GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

ACADEMIC POLICY (UNDERGRADUATE)

© MARCH 2023

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PREAMBLE

This Ghana Communication Technology University (GCTU) Academic Policy has been designed for both students and staff. It aims at helping students make the most of their time at GCTU, and to support the achievement of high standards of delivery. The Ghana Communication Technology University offers taught accelerated certificate, diploma, degree and graduate programmes in the Faculties of Engineering, Computing and Information Systems and the Business School.

1.0 CHANGES IN THE ACADEMIC POLICY

The University may, through its academic governance process, change its academic policies and its degree requirements at any time. Any major change will include an implementation schedule, which takes into account the impact and applicability on students.

2.0 ADMISSION POLICY

2.1 Background

The admission policy is developed to serve as a guide to support the efficient management and delivery of quality education to students.

2.2 Policy Intent

GCTU shall admit students on the basis of academic merit.

2.3 Admission Conditions

Admissions are based on the following:

i.   Admission offers are made to applicants who are deemed to have the background and abilities to have a reasonable expectation of success in the programme to which they are made an offer of study.

ii. Admission offers are made broadly on merit based on academic achievements related to particular fields of endeavour.

iii. GCTU is an inclusive institution which admits students of any race, gender, nationality, culture, ages, interests, unequal abled persons and ethnic origins.

2.4 Description of the Policy

This document sets out the principles and policies which govern the admission of students to GCTU undergraduate programmes. The scope of the policy includes all categories of students, including international students.

2.5 Admission Levels

GCTU has the following admission levels to pursue Undergraduate degrees and Diploma programmes:

No.	Admission Level	Candidates for Admission
i)	4- year Degree programmes	Holders of SSSCE/ WASSCE/ GCE O-Level/ GCE A-Level/ GBCE/ ABCE/ International Baccalaureate/ IGCSE/ TVET & NABPTEX/ City & Guilds and Mature Applicants. (Please refer to sections 2.10 and 3.0 for the general and Faculty-specific admission requirements)
ii)	2-year top-up Degree programmes	Holders of a University Diploma with GPA from 2.0 to 2.49 (Please refer to sections 2.10 and 3.0 for the general and Faculty-specific admission requirements)
iii)	3- year top-up Degree programmes	Holders of HND with at least 2nd Class Lower and 2-year post HND work experience / a University Diploma with GPA 2.50 and above. (Please refer to sections 2.10 and 3.0 for the general and Faculty-specific admission requirements)
iv)	2- year Diploma programmes	Holders of SSSCE/ WASSCE/ GBCE/ International Baccalaureate/ Professional & Technical Certificate. (Please refer to sections 2.10.1 and 3.0 for the general and Faculty-specific admission requirements)

2.6 Students Selection, Enrolment, Induction/Orientation, Policy and Procedure

i. Purpose
This procedure describes the process whereby GCTU selects, enrolls, and inducts students.

ii. Scope
The procedure applies to all students seeking enrolment in and/or those enrolled in courses within GCTU's scope of registration.

iii. Responsible parties
The Admissions Department and Academic Departments are responsible for the control and implementation of these procedures.

2.7 Description of Terminologies

i. **Pre-enrolment**: This is used to describe a 'stage of inquiry' where a prospective student is expected to receive as much information as possible in order to make an informed decision and selection of the course of study.

ii. **Enrolment:** This stage occurs when the student's application has been received, selected, processed, and endorsed. Thereafter, all qualified candidates are notified in writing, by telephone calls, and/or by posting a list of successful candidates on the website regarding the state of their application.

iii. **Student Induction:** Students are inducted on the first week at GCTU. This involves a number of orientation activities and matriculation. At the induction, new students learn about institutional policies, processes, practices, culture, and values. It is mandatory for freshmen to attend all induction activities.

iv. **Diversity Strategy:** GCTU is obliged and committed to the provision of education and services for people of all cultures, ages, gender, and interests. To meet this commitment, GCTU has defined the scope of its capabilities within the Code of Practice in the Academic Policy. These set out for all stakeholders, the GCTU's intentions to manage the needs of individuals as learners, to encourage and promote the value of diversity in learning and to develop and implement a range of instruments to ensure fair access and equity for all students.

2.8 Policy Statement

The offer of accredited Programmes requires a minimum standard of student services and support. These services are to be delivered at pre-enrolment, enrolment, and during the progress of studying.

At **Pre – Enrolment** stage, inquiries are made by prospective applicants. The prospective applicants are given as enough information as possible in order to make an informed decision and selection of a course of study. Foreign non-English speaking students should offer language proficiency at the Language Centre.

At **Enrolment**, new students are informed of their rights and obligations as students of GCTU. During this period, students' selection processes are documented and implemented in accordance with legal and regulatory requirements.   These processes are underpinned by diversity strategy and GCTU policies and procedures governing student selection.

(i)   The University has laid down in a Code of Practice, all responsibilities to its students for the conduct of education services provided and will provide access to this document on the website or on request of a hardcopy.

(ii)   The University will promote all policies and procedures implemented to assure the education services provided and will make available to prospective and current students a documented guide to this information.

(iii)   GCTU will comply and promote its responsibilities with all relevant laws and regulations on matters of:
- Occupational health and safety
- Workplace harassment, victimization, and bullying
- Antidiscrimination, including equal opportunity, racial vilification, disability, and discrimination.
- Privacy
- Disability

(iv)   The University will provide additional support and welfare services or refer students to external agencies where personal difficulties are impacting their studies.

2.9   Procedure

2.9.1   Pre-Enrolment

All potential students shall be provided with a Student Handbook that details accredited programmes and courses of study in the University. Students' Handbooks are to be accompanied by general course information (or details of access through the website) detailing at least:
- Selection processes
- Fees and charges
- Provision for language and literacy assistance
- Learning support arrangements
- Learning strategies and methods.
- Welfare and guidance services
- Appeals and complaints processes

Prospective student inquiries are to be directed to the Admissions Department or to the Academic Department concerned. Prospective students shall be encouraged to discuss with the Admissions Officer details on specifics to intending programmes of study.

The Admissions Officer shall offer prospective students information concerning:
- Selection processes
- Course content and outcomes
- Fees and charges
- Provision for language and literacy assistance
- Learning support arrangements
- Learning strategies and methods
- Welfare and guidance services
- Appeals and complaints processes
- Disciplinary processes

Prospective students are encouraged to discuss their enrolment application with the Admissions Officer and where necessary make an interview time to meet with the Admissions Officer.

2.9.2 Student Selection

Selection is based on the demonstration of the ability to successfully participate in the chosen programme of study. This is demonstrated through the Senior High School and Technical School examinations' results and other qualifications in possession of the applicant.

Where applicants do not have the prerequisite requirements for programme entry, they may be offered an alternative programme more appropriate to their skill level.

2.9.3 Tuition Fees

Tuition fees shall be finalized by the Director of Finance and submitted to the Admissions Officer.

2.9.4 Student Participation and Progress

Student progress is to be monitored and recorded by the Faculty, Lecturers, and the Examinations Department.

Issues arising over student progress are to be considered within the framework of the learning and assessment strategy governing the course.

In addition, all staff are required to implement equity and access instruments developed to support learner progress. These instruments include:

- Code of practice
- Diversity Strategy
- Graduate Commencement Procedure
- Language and Literacy Strategy.

These instruments are to be made available to all staff and students via the website, during the induction process, policies and procedures documentation at the library, and on request.

2.10 General Admission Requirement for Undergraduate Applicants

The following categories of students are considered for admission:

a) **Holders of SSSCE/WASSCE** with credit passes in English Language, Core Mathematics, Integrated Science / Social Studies and three (3) elective subjects relevant to the chosen programme with aggregate 24/36 respectively or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

An applicant applying for admission to a degree programme must have at least credits (A1 - C6 in WASSCE and A – D in SSSCE) in English Language, Core Mathematics and Integrated Science (for Science related programmes) or Social Studies (for non-science programmes) and three elective subjects.

b) **General Certificate Examination (GCE) O- Level / A - Level** holders with credits in at least five (5) subjects at the GCE "O" Level (or its equivalent) including English Language and Mathematics, plus at least two (2) passes in the relevant subjects at the advanced level.

c) **General Business Certificate Examinations (GBCE) Candidates**
Applicant must have credit passes in six (6) subjects including English Language, Mathematics, Integrated Science or Social Studies plus three (3) relevant elective subjects.

d) **Advanced Business Certificate Examination (ABCE) Candidates**
Advanced Business Certificate Examination (ABCE) holders must have credit passes in five (5) subjects including Mathematics English Language, Integrated Science or Social Studies plus three (3) optional subjects relevant to their programme of study. Such applicants are placed at level 200 of a degree programme.

e) **Mature Applicants**
Applicants must be at least 25 years old at the time of application and show proof of age with birth certificate which is **at least 5 years old** or any legitimate documentary proof of date of birth. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

f) **International Baccalaureate (IB) / Diploma.** They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results will also be verified by GHANA TERTIARY EDUCATION COMMISSION (GTEC) Admission will be conditional subject to evaluation from GTEC.

g) **Applicants with Technical and Vocational Education and Training (TVET)** and National Board for Professional and Technician Examinations (NABPTEX).

h) **Applicants with ACCA, ICA, Associate of Chartered Institute of Bankers (ACIB), Chartered Institute of Marketing (CIM), Chartered Institute of Management**

Accountant (CIMA) plus SSSCE / WASSCE, (five (5) credits at GBCE or GCE 'O' Level including English Language and Mathematics)

i) **American grade 12** in relevant area of study

j) **International General Certificate and Secondary Education (IGCSE).**

Applicants must have three relevant subjects at the Cambridge 'O' and 'A' Levels. In addition, they must have at least five (5) passes including English Language and Mathematics at the Cambridge 'O' Level.

k) **City & Guilds Technician Diploma / Advanced Diploma** in relevant area of study.

l) **Higher National Diploma (HND)**
Applicants must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division) and a minimum of two-year post HND work experience.

Other Diploma qualifications from elsewhere assessed by GTEC to be equivalent to HND may be similarly considered.

m) **Holders of University Diploma** with GPA 2.5 and above will be placed at level 300 and GPA from 2.0 to 2.49 will be placed at level 200.

2.10.1 Admission Requirement for Diploma Programmes
a) **WASSCE applicants** must have passes (i.e., A1 - D7) in **three core subjects** including English Language, Mathematics, and Integrated Science/Social Studies in addition to passes (i.e., A1 - D7) in any **three elective subjects**. Note that at least three (3) of the Core and three (3) of the elective courses should be credit passes (A1 - C6). A credit pass is required for the relevant elective.

b) **SSSCE/GBCE applicants must have grades "A-D"** in both their core and elective subjects. This includes English Language, Mathematics, and Integrated Science/Social Studies and **any three elective** subjects which are relevant to the applicant's area of study.

c) **All professional and foreign certificates shall be evaluated by the Ghana Tertiary Education Commission (GTEC).**

2.10.2 English Language Entry Requirements

International applicants for whom English language is not the medium of instruction are required to meet the prescribed minimum proficiency standards. This is checked through written exams, verbal interview and certification from an accredited language institution.

2.11   Acceptance of Offers

An applicant who receives an offer of admission is required to accept the offer by completing the acceptance forms attached to the offer letter together with a receipt indicating payment of fees.

If an applicant fails to accept the admission offer by the due date specified in the letter, the offer will be withdrawn.

2.12 Deferment of admission offer

Deferment is accepting the offer of a place in the programme but suspending enrolment for a specified period not beyond one (1) academic year (two semesters) after full payment of fees.

An applicant who wishes to defer an offer of admission must write a letter to the Registrar within 21 days of acceptance.

GCTU is bound to hold an offer for an applicant who pays the full cost of the fees for the year in session, and who also takes part in matriculation.

The University notifies all persons who have an approved deferment of admission.

In order to enroll at the end of the period of deferment, the applicant must notify the University of his/her intention to take up the deferred offer by the date specified on the University's correspondence. If no response is received by the due date, the offer of a deferred place will lapse. Applicants are not entitled to hold a deferred place and apply for other programmes. If an applicant holding a deferred offer wishes to apply for other programmes, their deferred place automatically lapses.

2.13 Withdrawal of Admission Offer

The University reserves the right to withdraw an offer and cancel the enrollment of any person where an offer was made on the basis of false information supplied by the applicant or a certifying authority.

2.14 Transfer to another Programme

Applicants who have received an admission offer into a programme and wish to change to another programme should do so within the **first 14 days of the commencement of the academic year.** If the applicant meets all the requirements for admission to the new programme, the request may be approved by the Registrar.

2.15 Change of Programme

Admitted applicants who wish to change their programme of study shall do so in writing to the Registrar not later than 14 days from the commencement of the academic year.

2.16 Readmission of Dismissed Students

Dismissal from GCTU terminates a student's relationship with the University. Although some students may apply for re-admission, decisions concerning re-admission are made by the Academic Board of the University.

Students who were expelled or rusticated from another University within the past year are not allowed to enroll at GCTU.

2.17 Transfer Students

A student transferring from another university must accumulate a minimum study period of 2 Academic Years (4 semesters) as a full-time student before he/she becomes eligible for graduation. The classification of the degree will be based only on the courses taken.

2.18 Change of Name

Students' admitted into the University shall maintain the name he/she came in with till completion of the programme. Once a student has been registered with a name he/ she goes through his/her programme with that name.

However, exception shall be given on marital grounds if the change of name is duly placed in the gazette. When a female student contracts marriage, she may apply to have her name changed to include only the surname acquired by the marriage. The application shall be supported by a marriage certificate. The university shall not entertain any other name change of any form.

2.19 Change of Date of Birth

Students' admitted into the University shall maintain the date of birth he/she came in with till completion of the programme. Changes in dates of birth of students are not permitted.

