

A student shall be required to have the following to be eligible for graduation and departure from the University College:

- i. Satisfied all general GCUC graduation requirements including financial obligations and submission of project work.

- ii. Accumulated minimum credits of 120 (four-year degree), 60 or 90 (for two-three year top-up degree), 60-90 (for two-three year diploma) and 30 (one-year certificate) programmes with a minimum of 45% CWA (cumulative weighted average) for non-health related programmes and a minimum of 50% CWA (cumulative weighted average) for health related programmes.
- iii. Satisfied all other Faculty/Departmental requirements and not illegally holding any property of the University College.
- iv. On final departure from the University College, either on completion of a programme, withdrawal, dismissal, or for any other reason, a student must obtain a **clearance certificate** duly endorsed by the Finance Officer, University Librarian, Dean of Students, Heads of Department and Hostel Manager (if resident). The clearance certificate form can be obtained at the Office of the Dean of Students.
- v. Sanctions, including withholding of examination results, transcript, degree, or police action may be applied against defaulting students.

15.13. Classification of degree

- i. The Bachelors' Degree programmes shall be classified as follows:

Class Designation	CWA
First Class	70% -100%
Second Class Upper Division	60-69.99%
Second Class Lower Division	50-59.99%
Pass	45-49.99%
Fail	1-44.99%

- v. Following international best practices of the Dental and Medical professions, the Bachelors' Degree shall not be classified for the Dental Therapy and Physician Assistantship Studies Programmes but shall carry the designation:

Pass	50-100%
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15.14. Designation of Diploma

Diploma shall not be classified but designated as follows:

Distinction	70% or above
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Pass	45% - 69.99%
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* External regulatory bodies may have different classifications

15.15. Grace Period

This is the maximum number of extra semesters granted to a **final year student** immediately after the Second Semester to correct any deficiencies under the following circumstances:

- vi. A final year student who at the end of the final semester examination still trails in one or more courses.
- vii. A final year student whose CWA (Cumulative Weighted Average) is below the stipulated percentage for the programme, has not attained the minimum credit hours for graduation and therefore has to take any course(s) to make up the grade for the award of a degree, diploma or certificate.
- viii. (A final year student who has not attained the minimum credit hours required for graduation for any reason at the end of the programme period).

ix. The extra semesters allowed under the Grace Period are as follows:

4-year programme	Maximum of 4 semesters
3-year programme	Maximum of 4 semesters
2-year programme	Maximum of 2 semesters
1-year programme	Maximum of 2 semesters

- v. A student who fails to qualify after exhausting the maximum number of extra semesters will be withdrawn.
- vi. A student shall pay all appropriate fees, including tuition fees, during the semester under the Grace Period.

15.16. Presentation/Cancellation of Award

i. Presentation

Following the confirmation of an award of a degree/diploma/certificate by the Academic Board, the candidate shall be entitled to be given the award under the seal of the University College at a congregation organized for that purpose.

ii. Cancellation

The Academic Board reserves the right to confirm an award or cancel an award. The Board may cancel an award if it becomes known that:

- a. A candidate had entered the University with false qualification(s).
- b. A candidate had impersonated someone for admission or examination.
- c. There are other good reasons that justify the cancellation of the award by the Academic Board.

15.17. Request for Transcripts

- i. Copies of students' transcripts are available upon written request to the Registrar.
- ii. A transcript may also be requested by completing a Transcript Request Form.
- iii. A copy of the transcript includes only the academic record accumulated by the student at the Garden City University College. This completed form should include the following:
 - a. Student's index number and the full name under which the student was last enrolled and any other names previously used by the student.
 - b. The student's current postal/e-mail addresses and telephone contact number (s).
 - c. The name and address of the recipient of the transcript.
- iv. Other identification information such as the date of completion of the programme, and the date the degree(s) was awarded.
- v. The first transcript issued and additional copies will attract fees to be determined by the central administration to cover administrative costs.
- vi. Adequate advance notice, preferably one week, is required for transcript processing. No transcript shall be released to any applicant who has failed to meet all financial obligations to the institution.