3.0 FACULTIES ADMISSION REQUIREMENTS

3.1 Faculty of Engineering (FoE)

Programmes

1. BSc. Telecommunication Engineering
2. BSc. Computer Engineering
3. BSc. Electrical & Electronics Engineering
4. BSc. Mathematics
5. Diploma in Telecommunication Engineering

1. BSc. Telecommunication Engineering (BTE)

a) WASSCE/SSSCE Applicants

Credits in three (3) SSSCE /WASSCE Core Subjects: (Mathematics, English Language and Integrated Science) plus three (3) credits in the following Elective Subjects: Elective Mathematics, Physics, and Chemistry/Applied Electricity/Electronics/Technical Drawing with an aggregate score of 24 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants

Applicants should be Science students with Five (5) Credits at "O" Level including Mathematics and English Language. They should also have (three) 3 passes at "A" Level in Mathematics, Physics and Chemistry.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants

Applicants must have science background (Mathematics, Physics, Chemistry, etc.) They must obtain a distinction, credit or pass as decided by the jury. They should also be

proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. This will be verified by GTEC.

e) **American Grade 12 Applicants**

Holders must have science background. They should have good grades in Mathematics, Physics, and Chemistry etc. This must be evaluated with the actual results on transcript for the programme.

f) **City & Guilds Applicants**

Holders must have Technician Diploma or Advanced Diploma in Electrical Electronic Engineering or in relevant Engineering Programme.

g) **HND/Diploma Applicants**

Holders of Higher National Diploma in Electrical/Electronic Engineering or any related field with at least 2nd Class Lower Division. Applicants must also have two years post HND work experience.

h) **International Students**

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

2. **BSc. Computer Engineering (BCE)**

a) **WASSCE/SSSCE Applicants**

Credits in three (3) SSSCE /WASSCE Core Subjects: (Mathematics, English Language and Integrated Science) plus three (3) credits in the following Elective Subjects: Elective Mathematics, Physics, and Chemistry/Applied Electricity/Electronics/Technical Drawing with an aggregate score of 24 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) **"A" Level Applicants**

Applicants should be Science students with Five (5) Credits at "O" Level including Mathematics and English Language. They should also have (three) 3 passes at "A" Level in Mathematics, Physics and Chemistry.

c) **Mature Applicants**

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) **International Baccalaureate Applicants**

Applicants must have science background (Mathematics, Physics, Chemistry, etc.) They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. They should also have their results verified by GTEC.

e) **American Grade 12 Applicants**

Holders must have science background. They should have good grades in Mathematics, Physics, and Chemistry etc. This must be evaluated with the actual results on transcript for the programme.

f) **City & Guilds Applicants**

Holders must have Technician Diploma or Advanced Diploma in Electrical Electronic Engineering or in relevant Engineering Programme.

g) **HND/Diploma Applicants**

Holders of Higher National Diploma in Electrical/Electronic Engineering or any related field with at least 2nd Class Lower Division. Applicants must also have two years post HND work experience.

h) **International Students**

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

3. **BSc. Electrical & Electronics Engineering (BEEE)**

a) **WASSCE/SSSCE Applicants**

Credits in three (3) SSSCE /WASSCE Core Subjects: (Mathematics, English Language and Integrated Science) plus three (3) credits in the following Elective Subjects: Elective Mathematics, Physics, and Chemistry/Applied Electricity/Electronics/Technical Drawing with an aggregate score of 24 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) **"A" Level Applicants**

Applicants should be Science students with Five (5) Credits at "O" Level including Mathematics and English Language. They should also have (three) 3 passes at "A" Level in Mathematics, Physics and Chemistry.

c) **Mature Applicants**

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) **International Baccalaureate Applicants**

Applicants must have science background (Mathematics, Physics, Chemistry, etc.) They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. They should also have their results verified by GTEC.

e) **American Grade 12 Applicants**

Holders must have science background. They should have good grades in Mathematics, Physics, and Chemistry etc. This must be evaluated with the actual results on transcript for the programme.

f) City & Guilds Applicants
Holders must have Technician Diploma or Advanced Diploma in Electrical Electronic Engineering or in relevant Engineering Programme.

g) HND/Diploma Applicants
Holders of Higher National Diploma in Electrical/Electronic Engineering or any related field with at least 2nd Class Lower Division. Applicants must also two years post HND work experience.

h) International Students
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

4. BSc. Mathematics

a) WASSCE/SSSCE Applicants
Credits in three (3) SSSCE /WASSCE Core Subjects: (Mathematics, English Language and Integrated Science) plus three (3) credits in the following Elective Subjects: Elective Mathematics, Physics, and Chemistry/Applied Electricity/Electronics/Technical Drawing with an aggregate score of 24 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants
Applicants should be Science students with Five (5) Credits at "O" Level including Mathematics and English Language. They should also have (three) 3 passes at "A" Level in Mathematics, Physics and Chemistry.

c) Mature Applicants
Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants
Applicants must have science background (Mathematics, Physics, Chemistry, etc.) They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. They should also have their results verified by GTEC.

e) American Grade 12 Applicants
Holders must have science background. They should have good grades in Mathematics, Physics, and Chemistry etc. This must be evaluated with the actual results on transcript for the programme.

f) City & Guilds Applicants

Holders must have Technician Diploma or Advanced Diploma in Electrical Electronic Engineering or in relevant Engineering Programme.

g) HND/Diploma Applicants

Holders of Higher National Diploma in Electrical/Electronic Engineering or any related field with at least 2nd Class Lower Division. Applicants must also two years post HND work experience.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

4. Diploma in Telecommunication Engineering (DTE)

a) WASSCE/SSSCE Applicants

Passes in six subjects with an aggregate score of 36 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science as well as Elective Subjects such as Mathematics, Physics, and Chemistry/Applied Electricity/Electronics/Technical Drawing. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) City & Guilds

Holders must have Certificate in Electrical Electronic Engineering or in any relevant certificate in Engineering Programmes.

c) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above and provided, they are proficient in English Language.

3.2 Faculty of Computing and Information Systems (FoCIS)

Programmes
1. BSc. Information Technology
2. BSc. Information Systems
3. BSc. Mobile Computing
4. BSc. Software Engineering
5. BSc. Computer Science
6. BSc. Data Science and Analytics
7. BSc. Cyber Security
8. Diploma in Information Technology
9. Diploma in Cyber Security
10. Diploma in Data Science and Analytics
11. Diploma in Computer Science

1. **BSc. Information Technology (BIT)**

   a) **WASSCE/SSSCE Applicants**
   Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science) plus credits in any three (3) Elective Subjects with an aggregate score of 36 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

   b) **"A" Level Applicants**
   Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

   c) **Mature Applicants**
   Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

   d) **International Baccalaureate Applicants**
   Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

   e) **American Grade 12 Applicants**
   Holders must have a good academic background. In other words, they should have good grades in their subject of study. This must be evaluated with the actual results on transcript for the programme.

   f) **City & Guilds Applicants**
   Holders must have Technician Diploma or Advanced Diploma in Microcomputer Technology or in any relevant IT Programmes from a recognized institution.

   g) **HND/Diploma Applicants**
   Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also have a two-year post HND work experience.

   h) **International Students**
   International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

2. **BSc. Information Systems (BIS)**

   a) **WASSCE/SSSCE Applicants**
   Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Social) plus credits in any three (3) Elective Subjects

with an aggregate score of 36 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants
Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) Mature Applicants
Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants
Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants
Holders must have a good academic background. In other words, they should have good grades in their subject of study. This must be evaluated with the actual results on transcript for the programme.

f) City & Guilds Applicants
Holders must have Technician Diploma or Advanced Diploma in Microcomputer Technology or in any relevant IT Programmes from a recognized institution.

g) HND/Diploma Applicants
Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also have two-year post HND work experience.

h) International Students
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

3. BSc. Mobile Computing (BMC)

a) WASSCE/SSSCE Applicants
Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science) plus credits in any three (3) Elective Subjects with an aggregate score of 36 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants
Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants

Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants

Holders must have a good academic background. In other words, they should have good grades in their subject of study. This must be evaluated with the actual results on transcript for the programme.

f) City & Guilds Applicants

Holders must have Technician Diploma or Advanced Diploma in Microcomputer Technology or in any relevant IT Programmes from a recognized institution.

g) HND/Diploma Applicants

Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

4. **BSc. Software Engineering (BSE)**

a) WASSCE/SSSCE Applicants

Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science) plus credits in Elective Mathematics and any other two (2) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants

Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in Applied Mathematics and any other two subjects.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants

Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants

Holders must have a good academic background. In other words, they should have good grades in their subject of study. This must be evaluated with the actual results on transcript for the programme.

f) City & Guilds Applicants

Holders must have Technician Diploma or Advanced Diploma in Microcomputer Technology or in any relevant IT Programmes from a recognized institution.

g) HND/Diploma Applicants

Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

5. BSc. Computer Science

a) WASSCE/SSSCE Applicants

Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science) plus credits in Elective Mathematics and any other two (2) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants

Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in Applied Mathematics and any other two subjects.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants

Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants

Holders must have a good academic background. In other words, they should have good grades in their subject of study. This must be evaluated with the actual results on transcript for the programme.

f) City & Guilds Applicants

Holders must have Technician Diploma or Advanced Diploma in Microcomputer Technology or in any relevant IT Programmes from a recognized institution.

g) HND/Diploma Applicants

Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

6. BSc. Data Science and Analytics

a) WASSCE/SSSCE Applicants

Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science) plus credits in Elective Mathematics and any other two (2) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants

Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in Applied Mathematics and any other two subjects.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants

Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants

Holders must have a good academic background. In other words, they should have good grades in their subject of study. This must be evaluated with the actual results on transcript for the programme.

f) City & Guilds Applicants

Holders must have Technician Diploma or Advanced Diploma in Microcomputer Technology or in any relevant IT Programmes from a recognized institution.

g) HND/Diploma Applicants

Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

7. BSc. Cyber Security

a) WASSCE/SSSCE Applicants

Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science) plus credits in Elective Mathematics and any other two (2) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants

Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in Applied Mathematics and any other two subjects.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants

Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants

Holders must have a good academic background. In other words, they should have good grades in their subject of study. This must be evaluated with the actual results on transcript for the programme.

f) City & Guilds Applicants

Holders must have Technician Diploma or Advanced Diploma in Microcomputer Technology or in any relevant IT Programmes from a recognized institution.

g) HND/Diploma Applicants

Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

8. Diploma in Information Technology

a) WASSCE/SSSCE Applicants

Passes in six (6) subjects with an aggregate score of 39 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science or Social Studies and any three (3) Elective Subjects. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) Professional Certificate Applicants

Certificate in Microcomputer Technology or any IT qualification from a recognized institution. These qualifications must be evaluated by Ghana Tertiary Education Commission (GTEC).

c) Technical Certificate Applicants

Passes in six (6) subjects including Core Subjects such as English, Mathematics and Integrated Science or Social Studies and any three (3) Elective Subjects.

d) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

9. Diploma in Cyber Security

a) WASSCE/SSSCE Applicants

Passes in six (6) subjects with an aggregate score of 39 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science or Social Studies and any three (3) Elective Subjects. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) **Professional Certificate Applicants**

Certificate in Microcomputer Technology or any IT qualification from a recognized institution. These qualifications must be evaluated by Ghana Tertiary Education Commission (GTEC).

c) **Technical Certificate Applicants**

Passes in six (6) subjects including Core Subjects such as English, Mathematics and Integrated Science or Social Studies and any three (3) Elective Subjects.

d) **International Baccalaureate Applicants**

International Baccalaureate applicants may apply with contents of programmes equivalent to the Ghanaian WASSCE/SSSCE, GBCE/ABCE, Technical qualifications or the Ghanaian 'O' and 'A' Level programmes.

e) **International Students**

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

10. **Diploma in Data Science and Analytics**

a) **WASSCE/SSSCE Applicants**

Passes in six (6) subjects with an aggregate score of 39 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science or Social Studies and any three (3) Elective Subjects. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) **Professional Certificate Applicants**

Certificate in Microcomputer Technology or any IT qualification from a recognized institution. These qualifications must be evaluated by Ghana Tertiary Education Commission (GTEC).

c) **Technical Certificate Applicants**

Passes in six (6) subjects including Core Subjects such as English, Mathematics and Integrated Science or Social Studies and any three (3) Elective Subjects.

d) **International Students**

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

11. Diploma in Computer Science

a) WASSCE/SSSCE Applicants
Passes in six (6) subjects with an aggregate score of 39 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science or Social Studies and any three (3) Elective Subjects. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) Professional Certificate Applicants
Certificate in Microcomputer Technology or any IT qualification from a recognized institution. These qualifications must be evaluated by Ghana Tertiary Education Commission (GTEC).

c) Technical Certificate Applicants
Passes in six (6) subjects including Core Subjects such as English, Mathematics and Integrated Science or Social Studies and any three (3) Elective Subjects.

d) International Students
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

3.3 Business School

Programmes
1. BSc. Business Administration (Human Resource Management)
2. BSc. Business Administration (Management)
3. BSc. Business Administration (Accounting)
4. BSc. Business Administration (Banking and Finance)
5. BSc. Business Administration (Marketing)
6. BSc. Accounting with Computing
7. BSc. Economics
8. BSc. Procurement and Logistics
9. Diploma in Business Administration (Management)
10. Diploma in Business Administration (Accounting)
11. Diploma in Business Administration (Marketing)
12. Diploma in Public Relations

1. **BSc. Business Administration (Human Resource Management)**

   a) **WASSCE/SSSCE Applicants**
   Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Studies) plus credits in any three (3) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

   b) **"A" Level Applicants**
   Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

   c) **Mature Applicants**
   Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

   d) **International Baccalaureate Applicants**
   Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

   e) **American Grade 12 Applicants**
   Holders must have Mathematics/Humanities/Arts background.

   f) **HND/Diploma Applicants**
   Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

   g) **Other/Professional Applicants**

   i. Applicants holding the General Business Certificate (GBCE) and/or Advanced Business Certificate (ABCE) must have credits in at least SIX (6) subjects including English Language and Business Mathematics at the GBCE, or THREE (3) passes in the relevant Compulsory Subjects Plus THREE (3) Optional Subjects at the ABCE.

   ii. Applicants holding any of the Stages of ACCA, ICA, ACIB or CIM, must in addition have credits at WASSCE/SSSCE in THREE (3) Core Subjects and THREE Electives or FIVE (5) credits at the O' Level including English Language and Mathematics. Applicants in this category are admitted into year one.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

2. BSc. Business Administration (Management)

a) WASSCE/SSSCE Applicants

Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Studies) plus credits in any three (3) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants

Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants

Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants

Holders must have Mathematics/Humanities/Arts background.

f) HND/Diploma Applicants

Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

g) Other/Professional Applicants

    iii. Applicants holding the General Business Certificate (GBCE) and/or Advanced Business Certificate (ABCE) must have credits in at least SIX (6) subjects including

English Language and Business Mathematics at the GBCE, or THREE (3) passes in the relevant Compulsory Subjects Plus THREE (3) Optional Subjects at the ABCE.

iv. Applicants holding any of the Stages of ACCA, ICA, ACIB or CIM, must in addition have credits at WASSCE/SSSCE in THREE (3) Core Subjects and THREE Electives or FIVE (5) credits at the O' Level including English Language and Mathematics. Applicants in this category are admitted into year one.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

3. BSc. Business Administration (Accounting)

a) WASSCE/SSSCE Applicants

Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Studies) plus credits in any three (3) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants

Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) International Baccalaureate Applicants

Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants

Holders must have Mathematics/Humanities/Arts background.

f) HND/Diploma Applicants

Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

g) **Other/Professional Applicants**

    v.   Applicants holding the General Business Certificate (GBCE) and/or Advanced Business Certificate (ABCE) must have credits in at least SIX (6) subjects including English Language and Business Mathematics at the GBCE, or THREE (3) passes in the relevant Compulsory Subjects Plus THREE (3) Optional Subjects at the ABCE.

    vi.   Applicants holding any of the Stages of ACCA, ICA, ACIB or CIM, must in addition have credits at WASSCE/SSSCE in THREE (3) Core Subjects and THREE Electives or FIVE (5) credits at the O' Level including English Language and Mathematics. Applicants in this category are admitted into year one.

h) **International Students**

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

4. **BSc. Business Administration (Banking and Finance)**

a) **WASSCE/SSSCE Applicants**

Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Studies) plus credits in any three (3) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) **"A" Level Applicants**

Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) **Mature Applicants**

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) **International Baccalaureate Applicants**

Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) **American Grade 12 Applicants**

Holders must have Mathematics/Humanities/Arts background.

f) HND/Diploma Applicants

Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

g) Other/Professional Applicants

i. Applicants holding the General Business Certificate (GBCE) and/or Advanced Business Certificate (ABCE) must have credits in at least SIX (6) subjects including English Language and Business Mathematics at the GBCE, or THREE (3) passes in the relevant Compulsory Subjects Plus THREE (3) Optional Subjects at the ABCE.

ii. Applicants holding any of the Stages of ACCA, ICA, ACIB or CIM, must in addition have credits at WASSCE/SSSCE in THREE (3) Core Subjects and THREE Electives or FIVE (5) credits at the O' Level including English Language and Mathematics. Applicants in this category are admitted into year one.

h) International Students

International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

5. BSc. Business Administration (Marketing)

a) WASSCE/SSSCE Applicants

Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Studies) plus credits in any three (3) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) "A" Level Applicants

Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) Mature Applicants

Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies

d) International Baccalaureate Applicants

Applicants must have a good academic background. They must obtain a distinction,

credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) American Grade 12 Applicants
Holders must have Mathematics/Humanities/Arts background.

f) HND/Diploma Applicants
Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

g) Other/Professional Applicants

   i.   Applicants holding the General Business Certificate (GBCE) and/or Advanced Business Certificate (ABCE) must have credits in at least SIX (6) subjects including English Language and Business Mathematics at the GBCE, or THREE (3) passes in the relevant Compulsory Subjects Plus THREE (3) Optional Subjects at the ABCE.

   ii. Applicants holding any of the Stages of ACCA, ICA, ACIB or CIM, must in addition have credits at WASSCE/SSSCE in THREE (3) Core Subjects and THREE Electives or FIVE (5) credits at the O' Level including English Language and Mathematics. Applicants in this category are admitted into year one.

h) International Students
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided they are proficient in English Language.

6. BSc. Accounting with Computing

a) WASSCE/SSSCE Applicants
Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Studies) plus credits in any three (3) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) **"A" Level Applicants**
Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) **Mature Applicants**
Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) **International Baccalaureate Applicants**
Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) **American Grade 12 Applicants**
Holders must have Mathematics/Humanities/Arts background.

f) **HND/Diploma Applicants**
Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

g) **Other/Professional Applicants**
   i. Applicants holding the General Business Certificate (GBCE) and/or Advanced Business Certificate (ABCE) must have credits in at least SIX (6) subjects including English Language and Business Mathematics at the GBCE, or THREE (3) passes in the relevant Compulsory Subjects Plus THREE (3) Optional Subjects at the ABCE.

   ii. Applicants holding any of the Stages of ACCA, ICA, ACIB or CIM, must in addition have credits at WASSCE/SSSCE in THREE (3) Core Subjects and THREE Electives or FIVE (5) credits at the O' Level including English Language and Mathematics. Applicants in this category are admitted into year one.

h) **International Students**
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

7. **BSc. Economics**

a) **WASSCE/SSSCE Applicants**
Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Studies) plus credits in any three (3) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) **"A" Level Applicants**
Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) **Mature Applicants**
Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) **International Baccalaureate Applicants**
Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) **American Grade 12 Applicants**
Holders must have Mathematics/Humanities/Arts background.

f) **HND/Diploma Applicants**
Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

g) **Other/Professional Applicants**

i. Applicants holding the General Business Certificate (GBCE) and/or Advanced Business Certificate (ABCE) must have credits in at least SIX (6) subjects including English Language and Business Mathematics at the GBCE, or THREE (3) passes in the relevant Compulsory Subjects Plus THREE (3) Optional Subjects at the ABCE.

ii. Applicants holding any of the Stages of ACCA, ICA, ACIB or CIM, must in addition have credits at WASSCE/SSSCE in THREE (3) Core Subjects and THREE Electives or FIVE (5) credits at the O' Level including English Language and Mathematics. Applicants in this category are admitted into year one.

h) **International Students**
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

8. **BSc. Procurement and Logistics**

a) **WASSCE/SSSCE Applicants**
Credits in the three (3) SSSCE/WASSCE Core Subjects (Mathematics, English Language and Integrated Science or Social Studies) plus credits in any three (3) Elective Subjects with an aggregate score of 30 or better. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) **"A" Level Applicants**
Applicants should have five (5) Credits at "O" Level including Mathematics and English Language, plus, three (3) Passes at "A" Level in any subject.

c) **Mature Applicants**
Applicants who have attained the age of 25 years or above at the time of applying will show with a proof. They will then go through an access course in their area of study after which an examination would be conducted. Successful applicants will then be written to commence their studies.

d) **International Baccalaureate Applicants**
Applicants must have a good academic background. They must obtain a distinction, credit or pass as decided by the jury. They should also be proficient in English. This is checked through written exams, verbal interview and certification from a recognized language institution. Their results should be verified by GTEC.

e) **American Grade 12 Applicants**
Holders must have Mathematics/Humanities/Arts background.

f) **HND/Diploma Applicants**
Holders of Higher National Diploma (HND) in Information Technology or any IT related programme from a recognized University or Tertiary Institution with at least a 2nd Class Lower Division. Applicants must also two-year post HND work experience.

g) **Other/Professional Applicants**

 i. Applicants holding the General Business Certificate (GBCE) and/or Advanced Business Certificate (ABCE) must have credits in at least SIX (6) subjects including English Language and Business Mathematics at the GBCE, or THREE (3) passes in the relevant Compulsory Subjects Plus THREE (3) Optional Subjects at the ABCE.

 ii. Applicants holding any of the Stages of ACCA, ICA, ACIB or CIM, must in addition have credits at WASSCE/SSSCE in THREE (3) Core Subjects and THREE Electives or FIVE (5) credits at the O' Level including English Language and Mathematics. Applicants in this category are admitted into year one.

h) **Other International Qualifications**
To be eligible for admission, an applicant shall be assessed on the basis of the equivalence of the applicant's academic qualifications with Ghanaian qualifications at the required level.

i) **International Students**
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

9. Diploma in Business Administration (Management)

a) WASSCE/SSSCE Applicants
Passes in six (6) subjects with an aggregate score of 39 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science or Social Studies, and any three (3) Elective Subjects. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) International Students
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

10. Diploma in Business Administration (Accounting)

a) WASSCE/SSSCE Applicants
Passes in six (6) subjects with an aggregate score of 39 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science or Social Studies, and any three (3) Elective Subjects. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) International Students
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

11. Diploma in Business Administration (Marketing)

a) WASSCE/SSSCE Applicants
Passes in six (6) subjects with an aggregate score of 39 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science or Social Studies, and any three (3) Elective Subjects. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) International Students
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

12. Diploma in Public Relations

a) WASSCE/SSSCE Applicants
Passes in six (6) subjects with an aggregate score of 39 or better in the WASSCE/SSSCE, including Core Subjects such as English, Mathematics and Integrated Science or Social Studies, and any three (3) Elective Subjects. Foreign applicants with WASSCE should include a scratch card which could be used to verify their results.

b) International Students
International Students may be considered for admission if they hold qualifications equivalent to those stated above provided, they are proficient in English Language.

4.0 STRUCTURE OF CERTIFICATE/DIPLOMA/UNDERGRADUATE DEGREE PROGRAMMES

4.1 Programme of Study

Programmes of Study for the award of diploma or undergraduate degrees shall consist of courses for each of which a number of credit hours shall be prescribed. Each course shall cover a period of not more than one semester, with the exception of project work. Departments shall submit details of course credit hours and total Credit hours for the programme classified as REQUIRED COURSES and OPEN ELECTIVES for approval by the Academic Board.

4.2 Structure of Programme

The programme shall be divided into semesters, each course falling within one semester only. Courses in each Semester shall consist of:

a. Required Courses

b. Open Electives

Open electives may be selected from any Department or any other Faculty/School in the University implementing the open electives concept.

4.3 Credit Hours for Programmes

The total number of credit hours required by a student to qualify for a diploma or degree shall be determined by the School/Faculty/Department within the following ranges:

Programme	Minimum	Maximum
1-year Certificate	30	42
2-year Certificate	60	84
2-year Diploma	60	84
2-year Undergraduate Degree	60	84

| 3-year Undergraduate degree | 90 | 126 |
| 4-year Undergraduate degree | 120 | 168 |

The above credit hours are inclusive of lecture time, practical work, project work, seminars and workshops. Two (2) to four (4) hours of practical work is equal to one (1) credit hour.

In order to qualify as a full-time student, the student must take courses equivalent to the following range of credit hours, both limits inclusive, per semester. This will be prescribed by the Department with approval of the Faculty and Academic Board.

Undergraduate	15–21
Diploma	15–21
Certificate	15–21

4.4 Change of Programme of Study

Students who wish to change their programme of study after the first year shall apply to the Registrar. If the applicant meets all the requirements for the change to the new programme, the request may be approved by the Registrar.

4.5 Duration of Studies

A student shall be enrolled as a full-time student for the minimum period allowed for the programme of study. A student may be allowed the following maximum number of semesters beyond the prescribed period to complete the requirements for the award of the certificate/degree for which he/she is studying.

Prescribed Programme Duration	Number of Semesters Allowed (Minimum)	Extra Semesters Allowed (Maximum)
4 – year programme of study	8 Semesters	4 Semesters
3 – year programme of study	6 Semesters	4 Semesters
2 – year programme of study	4 Semesters	4 Semesters
1 – year programme of study	2 Semesters	2 Semesters

A student who fails to qualify after exhausting the maximum number of extra Semesters allowed will be withdrawn from the University. Studentship will expire after three years of expected graduation date.

The University reserves the right to make curriculum changes (add and/or delete courses) and require the student to meet the new course requirements, but as a rule, the student will be required to follow the curriculum in force at the time he/she was admitted to the University.

5.0 PAYMENT OF TUITION AND OTHER FEES

5.1 Fees Due for Payment

Students shall be required to pay all tuition and other fees due on or before a date specified by the University. All University fees are due at registering.

Students who do not complete their financial obligation to the University will have a "financial hold" placed on their academic record, which will prohibit receipt of a diploma/degree, obtaining semester grades or a transcript, other services such as attestation, introductory letter, etc. and registration for subsequent courses.

5.2 Publication of Fees

All University fees shall be published on the University website and other social media platforms recognized by the University under the authority of the Vice-Chancellor. In addition to the University website and other social media platforms, fees for freshmen shall be stated in their respective admission letters.

5.3 Payment Regime

i. University fees shall be paid into a designated bank account clearly stated in the publication in item **5.2 above**.

ii. Part payment of fees would be allowed by the University, and this would be communicated in the publication of item **5.2 above**.

iii. University fees shall be paid **within 2 weeks of the beginning of each semester** unless otherwise stated by the University.

iv. Unless otherwise stated by the University, 50% of fees shall be paid within 2 weeks from the beginning of the 1st semester and the remaining 50% of fees shall be paid within 2 weeks from the beginning of the 2nd semester.

v. Notwithstanding (ii and iii) students can pay 100% of fees in the 1st semester.

vi. Students must obtain official print out receipts from the bank cashier and ensure that the receipt contains the name of the student, index number and purpose of payment.

vii. Students who fail to meet requirements (iv) cannot register as students for the respective semesters.

viii. University fees shall be paid by:

- cash at the bank,
- bankers draft and

- electronic money transfer

ix. **THE UNIVERSITY DOES NOT ACCEPT PERSONAL AND PRIVATE COMPANIES' CHEQUE.**

5.4 Activation of Students' Account

A student account is automatically activated upon payment and meeting the required percentage of fees for a semester or an academic year. The student will receive an SMS message and shall proceed to register for the semester.

5.5 Students on Sponsorship/Scholarship

Students on sponsorship and scholarship must ensure that they meet the payment regime in 5.3 before they can register.

5.6 Penalty for Extended Period of Fee Payment

Students who fail to meet the required period of payment of fees shall be granted extended period upon payment of required penalty fee determined by the University.

5.7 Fees Refund

i. University fees paid are not refundable unless:

a. There is excess payment of fees due to scholarship and other related reasons.

b. Students who paid their fees in a semester or academic year and granted deferral as stated in item **14.10 below** shall be granted credit of fees paid (excluding SRC and Faculty dues) at the semester of deferral and shall pay any difference as a result of increment of fees in the semester in which they resume academic work.

ii. Students who withdraw from the University or are asked to withdraw for disciplinary reasons or are dismissed by the University, shall forfeit all fees paid.

6.0 STUDENTS' COURSE REGISTRATION

Students are required to fulfill their financial obligations to enable them register their courses for the semester. Registration dates are indicated in the Academic Calendar of the University. Failure to register the semester's courses may result in students' forfeiture of credits.

The following shall apply to the registration process:

a) Every student must be admitted into a Faculty/Department for a Programme of study and must be properly registered for courses during the official registration period at the beginning of each Semester.

b) Students who trail between one (1) and six (6) courses at the end of the second semester in either year 1, 2 or 3 shall be required to;

    i.   First, register all trailed course (s) to make up the required maximum credits for the semester and defer the rest of the courses.

    ii.   Then, register the outstanding trailed course (s) for the appropriate semester to make up the maximum credit for the semester.

    iii.   The total number of credits for the courses registered for each semester shall not exceed 21 credit hours.

c) A student who is unable to register within the formal registration period on grounds of ill-health, shall on provision of a Medical Report issued and endorsed by a registered Medical practitioner , be allowed to register within seven days from the day of the closure of formal registration. In the event of the inability of such a student to register within the seven days stipulated in paragraph 'C' above, he/she will be allowed a deferment for a semester. In a situation where the first semester courses are prerequisite for the second semester courses, the deferment shall be for the whole academic year (i.e. two semesters).

d) There shall be no registration by proxy (where another student or person registers on behalf of a student). A student who does not duly register within the registration period shall be precluded from commencing the semester's programme of courses. Registration for the appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination, the student shall be deemed to have failed the course unless reasons acceptable to the Department Examiners Board can be advanced. In this case the student shall be graded incomplete ('I') and be expected to take part in the next available formal examination.

e) Students shall be permitted to change or drop   registered open elective courses within the fourteen (14) days   registration period.

7.0 STUDENT ORIENTATION

a) A compulsory orientation for fresh students shall take place at the beginning of every Academic year and all fresh students are required to participate.

b) The orientation shall be organized by the Senior Assistant Registrar in charge of Admissions for all new students.

c) The orientation shall involve representatives of Faculties who will explain programmes, courses and pre-requisite for courses.

d) Each Faculty shall organize an orientation programme for all new students of the Faculty.

e) As part of the general orientation, students will be inducted into the use of the Library and conducted around the Campus.