APPENDICES

APPENDIX 1: Ethics Policy for GCUC (Abridged for students)

1.0 The Community and Ethical Behaviour

A community is made up of a diversity of populations which have differential relations to one another in terms of power, kind or role and relations based on cultural and/or ethnic differences. To function properly as a community, with due regard to human rights and dignity, every community ought to have interest in ensuring ethical behaviour among all its members. In other words, in every community, there are differences in power relations and social roles and the community should ensure behaviour which acknowledges and protects principles such as fair representation and fair dealing among all its members.

1.2 The University as a Community

In this regard, a University community is similar to any other community. Although all members of the University community may seek and attain certain rights, yet they also have responsibilities towards other members of the community who also have their rights; furthermore, a University as an institutional and administrative entity, also has rights and responsibilities.

1.3 Guiding Ethical Principles at a University

For productive teaching and learning to occur in a University environment, members of the community – lecturers, staff and students – should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships developed among lecturers, staff and students may involve power differentials that can carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. Trust and respect are diminished when those in “positions of authority” are perceived as abusing their power. Those who abuse their powers in such a context, violate a duty to the University Community, undermine professionalism and hinder fulfilment of the University’s educational mission.

1.4 Ethical Behaviour at GCUC

The general and specific principles set out below show how GCUC and its members may coexist, cooperate and collaborate to form a community in which everyone's rights are observed and protected. **In general, GCUC as a community shall:**

- encourage and promote ethical behaviour
- provide appropriate environment for all its members so that they may express ideas, theories and beliefs freely
- provide equity of access to the learning environment, career development and University College management
- ensure that the working environment of the University College is a safe and healthy one
- respect the intellect and humanity of others
- foster recognition of obligations of the individual both as a member of the University College and, where relevant and appropriate, as a member of a profession/discipline
- encourage research and teaching according to accepted ethical principles

1.5 Besides these general principles, specific principles are given below which apply to the University College as a corporate entity and individuals affiliated with it.

i. Protection of Freedom of Expression of Thought

Traditionally, Universities are places where members of the community are encouraged to observe and comment on society. At the same time, individuals are encouraged to explore new concepts and to develop these through open discussion. The concept of freedom of thought and speech is that which respects the right of persons to express ideas, theories and opinions without censure or fear of political or religious interference. Such freedom should be extended to all staff and students in order that they are encouraged to develop skills of reasoning and to explore new ideas.

ii. Exercise of Freedom of Expression of Thought

Traditionally a University's role is to challenge held beliefs and structures, and to offer new technologies and approaches.

Against that background individuals have the right to express their ideas, theories, beliefs and values and should respect the rights of others, including students, to do likewise. The recognition and exercise of freedom of expression of ideas and of speech are fundamental to a democratic, and especially a University community.

iii. Scholarly and Professional Practices

Originality of research and publication, appropriate acknowledgement of ideas and material, and fair and honest dealing with the original material and research of others are responsibilities of the members of any university community. The codes of ethical practice set out in specific University College and professional documents provide staff with the expected standards of practice and behaviour, both as academics and as members of a particular profession/discipline. These standards, moreover, would thus be demonstrated to students by the example of their lecturers/instructors. Similarly, staff should behave in such a way as to set a positive example both to other staff and to students.

iv. Responsibilities towards Others

Relations among staff and between staff and students should be respectful, among other things avoiding language and/or behaviour of a bullish, tribal, racist, sexist or otherwise prejudicial or demeaning kind. Following from this, members of GCUC should be sensitive to those from other cultures; staff should be accessible to students for supervision, assistance and counsel in their studies and faculty, staff and students shall show respect for the ownership of intellectual property.

v. General Behaviour

GCUC fosters an academic environment in which students, faculty, staff and all other employees in the University College community are treated with respect and dignity. GCUC workplace environment must be free from violent behaviour. Threatening, intimidating or aggressive behaviour as well as bullying, subjecting to ridicule or other similar behaviour towards students, faculty, staff members and other employees will not be tolerated.

vi. Inclusion and diversity

GCUC is committed to maintaining an environment where students and staff are valued and respected, enabled and encouraged to realize their full potential. Harassment and discrimination of any form undermine morale and can adversely affect the ability of staff and students to feel included within the University community. In particular, bullying, disability harassment, racial harassment and sexual harassment are unacceptable behaviours that shall attract immediate disciplinary action from GCUC authorities.

2.0. Students Duties and Responsibilities

i. Academic Conduct

Students share with their teachers the responsibility of not only maintaining a suitable environment that is conducive for their own learning but also for optimally managing teaching facilities and sites. Students perform their part in this shared responsibility by doing any or all of the following:

- In regard to their academic life at the GCUC, students shall faithfully observe the rules and regulations given in the *Students Handbook*.
- Students shall assume full accountability and responsibility for their own learning and actively take part in the learning of other students.

- Students shall exert every effort to relate what they learn in the classroom and elsewhere to the real world outside.
- Students shall at all times observe proper academic conduct by refraining e.g. from committing plagiarism, cheating in tests or examinations and/or aiding other students to do so, or in falsifying academic documents.
- Students shall demonstrate sensitivity and appreciation of the facilities provided for their learning by GCUC and refrain from defacing, damaging, or committing wastage and theft of institutional resources.

ii. Student-Student Relationship

As a major part of the University community, students are responsible for promoting genuine collegiality among their peers through mutual respect for each other as well as by the example of their moral behaviour. This collegiality is demonstrated in the following manner:

- Students shall respect the rights of fellow students to learn and shall afford them courtesy and respect at all times.
- Students shall value and respect the diverse qualities and gifts of their peers, especially those of other cultures, religions, nationalities and social classes.
- Students shall respect each other as individuals and under no circumstance physically or psychologically harm or threaten to harm others by bullying, hazing, stalking, harassing, ridiculing or discriminating other students in any form.
- Students shall develop a genuine spirit of tolerance for people and ideas and in this connection be open to constructive criticisms from fellow students.

iii. Student-Teacher Relationship

The maturity of a society's culture is assessed by the level of respect and appreciation its members have of those who hand on to each generation the knowledge and wisdom that is its heritage. Students demonstrate this respect in the following manner:

- Students shall treat their teachers with the respect due them in view of the experience, knowledge and concern they have for the welfare and learning of their students.
- Students shall endeavour to actively participate and engage in sound interaction and dialogue with their teachers and their peers without fear of intimidation or ridicule.
- Students shall appreciate feedbacks or constructive criticisms of their teachers as part of the normal process of formative education.
- Students shall refrain from giving personal favours or gifts, whether in cash or in kind, in return for any special consideration in giving a passing grade, granting of honours, consideration or otherwise.
- Students shall be truthful in the reasons they give for not completing academic assignments, attending class or taking an examination.
- Students shall properly elevate their concern to appropriate authority including the President of GCUC should they feel they are not given a fair and reasonable hearing on an academic matter.

iv. Student-Administrator Relationship

Administrative staff of an academic institution fulfils unassuming but, in the end, indispensable function in rendering support to the programs of that institution. Students show recognition to this important contribution in the following manner:

- Students shall treat administrative employees with respect and courtesy regardless of their administrative status or position.
- Students shall be sensitive to administrative employees' schedule and workload in dealing with them.
- Students shall properly elevate their concern to the administrative employee's immediate superior should they feel they are not given a reasonable response on a particular request, query or dispute.

v. *Student-Community Relationship*

The University College prepares students to participate in the larger community or society. On the other hand, by their early interest and involvement, students represent GCUC in the community. In supporting these ends, students are encouraged to exhibit the following acts and deeds:

- Students shall participate in community service and extracurricular activities by making active use of the knowledge and skills they gain at GCUC.
- Students shall, as much as possible, participate in and support activities of other sectors, such as the civil society, government, and parochial and religious organizations.
- Students shall refrain from involving GCUC in their own personal financial dealings or the like to the outside world.

3.0 Students and Research

- Student are at the same time researchers and must therefore be familiar with and comply with the contents of the research ethics policy of GCUC.
- Student research project must receive the appropriate ethics review and approval before the research may begin.
- All student research must be supervised by a Faculty member.

APPENDIX 2: Sexual Harassment

1.0 Sexual harassment is a violation of both national law and University policy. GCUC will not tolerate any form of sexually harassing behaviour from faculty, staff or students.

GCUC considers sexual harassment as a very serious offence and shall subject the offender to dismissal or other sanctions following the University College's investigation and substantiation of the complaint and compliance with due process requirements.