8.0 ACADEMIC GUIDELINES

8.1 Academic Calendar
The Academic Year shall comprise of two semesters namely first and second; which is made up of four (4) months each.
First Semester: August/September – November/December
Second Semester: January/February – May/June
 The Academic Board shall vary the Academic Calendar to take care of unforeseen circumstances which may affect the calendar.

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

A semester shall be of 8 - 16weeks duration and shall be structured as follows:
6-12 weeks of teaching (teaching will start in the first week)
1 week of revision
2-3 weeks of examinations

8.3 Credit Hour
The credit hour is defined as sixty (60) minutes lecture, laboratory or practical period or its equivalent.

8.4 Course Credit
One (1) course credit shall be defined as:

One (1) hour lecture or, one (1) hour tutorial or one (1) practical session (of two or three hours) or six hours of field work per week for a semester.

8.5 Academic Advisors/ Counsellor

Students shall be assigned academic advisor (s) in every Department who shall provide counsel on course offering and any other academic issue as the case may be.

9.0 TEACHING AND LEARNING GUIDELINES

9.1 Policy

Enhancing students' academic life at GCTU is the basis for the development of a policy that addresses the teaching and learning methods that also shapes the knowledge and skills of our students in achieving educational excellence. This policy is premised on the grounds that the University believe that learning and its environment should facilitate the development of a well- balanced person. The university shall promote scholarship through transformative student experiences, problem-based learning, and experiential learning approaches through the application of cutting-edge technology. Additionally, the University shall enhance the knowledge, skill, and attitude of students by linking practical industrial attachment and leadership skills to develop entrepreneurial ability of our students. By so doing, GCTU believes that students who leave the university shall position themselves to keep pace with the opportunities and challenges presented in today's complex and interconnected world. The University shall ensure that the teaching and learning processes across its campuses as well as regional and international learning centers through are standardized.

9.2 Guidelines and Procedure for Teaching and Learning

The following set of guidelines shall be adhered to in ensuring that teaching and learning processes of the university are standardized across its campuses and learning centers;

a) That GCTU shall continue to aim at providing quality higher education to all students that will enhance their intellectual independence, capabilities and potential without prejudice.

b) That all persons appointed to either teach or supervise students' project work shall do so on the basis of high academic integrity and quality delivery that seeks to meet the teaching and learning policy guidelines of the University.

b) That the teaching and learning processes shall be designed by each Lecturer to enhance the knowledge, skill, and attitude of students and by also linking practical industrial attachment and leadership skills to develop entrepreneurial ability of the students.

d) That the award of final qualifications shall be guided by detailed procedures that are inconsonance with international best practices.

e) That officers and persons who provide academic support to students shall do so in order to meet the requirements of the teaching and learning process irrespective of mode or location of tuition and study.

f) That the qualifications of students at the undergraduate degree level shall reflect the interdependence of research and teaching that also equip students to demonstrate mastery of their areas of study

g) That there shall be strict adherence to quality assurance standards of teaching and learning

h) That students shall have access to appropriate academic advice, student learning support and tutorial session regardless of mode or locus of study

i) That learning activities shall be designed to i) challenge students to make connections between facts, ideas and skills ii) to identify and solve problems, and iii) to apply their learning in integrated ways and in multiple contexts that seeks to develop their understanding of the subject matter.

In addition to the above guidelines and procedures the University shall also ensure that the following are also adhered to;

a) The freedom of academic staff and students to engage in research that promotes knowledge and skills acquisition.

b) The freedom of academic staff to teach and assess students in the manner they consider best in promoting teaching and learning but such procedures shall be consistent with the general guideline of the university.

c) The freedom of the institution and its staff to regulate the subject matter of courses taught at the institution

d) Freedom of Lecturers to afford students the opportunity to engage in authentic learning activities through experiential learning and simulations.

e) Freedom of Lecturers to develop learning activities that afford students the opportunity to engage in varying ways with the learning content to accommodate a diversity of student needs.

f) Freedom of Lecturers to make learning content meaningful and relevant to all category of students by attending to their perceived learning needs and by contextualizing learning content

g) Freedom of Lecturers to develop both formative and summative assessment systems that are used continually to provide students with explicit and constructive feedback regarding their progress.

9.3 Progress Report

Every semester, a progress reporting system will be implemented typically by the start of the third week of the semester. This system allows faculty to alert undergraduate students and their advisors about unsatisfactory performance in a particular class. Faculty members will file reports for new students who are not performing satisfactorily in the judgment of the instructor. Faculty may choose to file progress reports on other students enrolled in their classes. Faculty reports are expected no later than the sixth week of the semester. If there are problems with attendance or missed assignments, faculty members should, in addition to filing progress reports, notify the Dean of Students.

9.4 Online/Electronic Teaching and Learning

GCTU has adopted a policy to guide all Faculty members who teach online and in-person classroom environments. The policy indicates that teaching and learning should be a blend of both in-person and online. The percentage distribution would be indicated on the Course Outline.

The policy includes the following:

a) Faculty members or Instructors who plan to deliver course materials online must get approval from the Faculty Dean and should receive a GCTU Online Course Development Checklist from the Dean to guide the course development. Faculty Members should develop their courses to be delivered through in-person or electronic mode.

b) Faculty members who plan to deliver course material online should have the web course completely or partially developed, reviewed, and approved by the Head of Department before committing to teach that course online.

c) Faculty members whose online course(s) are ready for review should ask the Head of Department and the Head of COLT to review the course(s). The Dean will decide whether the course should be released and will recommend modifications or changes if necessary.

d) If a course needs significant modifications or changes, the Dean and the Head of COLT will review the course again after the changes have been made.

e) Faculty members who teach online courses have the same rights and responsibilities as faculty who teaches in the face-to-face traditional setting. Faculty members have the same responsibility for selecting and presenting materials in online courses as they would in the face-to-face traditional educational setting.

f) Faculty members are required to understand and adhere to copyright regulations, as well as GCTU copyright policies.

g) Faculty members are required to maintain interaction with students during the entire semester via e-mail, a-synchronous message boards, chat rooms, or other available technical and telecommunication means.

h) Faculty may be required to provide proof of student attendance. They are to maintain weekly records of faculty/student interaction. Online faculty members will be required to maintain the same number of office hours as the face-to-face traditional faculty members. In an effort to accommodate the needs of online students, some office hours may be held online utilizing technology for student consultation.

i) Faculty members are required to provide information on office and contact hours, telephone numbers, email, and preferred synchronous and asynchronous communication channels.

The details of these guidelines are in the GCTU Electronic Teaching Manual.

10.0 FACULTY EXAMINATION PROCEDURES

10.1 Design and Approval of Course Assessments

The assessment regime for every course should be designed by the Lecturer teaching the course and should be approved at a Departmental meeting called for that purpose. It shall be the responsibility of the HOD to ensure that all assessment tasks (for continuous assessments and final examinations) align with the outcomes, course content and learning activities.

Every assessment regime should be given to students, and they should contain the requirement for passing the course and the scores breakdown for each of the assessment method outlined. Due to the different sessions run by the University, Faculty members shall be required to provide multi-offerings where a course is offered in a particular teaching period in multiple modes and/or locations. The course content and the assessment regime shall be required to be identical in all sessions and campuses.

The design of the assessment regime for every course should contain the workload requirements of the course showing the credit points for the course and the various activities students are expected to undertake.

10.1.2 Duration of End-of-Semester Examination

Credit Weighting	Duration of Examination
One-credit course	1 – 1.5 hours
Two-credit course	1.5 – 2 hours
Three-credit course	2 – 3 hours

Additionally, the design of the assessment regime must include the requirement for feedback to be given to students on their assessments including the final examinations. Faculty shall be required to hold feedback sessions at the commencement of every semester and provide students with relevant information regarding the assessment criteria. Feedback methods may include written comments on student work; rubrics provided to students showing their performance in each of the areas given; oral comments from the faculty in the form of formative assessment; comments in group sessions as well as provide students with information on marks given to each question.

Lecturers shall be required to provide not less than three different assessment regimes for continuous assessment for each course that sums up to 40% and a final assessment that is worth 60%. It is important for Lecturers to award marks to students for attendance to class and active participation in group and individual tasks.

Heads of Departments shall ensure that the final examinations for students enrolled in each of the courses across the different campuses are identical, except in special cases where the Head of Department (HOD), with the approval of the Faculty Dean agrees to alter the question for a particular group of students.

Assessments for every course shall be designed to measure the achievement of the stated learning outcomes for the course as provided by the course outline. Assessments shall be set in line with what is specified in the course outline in terms of form of assessment, weighting, and the grade computation method. Each Lecturer will however be responsible for establishing clear assessment criteria as well as a Marking Scheme as appropriate for all assessments task set. GCTU recognizes that while there are several approaches to writing assessment criteria, and a variety of approaches are acceptable in different jurisdictions, all assessment tasks (at all campuses and learning centers) must undergo departmental moderation for purposes of standardization.

Where the final assessment consist of projects work that requires students to submit at a given period, it shall be the responsibility of the Lecturer to provide detailed information on the assessment requirements. Such information shall include the following;

a) Clear information for students on the task they are expected to do, and how their work will be assessed.

b) The nature of the task, including if the format is to be a time constrained assessment (TCA)

c) The presentation or submission format

d) How the assessment links with the learning outcomes

e) Other constraints, such as word and page limits

f) Referencing methods

The duration for every assessment shall not be less than two (2) hours and not more than 3 hours. However, where there may be exceptions to this rule, the Head of Department should ensure that student do not have access to their notes or share information during break or recess.

The Faculty Board shall meet after the end-of-semester examinations in accordance with the Academic Calendar to moderate and recommend for approval to the Academic Board all -final grades and submit a report on the status of students who should be repeated, withdrawn, or put on probation.

10.2 Obligations of Lecturers

The obligations of Faculty members in the design and implementation of assessment regimes are included but not limited to the following;

a) Each Lecturer should develop procedures for ensuring the integrity of assessment regime across different teaching periods for each of their courses.

b) The procedures must contain sanctions for students who do not satisfy the requirement for each assessment regime and this should include attendance to lectures.

c) All assessment briefs must indicate, among others, the mode of assessment, type of assessment, marks allocated to assessment, and the course attendance rules for the information of students.

In the development of assessment for students, where the assessment is worth 20% or more of the final score, no substantial part of the assessment must be copied verbatim from a previous assessment, including examination papers, to which students may have access, and papers that have been copied to students upon request or copies made available to the library by the Examinations and Records Unit. However, previous questions can be modified for re-use, granted that the formulation of the case, factual situation and/or the questions themselves have been significantly changed.

Lecturers shall ensure that;
a) Assessment tasks are scheduled at an appropriate time to effectively test students' achievement against learning outcomes and to provide summative feedback that is constructive and supports students' further learning.
b) The scheduling of assessment tasks, assessment regimes, word limits, marks for each of the assessment regimes, submission and presentation requirements, duration of tests and requirement should be communicated to all students.

The assessment papers shall conform to the standards provided by the University and must contain the logo, course code and title, number of hours to be used by students in answering the assessment questions, number of questions to be answered, marks for each question and the name of the faculty clearly written at the end of the paper.

The University prohibits the insertion of quotes, comments or proverbs that do not form part of the questions and the Department/faculty shall request any Lecturer who acts contrary to the University rules to correct such anomalies before printing the questions for students. Lecturers shall assist the Department and Faculty Exam Officers in invigilation during End-of-Semester Examinations and they shall stay in the examination venues until the end of the examinations.

Lecturers shall submit their questions for moderation to the Head of Department or the assigned faculty recipient six (6 weeks prior to the commencement of the end-of-semester examinations. Where a Lecturer is unable to meet the submission deadline, he or she must submit a written statement to the Head of Department providing justification for the delay. The appropriate procedures and sanctions for non- submission of questions will apply.

Lecturers shall mark and submit the final results of students to the Head of Department in accordance with the academic calendar for submission of results. Where a Lecturer is unable to meet the submission deadline, he or she must submit a written statement to the Head of Department providing justification for the delay. Sanctions for late submission of results shall include suspension for one semester, withholding faculty's salary for one month, suspension of

any additional allowance tied to the responsibility of the faculty, non-payment of faculty's book and research allowance and non-renewal of faculty's contract upon expiration.

10.3 Moderation of Test Items

All end-of-semester assessment questions and marking schemes shall be reviewed by a Departmental Moderation Committee and shall require the Committee's endorsement before being released to the students in the course for writing. Similarly, before submitting the recommended Final Grades to the Head of Department, the Course Examiners shall meet to discuss the final grades and scores before they are released.

10.4 Procedures for the Production of Examination/Test Papers

Faculty shall be required to address queries by external moderators and submit copies of the corrected test items to the Head of Department. It shall be the responsibility of faculty to print examination questions for students.

10.4.1 Procedure

Faculty shall follow the procedures below:

a) All logistics for the examination including answer booklets, envelopes, A4 sheets, markers, room allocation information, water, etc. shall be provided by the Directorate of Academic Affairs.
b) The Lecturer shall pick the labelled envelope from the Faculty Examinations officer.
c) The Lecturer shall print questions at any designated printing point by the Academic Affairs Directorate and submit same in the labelled envelopes to the Faculty Examination Officer 24 hours prior to the commencement of the examination.
d) Lecturer shall print the number of questions specified at the back of the envelope.

e) Envelopes must be sealed, and the flap signed across by the Lecturer.

f) It shall be the responsibility of Lecturers to ensure that question papers in the labelled envelope submitted to the Faculty Examinations Officer are not creased, folded or altered in any way.

g) Faculty shall be required to be present during the examinations, attend to students and address issues which may arise.

10.5 Online Course Assessment

The assessment of online courses shall be developed by faculty based on the following guidelines;

a) Course description, Purpose and Goals shall be provided by Lecturers to students prior to examinations. The course description from a Lecturer shall state entry level skills required

prerequisites, and recommendations for student success (e.g., how to read the course materials, take notes, study for exams, etc.).

b) Lecturers shall provide students with the course objectives and expectations. This shall include 3-5 major objectives which all students should strive to achieve.

c) Lecturers shall state the delivery method, whether online, blended or face-to-face as well as how the delivery method may be used in the assessment of students. Additionally, information on course interactions – synchronous, asynchronous or both, discussion boards, forum, announcements, feedback processes, and the logic of topics arrangement, themes, and concepts as they relate to the course structure, and instructional approaches and methods.

Online instructional and assessment strategies may consist of, but not limited to, structured email response policies, designated live chat sessions and/or discussion board postings, scheduled phone accessibility or combinations of such methods.

d) In addition to the course structure, every Lecturer must provide detailed information on assessment of the online course.

e) **Course Readings**: Required, recommended, supplementary and/or optional materials and state how the readings will address course objectives. Faculty are to specify how they would expect students to read the materials, e.g., before coming to class, assessment of the readings, and degree of understanding.

f) **Final Grades with Breakdown Points:** Faculty must describe all components of the final grade and the weights of each as well as other grading matters including extra credits.

g) **Student Responsibilities:** Faculty must specify the responsibilities of students in the GCTU Learning Management System (Moodle) including time management, syllabus requirements, and which online aspects of the course is required.