1.1 Sexual harassment is defined as unwelcome sexual advances, deliberate provocative dressing targeted at an individual(s) to gain favours, requests for sexual favours, verbal or physical advances of a sexual nature when:

- a. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the University College or a factor in the educational programme of a student;
- b. Such conduct has the purpose or effect of unreasonably interfering with an Individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility or threats stemming from acts of a sexual nature.

1.2 Examples of Sexual Harassment

- i. Sexual slurs about one's gender
- ii. Contrived work or study assignments and assigning more onerous or unpleasant tasks predominantly to students of one gender.
- iii. Repeated unwanted touching, patting or pinching.
- iv. Repeated inappropriate social invitations or request for sexual favors.
- v. Repeated unwanted sexual discussions on sexual matters.
- vi. Use of sexual jokes, stories, analogies or images which are not related to the subject of the course or work situation.
- vii. Touching, fondling or deliberate brushing against another person
- viii. Ogling, leering, or prolonged stares at another's body

- ix. Display or use of sexual graffiti or sexually explicit pictures or objects.
- x. Sexually suggestive letters, comments, emails, or other written or oral communications.

1.4 Procedures for Lodging Sexual Harassment Complaints

- Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the University College's officials designated to receive these complaints including the President, Registrar, Head of Faculty/Department, Dean of Students, Guidance and Counselling Officer, Hall/Hostel Manager depending on the status of the offender and venue of commission.
- No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment. In the course of a complaint, GCUC will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigated.
- An aggrieved person, whose complaint is found to be both false and to have been made with malicious intent, will be subject to disciplinary action which may include, but not limited to demotion, transfer, suspension or termination of employment of the lecturer/staff/student, or warning, suspension, or dismissal in the case of a student.
- Employees or students of GCUC who believe they have been subjected to sexual harassment are encouraged to use either the formal or informal approach to seek redress.

1.5 Informal Investigation and Resolution

- i. Individuals who believe they have been subjected to sexual harassment should report the incident promptly to their immediate Supervisor or Academic Dean or to a Head of Department/Supervisor.
- ii. The person to whom the complaint is made shall immediately contact the Registrar, Guidance and Counselling Officer, Dean of Students, the Vice President, the Dean of Faculty, the Head of Department or the President depending on the status of the offender.

One or more of these administrators will determine the course of the informal investigation and resolution.

- iii. The Head of Department involved and/or the Supervisor to whom the complaint was made may be asked to assist in the informal investigation.
- iv. If an informal resolution of the matter is satisfactory to the complainant, respondent, and the GCUC Official, the matter shall be considered closed and all parties involved shall be so advised in writing by the immediate supervisor or academic dean with copies to the Registrar and the Dean of Students.

1.6 Formal Investigation and Resolution

- i. If informal procedures fail to resolve a sexual harassment complaint, the formal process will be pursued. In this case, the complainant will have to file a written complaint with the Registrar with a copy to the President within twenty (20) days. The complainant and respondent shall be entitled to have, to the individual's own expense, an advisor, who may or may not be an attorney, to assist in preparing the formal complaint or defence.
- ii. **A Sexual Harassment Investigative Committee** appointed by the Registrar or the President, depending on the status of the personalities involved, will notify the parties involved of the sexual harassment complaint, provide copies of the complaint and advise the parties of the procedures for a formal investigation and hearing within three (3) working days of receipt of the formal written complaint. The respondent will then be given five (5) working days to respond in writing to the complaint.
- iii. Within five (5) working days of the Committee's receipt of the complaint and the respondent's response, if any, the Committee will meet separately with the complainant and the respondent. The purpose of these preliminary meetings is to inform the parties about the case, to ensure that the complainant and respondent are fully aware of their procedural rights and to explain the nature of the investigation to the parties.