10.6 Online Grade Submission

All faculties (Full-time and part time) shall be required to access their assessment sheets and complete the marks and grades column before submitting the final grades electronically via the

University Access (https://erp.gctu.edu.gh). Faculty members can enter and save grades but cannot change grades after making their final submission. Faculties shall also be required to send soft copies of their results to the Faculty Examinations Officers after the Departmental and Faculty Boards moderation.

10.7 Discussion of End-of-Semester Assessment Tasks with Students

Lecturers shall be required to hold discussions with students after the publication of the end-of-semester results. Students shall be required to seek clarification on the award of marks by Lecturers and where necessary dissatisfied students may be encouraged to seek remarking of their scripts. Lecturers shall be required to provide students with feedback through the discussion of their performances in the various questions as compared with the marking schemes or where necessary sample answers. Lecturers can only submit their scripts to the Faculty Examinations officer after feedback with the students.

10.8 Pre and post moderated questions, assessment results record keeping and Security

Faculties, Deans, Heads of Department, moderators and Faculty Examination Officers must ensure the security of Examination Questions together with their Marking Schemes and other assessment questions and instructions. Assessments must be:

a) Secured at all times against unauthorized access by individuals who are assigned to either view or handle them. Hard copies should be properly secured and handled from unauthorized persons. Soft copies should be stored in properly secured locations with passwords,

b) Properly stored in the university's records room or archives and in the case of electronic gadgets, that they are password protected within the network area. If copies are held on portable storage devices, they must be held securely in a locked drawer in a locked room and placed in the care of a senior University officer,

c) Properly taken care of to prevent occasional view of computer screens, print jobs or passwords by unauthorized persons.

d) Managed with the university IT policy of keeping all passwords secure.

e) Well secured such that all academic and administrative staff are advised to ensure that examination scripts and other student work submitted for assessment are held securely at all times to ensure that these are not accessed by unauthorized persons.

f) Safely kept for a period of five (5) years before they are destroyed

10.8.1 Measures for safe storage of examination scripts

The following measures have been put in place to ensure the safe storage of examination booklets and other examination items:

a) Faculty shall be required to submit all marked scripts to the Records Unit of Academic Affairs after the deadline for the submission of results.

b) Faculty provides details of the answer booklets submitted to the Records Unit in a logbook.

c) The University provides safe storage/archives for keeping examination answer booklets. Keys to the archives are safely kept at the Records Unit.

d) Faculty who wish to recall any answer booklet for reasons of re-verification is required to complete a form at the Records Unit and provide details of the answer booklets taken.

10.9 Guidelines for Invigilating Examinations

a) The University examinations shall be supervised by a Chief Invigilator of a Dean or Head of Department status. The Chief Invigilator shall be appointed by the Vice-Chancellor and will be responsible for each Examination Centre.

b) All University examinations shall be held under the direct supervision of an Invigilator of Senior Member status, and they shall be assisted by Invigilation Assistants (Research Assistants and National Service persons). The Examiner of a paper shall be present at the beginning of the examination of his/her paper in order to go through the questions for corrections and clarifications as might be necessary.

c) An Invigilator shall be appointed for each examination room and shall be required to:

    i. Ensure that students are properly seated,

    ii. Ensure that students have the materials required for each examination including the correct question papers and answer booklets,

    iii. Invite students to start work,

    iv. Check the attendance register indicating those absent before the commencement of the examination,

    v. Ensure that students stop work at the appointed time,

    vi. Ensure that answer booklets are collected from candidates, and the total checked with the number of students that took the examination. The attendance sheet has a column for checking all answer booklets received,

    vii. To ensure proper coordination of activities at the examination venue, one of the Invigilators shall be appointed as team leader for the team in a particular venue.

    viii. The Invigilator is responsible for ensuring that a candidate does not have unfair assistance in the course of the examination, for which purpose, the Invigilator,

    ix. Will need to walk round the examination hall periodically, should be personally satisfied that a candidate who needs to leave the examination room temporarily does not carry any notes to which the candidate can refer while outside the hall,

    x. Will designate an invigilating assistant to accompany a candidate who has permission to leave the examination room temporarily,

    xi. Without stopping a suspect from completing the examination, shall submit a report on an instance of cheating to the Head of Examinations and Records Unit through the Chief Invigilator,

    xii. Shall report any other unusual incidents that come to his or her attention.

d)   An Invigilating Assistant who may be a Research Assistant or National Service person/Teaching Assistant or any other person approved by the Vice Chancellor/Registrar shall be appointed to assist the Invigilator.

e)   It is mandatory for all Faculty members to invigilate during Examinations of the University.

10.10 Eligibility of Students to Write Examinations

All Invigilators will be responsible for checking candidates' fee-payment before the commencement of examinations. The finance Office shall provide the list of all fully paid-up students with fee-payment pass and only such students will be eligible to write the examinations.

The Examinations and Records Unit will also provide writing desks for only students who have fully paid their fees.

Please note that any student who does not show his or her fee-payment pass will not be eligible to write the examinations.

10.11 Responsibilities of the Team Leader

There shall be a team leader in every examination venue and he or she shall be responsible for the general conduct of examinations in the hall. All issues regarding distribution of examination materials, coordination of announcements, time keeping, attendance and roles of Invigilators within the hall shall be supervised by the team leader. All examination irregularities shall be reported to the team leader.

All instructions and announcements in the examination hall shall be made by the team leader and he or she will be responsible for ensuring the smooth conduct of the examinations in the venue.

The team leader shall confer with the Chief Invigilator on all emergency issues that may arise during the examinations. The leader shall report to the Chief Invigilator the conduct of any member which the group considers as inimical to the rules and regulations of the university during examinations.

The team leader shall not leave the examination venue under any circumstances and in the likelihood of an emergency, the team leader shall first seek the consent of the Chief Invigilator who shall appoint one of the team members to act as team leader.

10.12 Examination Processes

Examination questions shall be distributed to students only when they are seated (according to their ID numbers) and the required number of Invigilators are present to commence work. Students who enter an examination venue thirty minutes after commencement of the examinations shall be refused entry into the examination hall. All students shall be thoroughly searched by the security officers present before they enter the examination venue and Invigilators must ensure that mobile phones are not allowed into the examination venue.

10.13 Moderators and External Examiners

10.13.1 Appointment of Moderators and External Examiners

External Examiners and Moderators shall be appointed by the Academic Board upon recommendation by School/Faculty Boards. Moderators shall not normally hold office for more than three consecutive years, and there shall not normally be more than one moderator for each degree programme.

10.13.2 Duties of Moderators

Moderators shall be requested to advise on course structure and syllabuses relating to their field. They shall be requested to review all draft examination papers which have been commented upon by the External Examiners and thereafter submit their recommendations to the Faculty through the Head of Department.

The Moderator in each academic programme shall visit the Department/Faculty once in every semester upon request by the School/Faculty Boards to assess the overall standard of the programme. These visits shall be approved by the Academic Board

10.13.3 Duties of External Examiners

External Examiners shall among other things, review examination questions, model answers and marking schemes, and in some cases marked scripts. They may be present for the conduct of oral examinations.

They shall be requested to comment on the conduct of examinations, academic standards and any other matters relevant to examinations. Such comments shall be sent to the Vice Chancellor with copies to Departmental, Faculty and School Boards for their consideration.

11.0 STUDENTS' EXAMINATIONS PROCEDURE AND ASSESSMENT

Evaluation of student performance is an essential part of the instructional process. Such evaluation must provide timely feedback over the course of the semester to students about their learning progress and serve as a basis for the assignment of final grades. The method of evaluation typically includes some combination of examinations, written assignments, and class presentations but it may include other methods appropriate to the nature and purpose of the course. Good instructional practice requires on-going evaluation and feedback. At least two (2) evaluative experiences for continuous assessment (must be included in each course, and more than two are strongly recommended. All combined evaluative experiences in a semester may count for not more than 40 percent of a student's final grade. With Departmental approval, exceptions to the requirements of this paragraph may be made for Supervised Industrial Attachment and Practical-based courses.

The method of evaluating student performance for each course, including mid-semester and final examination (or requirements in lieu of a final examination), shall be announced in writing to students during the first week of classes and shall be included in each course syllabus. If additional evaluative experiences are added during the semester, students must be given adequate time and notice to complete them.

11.1 Examinations

Semester examinations shall be given at the time specified by the Registrar and approved by the Academic Board. Note that evening and weekend students shall be required to take their examination according to the examination schedule provided by the University.

11.2 Revision Week

Revision week is a designated week during the examination period when no undergraduate class, seminar, session, laboratory, studio, workshop, or examination of any kind shall be scheduled. Mutually agreed-upon review sessions and individual make-up examinations are permitted during Revision week.

11.3 Activity/Examination Conflicts

Co-curricular events (e.g., athletic contests, theatre productions, concerts) will not be scheduled during final examination periods. However, if otherwise unscheduled events occur (e.g., athletic championships) that prohibit simultaneous participation and completion of an examination, students will be given a reasonable opportunity to make up the examination if they choose to participate in the co-curricular event.

11.4 Production and Release of Examination Timetable

Examination timetable for all end-of-semester examinations shall be prepared and released by the Teaching and Examinations Department of the Academic Affairs Directorate in consultation with the Heads of Department, Faculty Dean and the Faculty Examinations Officers. Final examination timetable shall be released by the Teaching and Examinations Department at least fourteen (14) days before the commencement of examinations and students shall be provided with the examination schedule via notice boards, the university's website, and the dashboard of the Learning Management System.

11.5 Examination Regulations

The Academic Board determines when examinations take place and students are obliged to write examinations at the scheduled periods and designated examination halls. Students must read – **and would be assumed to have read** – the following rules which apply to all examinations conducted by the University.

a) The examination will take place in lecture halls indicated on the timetable. It shall be the duty of the candidate to read the timetable to ascertain the date and venue of each paper. It shall be the responsibility of a candidate to locate an examination venue and transport him/herself to the venue. All students should arrive at examination centre(s) at least 30 minutes before the start of the examination.

b) A candidate may be refused admission to an examination if:

   i. He/she has not followed the approved course as a regular student over the required period.

   ii. He/she owes fees to the University.

   iii. He/she is under suspension or has been rusticated from the University.

c) It shall be the candidate's responsibility to provide for himself/herself the required writing materials (pen, pencils, eraser etc.).

d) It is also his/her responsibility to ensure that he/she is given the right question paper and other material (s) needed for the examination.

e) An examination candidate shall not bring into the examination centre or to the washroom of the examination centre any book, paper or written information or other unauthorized material.

f) Any candidate who is suspected of hiding any unauthorized material on him/her shall be asked by the Invigilator to submit to a search.

g) A candidate who completes an examination ahead of time may leave the examination centre not earlier than thirty minutes after the commencement of the examinations. He/she shall be obliged to submit his/her answer booklet (s), supplementary sheets, graph sheet and any other material to the Invigilator.

h) The candidate shall subsequently be allowed to leave the examination centre and shall not be allowed to return to the examination centre for the rest of the examination period of that paper.

i) All students shall, for the purpose of identification by the Invigilator, be asked to produce their 'Identity Cards' for inspection. All students are therefore required to carry their ID Cards to the examination hall.

j) Students may leave the examination room temporarily but only with the express permission of the Invigilator. In such cases, the Invigilator will be required to certify that the candidate does not carry on his/her any unauthorized material.

k) A candidate who is allowed to leave the examination room temporarily shall be accompanied by an attendant designated by the Invigilator.

l) Any candidate who fails to attend any part of an examination, except on medical grounds, shall be deemed to have failed that examination. The following shall not be accepted as reasons for being absent from any paper during an Examination;

      i.   Misreading the timetable

      ii.   Forgetting the date or time of the Examination

      iii.   Inability to locate the Examination Hall

    iv. Over-sleeping

    v. Failure to find transportation

    vi.   Inclement weather

   vii. Family problems

   viii. Not being present in the country

Any irregular conduct on the part of a candidate may result in the cancellation of his/her examination paper, suspension, dismissal or expulsion from the University.

Additionally,

   i. Students must obey all instructions given by the Invigilators.

   ii. During examinations, students must listen carefully to instructions and inform an Invigilator if they cannot hear what is being said or if they do not understand what is being said.

   iii. Students must read all instructions on question papers before commencement of examination.

m) It is a candidate's responsibility to check that he/she has been given the correct question paper. If there is any doubt, a candidate should inform an Invigilator immediately.

n) Students should not tamper with the stapling of the answer booklets. Any complaints about the answer booklets should be brought to the attention of the Invigilator.

o) There should be no verbal or written communication between students in the examination hall.

p) Taking mobile phones along to the examination hall is prohibited.

q) Only general purpose calculators or non-programmable scientific calculators are permitted in the Examination Hall.

r) Students must clearly write their personal details on the issued answer booklet and on any supplementary sheet

s) Students must write their answers legibly; examiners cannot mark what they cannot read.

t) Students must not tear out pages or parts of pages of answer booklets.

u) Rough work and all calculation must be written in the answer booklets and should be crossed through if it does not form part of the answer to the question. Answers should be numbered clearly to indicate the question to which they refer. Students are not allowed to take answer papers out of the Examination Hall.

Students who need to take medication during an examination should inform the Senior Invigilator before the start of the exam.

Students shall not be allowed into the examination hall 30 minutes after the commencement of the examination. No candidate may leave the examination room 30 minutes after commencement of the examination or final 30 minutes of an examination.

v) Students who have handed their completed scripts to an Invigilator and have left the examination room will not be re-admitted under any circumstances.

w) Students must stop work when instructed to do so by the senior Invigilator.

x) In the event of a fire alarm or other emergency requiring evacuation from the examination venue, the Invigilators will tell students to leave all examination materials on the desk, leave the room in an orderly way and assemble at a designated point outside.

y) Students shall be required to deposit all valuable items at designated security posts on campus during examinations. The University shall not be responsible for the theft of any valuable items that are not sent to designated security posts.

11.6 Classification of Examination Malpractices/Offences

An examination malpractice or offence shall be defined as any attempt by an examination candidate to gain an unfair advantage during the examinations. The following shall constitute an examination malpractice or offence:

1. Physical possession of unauthorized/foreign materials likely to be used in examinations.

2. Copying from prepared notes or other candidate(s)

3. Students found with notes on the body.

4. 'Grafting' or looking over one's shoulders in order to cheat.

5. Talking to another or other candidate(s)

6. Tampering with answer booklets in an attempt to cheat.

7. Impersonation.

8. Disturbing or distracting other students during an examination (e.g.) whispering, use of mobile phones etc.

9. Writing after "stoppage time" has been announced.

10. Exchange of question paper or answer booklets.

11. Placing script(s) at a vantage point to enable a friend to copy.

12. Challenging or struggling with the Invigilator(s) in the examination hall over alleged examination malpractice.

13. Destroying materials suspected of being capable of helping in investigations into examination malpractice.

14. Unauthorized borrowing of rulers, calculators, erasers, etc.

Failure to write registration number or defacing answer booklets to hide registration numbers.