- iv. Throughout the proceedings, the respondent and complainant shall have the right to be accompanied by an advisor, who may or may not be an attorney. Attorneys will not be provided at GCUC's expense. The legal counsel may be present, but shall act only in an advisory capacity to his client.
- v. Within five (5) working days of the conclusion of the Committee's preliminary meetings with the complainant and respondent, the Committee will hold a formal meeting on the matter. The Committee members may receive any evidence they consider to be relevant.
- vi. The respondent and complainant, and their advisors, shall have the right to be present at any time a testimony is presented and to be provided copies of all evidence considered by the Committee. Neither the respondent nor complainant shall have the right to cross-examine witnesses. Advisors shall not have the right to address or question committee members or witnesses.
- vii. A written record of the minutes of the proceedings and recommendations of the Committee shall be presented to the President within five (5) working days of the Committee's final meeting and copied to both the complainant and the respondent.
- viii. Within ten (10) working days of receipt of the Committee's recommendation (s), the President shall make a final decision concerning what action if any, to take including disciplinary action after considering the recommendation(s) of the Committee, and will notify the complainant and respondent accordingly.

APPENDIX 3: Consensual Relationship Policy

1.0 Definitions - The following definitions are to be understood in the context of this policy:

- a. **Employees** refer to lecturers, administrative staff of any status, and other staff.
- b. **Lecturers** refer to all full and part-time employees and guests of GCUC with teaching responsibilities, and other instructional personnel, e.g. laboratory or workshop staff.
- c. **Students** refer to all full, part-time or guest students of GCUC.
- d. **A consensual relationship** is any mutually agreed dating, romantic, or sexual relationship.
- e. **"Position of authority"** includes, but is not limited to, situations in which an individual is responsible for the teaching, evaluation or supervision of students, or the employment, evaluation, promotion of staff.
- f. For purposes of this policy, it is recognized that there are occasions when individuals, holding classifications of student, lecturer or staff in their regular duties will fall into more than one classification due to certain situations. For example, if a staff member is enrolled in a course and a consensual relationship develops within an instructional context, the staff member will be considered a student for purposes of the requirements of this policy.

2.0. Guidelines

- i. It should be understood by all members of GCUC community that consensual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed unwise because they present serious ethical concerns.
- ii. Even in instances in which the employee, especially a lecturer, has no direct working relationship with a student, he/she should be sensitive to the perceptions of other students and staff who may conclude that a student in a consensual relationship with a lecturer may receive preferential treatment from him/her or his/her colleagues.
- iii. Consensual relationship between lecturers and students occurring outside the instructional environment may lead to difficulties particularly when the lecturer and

student are in the same academic unit or in units that are academically allied. The lecturer may face serious conflicts of interest and should be careful to distance him/herself from any decisions that reward or penalize the student involved.

- iv. Further, a relationship in which the parties consider as consensual may appear to others to be exploitative. It potentially places the lecturer or staff in a position with the real possibility of advancing the student's academic and other interests in return for sexual favours.

3.0. Non-compliance with Consensual Relationship Policy

- i. Lecturers and staff who fail to remove themselves from a "position of authority" over a student or employee with whom a consensual relationship exists will be deemed to have violated an ethical obligation to students, employees, colleagues, and GCUC.
- ii. Credible allegations of a lecturer's or staff member's failure to avoid or terminate a consensual relationship obligates the immediate or appropriate supervisor to conduct a prompt and thorough inquiry to determine whether or not there is any validity to the allegation.
- iii. Where it is concluded that a relationship involving a "position of authority" exists, the immediate or appropriate supervisor shall advise the lecturer/staff involved to terminate the relationship, or impose sanctions against the parties involved where the advice is ignored.
- iv. The Head of Department shall make suitable arrangements for an objective evaluation of the student's academic performance in order to ensure that the student's interest and the credibility of GCUC are protected.

4.0 Sanctions/Appeal

- i. Persons in violation of this policy shall be subject to sanctions ranging from verbal warnings to termination of appointment or expulsion from GCUC.
- ii. Should it be determined that disciplinary action is appropriate, the action to be taken shall be determined in the case of a lecturer or staff by the President.

- iii. In the case of students, action shall be taken by the Dean of Students.
- iv. Persons who knowingly make false allegations that an improper relationship exists between a lecturer/staff and a student, cover it up, fail to act appropriately on it in the case of responsible officials, or block action when a complaint comes to their attention shall equally be subject to appropriate sanctions.

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God bless our homeland Ghana

And make our nation great and strong,

Bold to defend forever

The cause of Freedom and of Right;

Fill our hearts with true humility,

Make us cherish fearless honesty,

And help us to resist oppressors' rule

With all our will and might for evermore