11.6.1 Sanctions for Examination Malpractice

The Chief Invigilator shall report any instance of a breach of examination regulation to the Director of Academic Affairs as soon as practicable. In respect of offenses occurring outside the precincts of an examination room/hall, the Chief Invigilator shall cause an enquiry to be made into the report that reached him/her and shall submit the findings of the report to the Director of Academic Affairs.

The Disciplinary Committee (Junior Members) shall review all reports received in connection with an examination malpractice or offence and apply appropriate sanctions.

Sanctions for examination malpractices shall include rustication or expulsion from the University.

11.7 Declaration of Examination Results

Examination results shall be released before start of the next semester, at least two weeks before

the commencement of the following semester. It is the responsibility of the candidate to access

the University's electronic portal for results of any examinations taken. Only fully paid-up students shall have access to the e-portal to view their results.

11.8 Cancellation of Examinations

The University   reserves the right to either postpone or cancel an examination if management considers it necessary for reasons of students' safety, examination irregularities or where an examination venue may no longer be available for the period set for that purpose.

The Dean shall in consultation with the Pro Vice-Chancellor and the course Lecturer:

i. sanction the postponement of examinations and properly communicate to students by the Registrar through notice boards and the University's website.

ii.inform the Director of Academic Affairs and the Chief Invigilator of the cancellation.

iii. fix a date (possibly the last week of examination) for the examination.

12.0   GRADING

Using their professional experience and training, members of the faculty assign student grades according to practices, procedures, and standards established by the University   and according to the standards set for individual courses. The University uses the Cumulative Grade Point Average (CGPA) system.

12.1 Grading Standards and Policies (CGPA)

Performance in a course will be marked over 100 percent. The written examinations will carry 60 percent of the marks and 40 percent will be carried by continuous Assessment (CA). The grading system is as follows:

Grading Scale

LETTER GRADE	NUMERICAL MARK (%)	INTERPRETATION	GRADE POINT (GP)
A	80 - 100	Outstanding	4.00
A-	75 - 79	Excellent	3.75
B+	70 - 74	Very Good	3.50
B	65 - 69	Good	3.25
B-	60 - 64	Fairly Good	3.00
C+	55 - 59	Above Average	2.75
C	50 - 54	Average	2.50
C-	45 - 49	Below Average	2.00
D	40 - 44	Pass	1.50
F	0 - 39	Fail	0
X		Absent	0
Z		Disqualified	-
IC		Incomplete	0
AD		Audit	0
W		Withdrawn	-

Audit Course: There is no grade for a student who audits a course. The grade point is zero. Incomplete: A student is graded IC when he/she misses one or more component(s) of the assessment.

NB: The responsibility rests on the student to ensure that all ICs are rectified. An IC should be rectified within 2 weeks after the release of end-of-semester exams results. An IC which is not rectified after the deadline will be converted to the corresponding F grade.

12.2 Pass Mark

The pass mark for any course shall be 40%. However, a Cumulative Grade Point Average (CGPA of 1.50 shall be required at the end of each year. Where a student does not maintain the minimum CGPA of 1.50 the student shall be put on probation.

A final year student who passes in all courses but does not achieve the required CGPA of 1.50 shall be permitted to use his grace period to improve his/her CGPA in order to qualify for the award of the certificate/degree for which he/she is studying.

12.3 Definition of Grades

12.3.1 Pass Grades: Grades A to D constitute Pass grades.

12.3.2 Failure Grades: Grades F, X, Z constitute Failure grades.

12.3.3 Incomplete Grade: Faculty members may assign a grade of Incomplete (IC) to provide extra time to students who, due to extenuating circumstances are unable to complete the work for a course. This will enable the student to write a paper again and marks will be credited as an incomplete paper and not a re-sit.

12.3.4 Continuing Grade - A grade **Y (for continuing**) shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester.

12.3.5 Disqualification Grade: A grade Z denotes Disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a Principal subject or Ancillary or any other paper.

12.3.6 Withdrawal Grade: A grade W denotes withdrawal from a programme and its courses.

12.4 Classification – Diploma Programmes

Diploma Classes	Range of CGPA
Distinction	3.60 – 4.00
Credit	2.50 – 3.59
Pass	1.50 – 2.49
Fail (No Award)	Below 1.50

12.5 Class Designation - Degree Programmes

DEGREE CLASSES	RANGE OF FGPA
First Class Honours	3.60 – 4.00
Second Class Honours (Upper Division)	3.00 – 3.59
Second Class Honours (Lower Division)	2.50 – 2.99
Third Class Honours	2.00 -2.49
Pass	1.50 – 1.99
Fail (No Award)	Below 1.50

12.6 Grading Standards and Policy

Grading Standards and Policies GPA (Grade Point Average) and CGPA (Cumulative Grade Point Average). Each letter grade corresponds to a numerical value called a quality point:

Mark in %	Grade	Interpretation	Quality Point	Connotation
80-100	A	Outstanding	4.00	Shows strong evidence of original and excellent organization of assessment task and presentation, Capacity to analyze and synthesize tasks and assignments; superior grasp of subject matter; evidence of extensive vertical and horizontal knowledge base.
75-79	A-	Excellent	3.75	Evidence of significant Comprehension of subject matter, evidence of critical and analytic ability in both theory and practical approaches; reasonable understanding of issues within and in related subject matters; evidence of familiarity with literature
70-74	B+	Very Good	3.50	Student are required to Satisfactorily analyze and present work in the subject matter; comprehension and application of the theories and concepts of the subject is necessary; ability to develop solutions to simple problems in the material.
65-69	B	Good	3.25	
60-64	B-	Fairly Good	3.00	Understanding the subject matter to enable the student to progress without repeating the course is essential; demonstration of reasonable knowledge in the subject matter is very important.
55-59	C+	Above Average	2.75	
50-54	C	Average	2.50	
45-49	C-	Below Average	2.00	
40-44	D	Pass	1.50	
0-39	F	Fail	0.00	Little or no evidence of familiarity with the subject matter; weak critical and analytic skills in subject matter; weak presentation of assessment task and assignments low appreciation of theoretical application in subject matter.

The academic performance of a student in terms of Grade Point Average (GPA) is determined at the end of each semester by computing the individual marks, the quality points and the grades she/he has received during that semester. The number of quality points for a class is the number of credits the class is multiplied by the number of quality points associated with the grade a student receives on the course.

Below is an example of the procedure used to calculate the Grade Point Average (GPA).

Course Code	Course Title	Marks	Quality Points Corresponding to Grade	Credit hours	Product (Credits hours x Grade Points)

Code	Course	Score	Quality Points	Credits	Product
SSC121	Functional French I	92	4.0	3	12
INF181	Microcomputer Systems and Applications	80	4.0	3	12
GE151	Engineering Maths I	69	3.0	3	9
SSC131	Moral and Ethics	50	2.0	1	2
GE153	Circuit theory	78	3.67	3	11
ICT111	Principles of Programming	50	2.0	3	6
SSC171	Sociology of Technology	80	4.0	2	8
TOTAL				18	60

To obtain the semester **GPA**, the products (credits x quality points) are
Summed and then divided by the number of credits taken in the
semester. Therefore, for the above illustration:
GPA = (Total product for a semester) / (Total Credits Hours for a
semester) GPA = (12+12+9+2+11+6+8) / (3+3+3+1+3+3+2) = 3.33
GPA   =   60/18   =   3.33

The **CGPA** is computed as the sum of the products of the semesters divided by the sum of the credits of the various semesters. Therefore, CGPA = (Total product for all the semesters) / (Total number of credit hours taken).

12.7 Change of Academic Grades (including Grade Appeal)

Grades reported by Lecturers are generally considered permanent and final but there are circumstances in which a change in grade may be requested.   A change of grade defines the process and criteria in which an assigned grade for academic courses may be modified. A grade may only be changed as a result of a successful grade appeal or to correct clerical errors or miscalculation of grade.

The purpose of the Grade Appeal is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the Lecturer. Thus, this procedure recognizes that, every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,

Lecturers have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

Lecturers have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Any grade change must have the approval of the Head of Department, the Dean of Faculty and must be received by the Office of the Director of Academic Affairs. Changes should be made within one (1) year.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of Lecturer's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the Lecturer of record is to be considered final.

In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate Grounds for an appeal.

Arbitrariness: This refers to the situation where a grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the Lecturer did not actually

Exercise professional judgment.

Prejudice: This refers to a situation where a grade awarded was motivated by ill will, and was not

Indicative of the student's academic performance.

Error: This is a situation in which a Lecturer made a mistake in fact which could comprise of any of the following; error in recording grade, error involving transposition of data, error in transferring grade to final class list, miscalculation, computational error, error in scoring final exam, test or assignment grade not recorded, papers misplaced by Lecturers and found after grade was recorded.

12.8 Student Grade Appeal Procedure

This grade appeal procedure applies only when a student initiates a grade appeal and not when the Lecturer decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. Also excluded from this procedure are grade appeals alleging discrimination, harassment, or retaliation.

The grade appeal procedure strives to resolve a disagreement between student and Lecturer concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion, and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the Lecturer. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the next regular academic term after the disputed grade is received.

A grade shall not be changed as a result of re-evaluation, re-examination, or the submission of additional work after the semester ends. Any grade change must have the approval of the Head

of Department, the Dean of Faculty and must be received by the Office of the Registrar. **No grade may be changed after one (1) year.**

The following steps may be followed in appealing for a grade change

Step 1

A student who wishes to question a grade must discuss the matter first with the Lecturer concerned as soon as possible, preferably no later than one week after the start of the next regular academic semester after receiving the grade. In most cases, the discussion between the student and the Lecturer should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond **Step 1** is to establish that the Lecturer assigned a grade that was arbitrary, prejudiced, or done in error.

Step 2

If the student's concerns remain unresolved after the discussion with the Lecturer, the student may complete and submit a grade appeal form to the appropriate Department Head, within one week of speaking with the Lecturer. The HOD may constitute an adhoc committee to investigate the issues. Through its inquiries and deliberations, the ad hoc committee is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The ad hoc committee will make its decisions based on a majority vote. If the committee concludes that the grade was assigned in a fair and appropriate manner, the ad hoc committee will report its conclusion in writing to the student and Lecturer and the matter will be considered closed.

Step 3
If the adhoc committee determines that compelling reasons exist for changing the grade, it would request that the Lecturer make the change, providing the Lecturer with a written explanation of its reasons. Should the Lecturer decline, he or she must provide a written explanation for refusing.

Step 4
If the matter remains unresolved after **Step 3**, the student may request for re-marking of the script.

If a student decides to withdraw his/her appeal before it is considered by the adhoc Committee, such withdrawal shall be done in writing.

12.9 Faculty Grade Change Procedure

The student grade appeal procedure affirms the principle that grades should be considered final. The principle that grades for courses or projects should be considered final does not excuse a Lecturer from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides a Lecturer with the opportunity to change a grade for a course or project as a result of errors on the part of the Lecturer (in such a situation, documentary evidence must be provided). The appeal procedure recognizes that errors can be made and that a Lecturer who decides that it would be unfair to allow a final grade to stand due to error may request a change of grade for a course or project without the formation of an ad hoc committee.

A Lecturer who initiates a grade change must fill a Change of Grade Form (paper or secure online form), including the reason for the change, follow the change of grade approval process, and submit the completed form to the Head of Department, who will process the change through the Office of the Dean of Faculty/School.

The following procedure shall be followed for all faculty grade change:
- Lecturer obtains and fill Change of Grade form (paper or secure online form).
- Lecturer completes form, signs, and sends or forward to the Head of Department.
- Head of Department signs after satisfying himself/herself of the reasons for grade change and forwards form to the Dean of Faculty.
- Dean after satisfying himself/herself of the reasons for grade change signs and sends the original form back to the Head of Department for processing. If the Dean does not approve of the submission, the form will be returned to the Lecturer.
- Head of Department works with the Lecturer and the Faculty/School Examination Officer to effect the change.
- Dean's office confirms grade change on the ERP, signs Form and keeps for records.

Where the course Lecturer resigns from the University, the Head of Department may review the relevant materials and process the Change of Grade Form. The Dean of the Faculty will then approve of the change.

12.10 Guidelines on Re-marking of Examination Scripts

Students may apply for re-marking of their examination script within twenty-one (21) days of the publication of the end-of-semester examination results. The application should be sent to the Registrar and copied to the, Dean of Faculty and Head of Department respectively. The application letter to the Registrar must be accompanied by a receipt of the appropriate fee which may be reviewed annually by the Academic Board.

It is important to note that application for re-marking can be effected only after the student concerned has reported officially to the Head of Department and Dean of Faculty. Guidelines for handling students who are dissatisfied with their marks are as follows:

1. A student who wishes to make an appeal against his/her examination results shall do so within twenty-one (21) days from the date of publication of the end-of semester-examination results.

2. An appeal for re-marking shall be addressed to the Registrar and copied to the Dean of Faculty and Head of Department.

3. Students shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:

   a) Belief of bias on the part of the Lecturer

   b) Students discontentment with marks allocated him/her.
   c) Students belief that there has been an error in the calculation of the final mark awarded to him/her

4. An appeal for re-marking shall attract a fee. In a situation where a student earns more marks than what he was originally awarded, the fee covering the appeal for re-marking shall be refunded to the student.

The right to appeal for "administrative check" on examination script should be distinguished from the right to appeal for re-marking. A student may exercise his rights under the "re-marking policy" solely for the purpose of reviewing marks awarded him. The right to appeal for "administrative check" is limited to computation of marks awarded a student who has cause to believe there had been an error in the calculation of the final mark awarded him.

12. 10.1 Re-Marking Procedures

(a) Re-marking; where a student challenges a result and the marked script assessed again by a different examiner.

(b) The second marker separately assesses the student's work and the markers then reconcile their marks to produce an agreed mark.

(c) The University accept that boards of examiners may, at their discretion, opt to use systems of re-marking that may include "independent re-marking" (i.e. where the second marker assesses the work without knowing the marks assigned by the first marker) and/or "semi-independent re-marking" (i.e. where the second marker has knowledge of the first marker's factual annotations but not her/his marks)

(d) The purpose of re-marking is to increase the reliability of the assessment of students' work and thereby enhance fairness and the maintenance of academic standards. Double marking may be used with other measures such as explicit assessment criteria, agreed marking schemes, and prior scrutiny of examination questions, dissertation titles and other assessment tasks.

(e) A student who is not satisfied with the results of an examination can make a request for re-marking of the script.

(f) Such a student shall be required to pay the appropriate fee(s) as determined by the Academic Board.

(g) Where a student obtains a mark higher than the first mark, the second mark shall be declared as the result and a refund made.

(h) Where re-marking reveals significantly inconsistent marking in the case of one or more students, the work should be re-marked by a third marker.

13.0 STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

GCTU seeks to maintain an academic environment of mutual respect among its members. In this regard, all forms of unacceptable behaviour including; violence, assault, intimidation, drug abuse, indecent exposure, sexual abuse and harassment are prohibited. The University disapproves of any form of discrimination based on, colour, race, religion, gender, nationality

and disability which undermines the basis for such respect and violates the sense of community vital for academic work.

The policies specified below are intended to guide the conduct of students of the University. Ignorance of regulations or of any public notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student shall upon enrollment, be required to access the student handbook.

GCTU expects the highest levels of personal and academic conduct from its students. While the great majority of students manifest a high degree of personal and professional integrity in their actions, a set of policies and procedures have been identified and published in the Student Handbook to guide student activity and to inform them of University procedures in areas where disciplinary action is considered necessary with regard to either personal or academic conduct.

13.1 Student Academic Obligations

A student has an obligation to exhibit honesty and to respect the ethical standards in carrying out his/her academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:

- Refers to materials or sources or employs devices not authorized by the instructor during an academic evaluation.

- Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.

- Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.

- Possesses, buys, sells obtains, or uses a copy of any material intended to be used as an instrument of academic evaluation in advance of its administration.

- Acts as a substitute for another person in any academic evaluation process.

- Utilizes a substitute in any academic evaluation process.

- Practices any form of deceit in an academic evaluation proceeding.

- Depends on the aid of others in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

- Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing or publication of work to be submitted for academic credit or evaluation.

- Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgement of sources.

- Submits the work of another person in a manner, which represents the work to be ones' own.

- Knowingly permits one's work to be submitted by another person without the instructor's authorization.

- Attempts to influence or change one's academic evaluation or record.

- Indulges in a conduct during a class (or examination session) which is so disruptive as to infringe upon the rights of the instructor or fellow students. Problems relating to classroom disruption will be handled immediately through the Office of the Academic Dean.

- Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.

- Falsifies, alters, fabricates, or misuses the University's forms, documents, records, or identification cards.

13.2 Student Responsibility

Responsibility for the maintenance of high standards and honourable conduct is entrusted to students, in cooperation with the faculty and administration of the University. In non-academic offences involving honour, conduct and deportation, the Student Representative Council's recommendations may be appealed to the Dean of the faculty, in which the student is enrolled, and whose decision is final.

Academic offences by students are reviewed via students' academic conduct and disciplinary procedures. Students are expected, at all times, to conduct themselves professionally and ethically in their actions and mannerism. In cases of unprofessional conduct, or violation of student obligations, the University's management reserves the right to take appropriate disciplinary action through the Disciplinary Committee (Junior Members).

The University reserves the right not to hear a case if it is deemed trivial by the Disciplinary Committee (Junior Members). The Disciplinary Committee (Junior Members) will convene whenever necessary on matters involving academic integrity and inappropriate test-taking behaviour. Any student in his/her last quarter of attendance who has been charged with violating a University rule or regulation may have his/her diploma/transcript withheld until the case is decided.

13.3 Dress Code

Students are reminded that an important aspect of their training at GCTU is to prepare them for their professional careers. Since an important aspect of a professional image has to do with one's appearance, a dress code has been drawn up to provide parameters within which each student is free to express individual tastes. Specifically, indecent exposure and bathroom slippers are not allowed at lecture halls and formal events. Students should be modest in their choice of attire, hair should be well kept, and personal hygiene must be maintained at all times. Students are also expected to wear academic gowns or ceremonial wears on occasions to be specified by the Registrar.

13.4 Drug Abuse

GCTU has established and maintained an academic environment that promotes safe and healthy conditions for student life. The University believes that every student has the right to study in an environment free from the effects of substance abuse. Individuals who abuse alcohol and drugs are a danger to themselves and to others. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance in the University community are prohibited. In addition to being subject to criminal prosecution, violation of this policy will subject a student to disciplinary sanctions including suspension or expulsion.

13.5 Sexual Misconduct

GCTU is committed to sustaining an environment for teaching, learning, employment, and participation in other University programmes or activities that is free of sexual harassment. It is the policy of the institution that no member of the community may sexually harass another. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, and/or physical, verbal or written conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programmes or activities; or

- submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education or

- participation in University programmes or activities; or

- such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct or

- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in University programmes or activities.

In the educational setting within the University, as distinct from other work places within the University, wide latitude for professional judgment in determining the appropriate content and

presentation of academic material is required. Conduct, including pedagogical techniques that serve a legitimate educational purpose does not constitute sexual harassment. Those participating in the educational setting bear a responsibility to balance their rights of free expression with a consideration of the reasonable sensitivities of other participants.

Nothing contained in this policy shall be construed either to (1) limit the legitimate exercise of free speech, including but not limited to written, graphic, or verbal expression that can reasonably be demonstrated to serve legitimate educational, artistic, or political purposes, or (2) infringe upon the academic freedom of any member of the University community. A copy of this policy will be widely distributed and prominently displayed so as to ensure that all members of the GCTU community are aware of their rights and responsibilities under this policy.

GCTU reaffirms the principle that its students, faculty and staff have a right to be free from sexual harassment. Harassment in any form including sexual harassment by or towards any member of the academic community will not be tolerated. Sexual harassment in any situation is reprehensible. The definition of sexual harassment and offenses include, but is not limited to

unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature under the following circumstances:

i.   Submission to such conduct is made either explicitly or implicitly regarding a student's status in a course, programme or activity;

ii. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student;

iii. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating or hostile education environment; and

iv. Enticing Faculty and staff to gain academic and / or personal favours.

The University prohibits sexual harassment in accordance with University policy and applicable national laws. All members of the student body, faculty and staff are expected to strictly adhere to this policy. The university will respond promptly to complaints of sexual harassment and offenses, and appropriate sanctions meted to the offenders. In all cases, the University authorities must be notified of any such offenses.

Disciplinary action for sexual harassment may include one or any combination of the following:
   i.   letter of warning,
   ii. probation, suspension,
   iii. dismissal, and/or
   iv. criminal prosecution.

Any student who believes he or she has been or is being sexually harassed should report this concern to any of the following individuals: (a) the Dean of the Faculty in which he or she is enrolled; or (b) the Dean of Student Affairs or the (c) Head of Department (d) the Counsellor. A copy of the procedures for handling complaints of sexual harassment is available in the office of each of these administrators.

The scholarly, educational or artistic content of any written, oral or other presentation or inquiry shall not be limited by this policy. It is the intent of this paragraph that all members of the academic community be allowed academic freedom. Accordingly, this provision shall be liberally construed, but shall not be used as a pretext for violation of the sexual harassment policy.

13.6 Sexual Harassment Procedures

The following procedures apply to instances in which a claim is made of inappropriate behaviour that might be interpreted to be sexual harassment.

13.6.1 Informal Procedures

The informal procedures are designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. A Grievance Officer (or designee), with relevant supervisors as appropriate, seeks an outcome that is mutually agreed upon by all parties to the complaint. If it seems appropriate the Grievance Officer will use the services of a counsellor to assist in resolving an informal complaint. If the accused is represented by a bargaining agent, the accused may have that agent present at any interview with the Grievance Officer or designee.

13.7 Staff/Student Relationships

Sexual or romantic relationships between students and staff of GCTU are unacceptable because they interfere with the educational goals of the University and threaten the climate of trust, concern, and respect to which GCTU is committed. Students and staff of the University are expected to maintain professional and non-sexual relations. Students and staff found to be engaging in sexual or romantic relationships will be severely sanctioned by the University.

13.8 Disruptive Behaviour

Disruptive behaviour by students, within the university community, will not be tolerated. If there is a complaint about a student or group of students either within or outside the lecture room environment, it should be reported to the Head of Department/ Office of Dean of Student Affairs respectively. At all times, respect should be shown to Lecturers and to fellow classmates. If there is a complaint about a Lecturer/ instructors, it should be reported to the Head of Department.

13.9 Theft/Damage to University Property

Theft or intentional damage to University property is viewed as a very serious offence. Offenders will be required to pay for the repair or replacement of the stolen or damaged property in addition to any disciplinary sanctions that may be prescribed by the Disciplinary Committee of the University.

14.0 EXAMINATION MALPRACTICES

GCTU prohibits students from cheating during examinations because such practices compromise the standards and integrity of the examinations organized, and has implications for the image of the University. The University's Disciplinary Committee is mandated to deal swiftly with all cases of examination malpractices, and to prescribe appropriate sanctions to offending students after investigations. Below is a brief description of the cycle that a breach of examination rules goes through:

a) The Chief Invigilator shall report any instance of a breach of examination regulation to the Director of Academic Affairs as soon as practicable.

b) The Board of Examiners shall review the reports received in connection with an examination malpractice and may impose sanctions as appropriate.

c) Sanctions for examination malpractices shall include loss of marks in the particular paper, the award of a grade of "Z", warning, suspension, rustication or expulsion from the University.

d) The Academic Board may review all the reported cases of examination malpractice and may vary the sanctions imposed by the Board of Examiners as it deems fit.

14.1 Disciplinary Actions

Degrees of disciplinary action in the University   include: reprimand, probation, suspension, dismissal and expulsion.

    i.   Reprimand is an admonition given by the authorized officer, according to the circumstances of the particular case.

    ii.   Probation is a trial period of a person's suitability, which may be academic and/or disciplinary in nature.

    iii.   Suspension is separation from the University   for a time not to exceed two academic semesters.

    iv.   Dismissal is dismissal from the University temporary.

    v.   Expulsion is separation from the University permanently.

14.2 Academic Integrity and Dishonesty

Academic integrity at GCTU is based on a respect for individual achievement that lies at the heart of academic culture. This statement broadly describes principles of student academic conduct supported by all academic programmes and faculties of the University. More detailed standards of academic conduct, procedures, and sanctions are set forth by each of the Faculties. Every faculty member and student belongs to a community of scholars where academic integrity is a fundamental commitment. As an institution that values academic integrity and intellectual exploration, GCTU expects all students to abide by the highest standards of scholarly conduct. The reputation of the University rests on the ability of students to uphold the principle of academic honesty. GCTU asserts that attending a tertiary institution is a privilege earned by committed and motivated students. This privilege comes with the responsibility to demonstrate the highest ethical behaviour and academic integrity. It is the responsibility of every member of the academic community to be familiar with the specific policies of his or her own faculty and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific undergraduate programmes, and University research.

14.3 Basic Standards of Academic Integrity

Registration at GCTU requires adherence to the University's standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following types of behaviour are unacceptable and subject to appropriate disciplinary procedures. The definitions of some important terms are discussed below:

- **Cheating:** using unauthorized notes, study aids, or information during an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course, without prior permission from the course instructors.

- **Plagiarism:** submitting material that in part, or whole, is not entirely one's own work without attributing those same portions to their correct source.

- **Fabrication**: falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines; defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

- **Obtaining an unfair advantage through means such as:**(a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

- **Aiding and abetting academic dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.

- **Falsification of records and official documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

- **Unauthorized access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programmes or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

14.4 Registration of Courses

For a student to obtain credit in any course, he/she must be admitted into the University and must be properly registered for that course during the official registration period at the beginning of each semester. Before registering for a course, the student must meet the pre-requisites prescribed for that course. Any addition to, or withdrawal from, the courses for which a student is formally registered must be made with the consent of the Head of Department. Such alterations must be effected within two weeks from the commencement of the registration period and on the prescribed form either by hard copy or through electronic mode.

14.5 Academic progression

Unless otherwise exempted by the Faculty Board, a candidate for a first degree must, before his/her final session or at any other time specified or approved by the Faculty Advisory Committee, attend courses of instruction and pass the prescribed examinations. He/she must, in addition, complete all compulsory courses for his/her area of specialization as specified in the Faculty programme.

14.6 Withdrawal from Courses

A student may withdraw from a course for which he/she has registered without incurring the penalty of grade 'F' provided such withdrawal is:

i. Effected within twenty-eight (28) days of registration.

ii. Permission to withdraw must be sought by completing a withdrawal form, countersigned by the Head of Department. Unauthorized withdrawal will earn an 'F' grade.

14.7 Non-Completion of Course

If for valid reasons (e.g. on medical grounds), a student is unable to complete all the prescribed requirements for a course in which he/she is formally registered, he/she may, on the recommendation of the Department, be awarded an Incomplete (I) Grade. Such Incomplete Grade will normally be removed when the Department certifies that all prescribed requirements have been met. A grade I (Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty Board as satisfactory. Such a student shall be expected to complete the course the very next time the course is available. Where a student is awarded grade 'I', he /she shall be required to write the paper as a supplementary paper on a date determined by the Academic Board.

14.8 Repetition of Courses

A student may repeat only those courses in which he/she has obtained a grade F. The grade earned for a repeated course will be recorded and used in the computation of the cumulative weighted average (CGPA) or Cumulative Grade Point Average (CGPA).

14.9 Transfer of credits

A student enrolled at GCTU who wishes to take courses at another institution of higher learning and desires to have those credits applied toward a degree at GCTU must seek the prior approval of the Registrar and appropriate University   officials. A student given such approval must ensure that an official transcript is submitted to the Registrar's Office immediately upon the completion of the course(s).

14.10 Interruption/deferment of Study Programme

To defer a course means to suspend the entire programme for an agreed and approved period of time. Request for deferment of programme can only be allowed after twenty-eight (28) days upon resumption of lectures for continuing students and twenty-one (21) days after matriculation for first year students. Such request must be in written form to the Registrar.

First year students who have been accepted for admission and wish to delay their registration for a semester or a year may request for deferred admission by writing to the Registrar and completion of a deferment form. The letter requesting deferred admission must indicate the length of time requested for deferral, the reason for requesting the deferral and the proposed actions of the student during the time of the deferral. If deferred admission is granted, the student shall be required to pay his/her fees for the semester.

A registered student may suspend his/her studies for one academic year only with appropriate written permission and the completion of a deferment form. Request for deferment of studies shall be granted within the first four (4) weeks of the commencement of a semester. A student who requests to defer his/her programme shall not enroll in any other university/educational institution. Students who request to defer their programmes shall be required to defer all courses in the academic year – they shall not be permitted to take any course(s) during the period. The following conditions shall apply when students request for interruption of their programmes;

i. Where the interruption is for one semester, the student shall be required to satisfy the requirement for that semester before he/she proceeds to the next semester.

ii. A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her programme.

iii. However, a first year student may be granted permission to defer his/her first year programme on medical grounds on the recommendation of a registered medical practitioner.

Students shall be allowed no more than one (1) deferment period and where a student defers prior to enrollment, he/she shall not be permitted to defer for another year. Ordinarily students shall be liable for fees if deferment is allowed after the first 28 days. However, in instances where a student defers a programme due to unforeseen circumstances, the Registrar shall grant such student permission to defer his/her programme. A student who wishes to extend his/her deferment for more than two (2) continuous semesters shall be required to formally write to the Registrar after the end of the second semester after deferring and state the reasons for the extension. Such student shall be required to receive a written approval from the Registrar before taking the additional two semesters. These compassionate and compelling circumstances are circumstances which are generally beyond the control of the student and may have an impact on the students' academic progress and wellbeing.

These could include:

- Serious medical condition or injury

- Bereavement of close family members such as parents or siblings

- A traumatic experience which could include but is not limited to:

  a. Personal involvement in or witnessing of a serious accident or crime

  b. A serious crime committed against the person

  c. Unforeseen and extreme financial hardship.

Applications made under compassionate and compelling circumstances are reviewed by the Registry and Finance Office. A student shall be required to establish compelling and compassionate circumstances by attaching evidence to the deferral form. For example:

a. Medical certificates provided as evidence; must be issued by a registered doctor/consultant;

State that the student has "a medical condition and is unfit for class"; State the length of time the student is unfit for class; include the doctor's contact details.

b. Death and birth certificates included must be certified.

c. Evidence of a traumatic incident must include a police report, or a psychologist's letter/report or a report or letter issued by a suitably qualified professional. The Psychologist's report/letter must be issued by a registered psychologist and shall include the psychologist's contact details. Additionally, all certified evidence must be translated into English.

A student who interrupts his/her studies for more than four (4) continuous semesters shall be deemed to have lost all accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University. At the end of a deferment period, a student shall be required to formally write to the Registrar and satisfy the conditions necessary and register for the semester. A student on return from deferment shall be required to register for all courses necessary to complete the academic year.

14.11 Dismissal

A student will be dismissed from the University when his/her semester Weighted Average (WA) falls below the 40% standard for two (2) consecutive semesters.

14.12 Student Records

Students shall have the right to have academic and disciplinary records kept confidential subject to existing regulations. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of the student shall be available to unauthorized persons within the institution or to any person outside the institution without the express consent of the student involved, except in cases where disclosure of records or their contents is required or allowed by law.

14.13 Pattern of Examination

Each course will be examined at the end of the semester for 60% of the total marks. Continuous assessment based on class work including practical, homework and tests will account for 40% of the total marks for the course. The examination shall be conducted as prescribed by the Academic Board and each course shall normally be examined by a written paper of 2-3 hours duration. In addition, there may be a practical paper and/or an oral examination as part of the assessment requirement.

14.14 Eligibility for examination

A student at GCTU for his/her period of study shall be required to;

a. Attend all lectures, tutorials, seminars and practical and undertake all other assignments as are approved by the University.

b. Absent him/herself for not more than a cumulative period of 10 days from all lectures, tutorials, practical and other activities prescribed. Students who do not attend lectures for

a registered course in a semester shall be deemed to have withdrawn from the course and shall not be permitted to sit for the semester examination.

c. Fulfil any other requirements for all courses taken.

d. Registered for all requisite courses to be eligible to write the end-of-semester examinations.

14.15 Final Assessment and Award

The final award and the class of the degree shall be based on the cumulative weighted average obtained by each candidate in all prescribed courses and approved electives taken at this or any other approved university provided that such courses are not repeated. A candidate who has satisfactorily completed all requirements for the degree with an overall cumulative weighted average of not less than 45% or a Cumulative Grade Point Average (CGPA) of not less than 2.0 shall be awarded a degree.

14.16 Release of Examination Results

At the end of each semester, a provisional list of successful students in course examinations shall be published by the Registrar soon after the recommendation of the Faculty Board to the Academic Board. The final results of students for the award of a Degree shall be published by the Registrar soon after they have been approved by the Academic Board.

14.17 Guidelines for Re-sit Examinations

A student who is awarded grade 'F' (fail) in a course at the end-of-semester examinations shall be required to re-sit the paper **(a)** during the end-of-semester examinations or **(b)** at the special re-sit session on a date that is determined by the Academic Board. Where a student who, owing to ill-health or other special circumstances, has not completed all assessments or whose performance in his/her assessments is considered by the University Examination Office to have been affected by ill-health or other special circumstances is eligible to re-sit. In addition to showing proof of payment of all fees, such students shall also be required to register and pay the appropriate re-sit fee. Students who obtain grades A, B, C and D (for CWA grading standards) and A+, A, A-, B+, B, B-, C+, C and C-, (for the CGPA grading standards) shall not be allowed to register and re-sit their papers.

14.17.1 Re-sit Dates

Re-sit examinations shall be held at the end of every semester (during the end-of-semester main examination period) and shall be written by all eligible students. The re-sit examinations will take place during the end-of-semester examinations (including Saturdays). The exact dates for the examinations will be confirmed three weeks prior to the commencement of the end-of-semester examinations. Students who intend to write the re-sit examinations must pay a re-sit fee to be determined by the Academic Board and register for the examinations.

14.17.2 Registration of Re-sit

Continuing students who trail between one (1) and four (4) 1st, 2nd and /or 3rd year courses at the end of the second semester Examination shall be required to;

i. First register the outstanding trialed course (s) for the appropriate semester.

ii. Then register additional current courses (s) to make up the required maximum credits for the semester and defer the rest of the courses. The total number of credits for the courses registered for re-sit for each semester shall not exceed 21.

iii. All re-sit students who register are automatically allocated a seat in the exam hall.

14.17.3 Deadline for Registration of Re-sit

Registration for re-sit examinations shall be done during the semester registration period (1st week of the semester). The deadline for registration of re-sit will not be extended under any circumstance.

14.17.4 Period for Re-sit

The period for re-sit shall be prescribed by the Academic Board.

14.17.5 Organization of Re-sit Papers

All re-sit examinations shall be organized by the Academic Affairs Directorate

14.17.6 Absence from Re-sit Exam

Students who register must be available for all re-sits papers if required; concessions cannot be granted students who cannot take the examinations due to holiday, travel or other personal arrangements. Students who cannot write the re-sit examinations shall be required to inform the Registrar in writing in advance. Failure to do so will mean that the Candidate shall obtain Grade 'F' for the paper.

14.17.7 Number of Chances Given to Re-sit a Course

Students are given one chance to re-sit examinations of courses they fail in. The policy also demands that students who fail after the one attempt for a particular number of courses will be made to repeat the course if they exceed the total number of credits for re-sit or be withdrawn.

14.17.8 Grade for Re-sit

The marks for the course(s) in which examinations/assessments have been retaken will be capped at 50% for the purpose of calculating the average for the degree classification, except where the retake was a consequence of approved mitigating circumstances.

The credit framework for each programme clearly specifies that degree classifications are to be based on either the original mark obtained or the capped mark given if the course was re-sat.

14.17.9 Publication of Re-sit Results

Examination results shall state whether exams or coursework need to be re-sat / re-submitted. Results for re-sits will be published based on the Policy of the University.

14.17.10 Re-sit Instructions

Step 1: re-sit approval

Download appropriate re-sit approval form below from www. GCTU.edu.gh/resit, or obtain form from your faculty administrative office. Print out, fill in and forward to the relevant Unit/Department for endorsement. Leave a copy of the re-sit form at the Department for their records.

Step 2: re-sit/retake payment

The re-sit/retake fees for each academic year shall be communicated to students by the Finance Office together with the fees schedule for the academic year. Formal notices shall be served to students who shall be writing the re-sit/retake examination through emails and campus notice boards. A student who absents him/herself from a re-sit examination without notifying his/her respective Faculty, in writing in advance shall be liable to pay fees without refund.

Payment for re-sit/retake courses will be done at a designated Bank and a receipt submitted to the Cash Office before registration at the Faculty. A student is expected to wait for 24 hours before going online to register.

A student can only register when payment of the requisite fees for all courses is made. Payment for re-sit/retake is not refundable.

Submit a copy of endorsed form to the Cash Office for payment of re-sit fees.

Pay the re-sit fee at Cash Office.

Once payment had been made at the Cash Office, you wait for 24 hours before going online to register. A student who does not pay the requisite fees for all courses indicated shall not be required to register.

Step3: online registration

You may register online 24 hours after payment at the cash office. A student who has completed his/her programme of study shall be required to obtain a re-sit/re-take form from the Examinations and Records Unit to register.

Go to the re-sit registration page at www. gctu.edu.gh/resit

 i. Login with your GCTU Student ID

 ii. After a successful log in, click on "Re-sit Registration" (this will be found against your name)

 iii. Click on the plus sign (+) below your profile to add a course you want to re-sit

 iv. On the registration page, click on "Select Course" to bring up the course lookup dialogue box.

 v. In the search box, type the course code of the course you want to re-sit without a space.

 vi. Tick the box by the course and click on "Select" below.

 vii. Select the period you wish to write the exams.

 viii. Click on the "Register" button to register for the course.

14.17.11 Retake Policy

A student who fails the re-sit examination shall be required to re-take the course. The student shall be required to:
 (a) attend all lectures for that course(s),
 (b) pay the required fees and
 (c) write the examination.

14.18 Cancellation of Award

The University reserves the right to confirm or cancel an award. The University may cancel an award under the following conditions:

a. A candidate entered the University with false qualifications or documentation

b. A candidate impersonates

c. *A candidate is found guilty of an examination malpractice for which a grade Z is awarded*

d. Other reasons not stated above that would lead to the withholding of the award by the University.

14.19 Withdrawal from the University

A student who wishes to withdraw completely from the University should contact the Registrar's Office to discuss the issue and complete the necessary forms.

14.20 Request for Academic Records and other documents

Copies of academic transcripts are available upon written request to the Registrar's Office and payment of a fee. A transcript includes only the academic record accumulated by the student at the University. Adequate advance notice is required for processing all official documents from the Registrar's office. No document will be released to any student who has failed to meet all his/her financial obligations to the University. Other documents such as; letter of attestation, attestation of English proficiency and certification of true copies of transcripts and certificates.

14.21 Request Procedure

Students who request for official document shall be required to contact the office of the students' support services for information regarding the fee for the document they wish to obtain and the date on which they shall pick the document. In cases where local or foreign institutions request for documents regarding students or former students, the University shall provide the necessary information to such institutions.

15.0 ACADEMIC STANDING (CONDITIONAL STANDING AND DISMISSAL)

15.1 Probation

A student shall be considered to be on probation in any of the following situations:

i.   A 2nd and 3rd year student on trailing (i.e. grade F) in more than four (4) courses at the end of the second semester examination.

ii.   A 1st, 2nd and 3rd year students on obtaining a CGPA less than 1.50 at the end of the second semester examination.

iii. A student on probation is required to improve his/her performance by repeating and passing all the trailed courses and be in good academic standing within two semesters (i.e. One (1) Academic Year). Failure to redeem trailed grades within the specified timeframe may lead to withdrawal from the University.

15.2 Repetition

A student shall be required to repeat the year/semester in any of the following situations:

i. A 2nd and 3rd year student who obtains CGPA less than 1.50 at the end of second semester examination. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

ii. A student who trails all registered courses as fail (F) in a semester.

iii. A student who trails a total of fifteen (15) credit hours of courses as Incomplete (I) at the end of first semester examination or a total of more than fifteen (15) credit hours of courses as Incomplete (I) at the end of second semester examination.

iv. A student who must be put on probation for the second successive time. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

v. A student on deferring his/her programme for one semester.

15.3 Grace Period

It is a maximum period of four semesters, immediately after the second semester examination, granted to final year students to correct their deficiencies in the following situations:

i. A final year student who at the end of the second semester examination still trails any course(s).

ii. A final year student whose performance is such that he/she has to be put on probation for the second time in succession.

iii. A final year student whose CGPA is below 1.50 and has to take any course(s) to make up the grade for the award of a degree.

15.4 Withdrawals from the University

A student shall be withdrawn from the University in any of the following situations:

i. A 1st year student upon trailing **more than five (5) courses** at the end of the First semester examination or a **total of more than five (5) courses** at the end of the second semester examination.

ii. A 2nd or 3rd year student whose performance is such that he/she has to **repeat for the second time in the programme.**

iii. A repeated student failing to obtain a CGPA of 1.50 or above.

iv.   Any student upon **absenting** himself/herself from **all courses for a semester examination without permission** shall be deemed to have abandoned the programme.

Students wishing to withdraw completely from the University   should contact the Registrar's office as soon as possible. The registrar should be advised of the expected date of re-enrollment.

To withdraw from the University, a student must obtain a Withdrawal Form from the Registrar's Office, complete and submit the form back to the Registrar's Office for processing.

If the "Withdrawal Form" is not properly completed and signed by the student, a refund will not be processed. It is the responsibility of the student to notify all loan agencies, or other appropriate agencies of the change of the status as non-student. The Registrar may approve the withdrawal with or without a refund.

The Finance Office will receive a copy of the approved withdrawal form and where appropriate, a credit to student's account will be made on a pro-rata basis. If the student has made full or partial payment on his/her tuition/fees and desire a refund, the student must notify the Finance office in person and furnish a mailing address, if necessary.

If the student has not attended class and withdraws from school, any financial aid received for that quarter is an overpayment.

The procedure to appeal for a higher percentage of credit when a student withdraws from school is to act promptly in writing, by submitting an appeal to the Faculty Dean. Reasons for submitting are: undue hardship resulting from death of an immediate relative of the student, injury or illness of the student, or other special circumstances. The process that is used to determine the student's informal/unofficial withdrawal date is – if a student fails to notify that he or she has stopped attending classes, then the University will determine the student's withdrawal date by routinely monitoring the attendance. This monitoring includes attendance records of instructors, "sitting" for exams, computer-assisted instruction, counselling, or academic advisement.

Withdrawals from the University   effective during a semester may be approved during the first eleven weeks of classes (Registrar will provide withdrawal deadlines for every term). A University withdrawal form is completed and filed (or written/signed notification of intent to withdraw is received). Withdrawals from the University   are not approved after the withdrawal deadline except when involuntary (for such reasons as medical incapacity) and as judged by the Faculty Dean in consultation with the Dean of Student Affairs   and Registrar. All grades are entered on transcript as "W."

15.4.1 Withdrawal from the University effective other than during the semester

Withdrawals from the University effective other than during an enrolled semester may be approved by the Dean of the Faculty upon receipt of a University withdrawal form (or written/signed notification of intent to withdraw). Students who have failed to complete registration by the registration deadline for a regular term may be withdrawn by the Registrar or the Faculty Dean. The student is sent a notice of the action. The effective date is retroactive to a date prior to the beginning of classes. If students are withdrawn for failure to complete registration, courses will be dropped from the transcript.

15.5 Dropping a Course in the First Two Weeks

Courses may be dropped by a student prior to the end of the second week of classes of a semester (or proportionate time for shorter terms) by submitting the appropriate form to the Dean's Office/Registrar (or by electronic means with confirmation of the transaction). Dropped courses are removed from class rosters and do not appear on transcripts.

15.6 Leave of absence

Students who withdraw from the University for medical incapacity, active military service, family crisis, or to pursue a specific academic or professional alternative may apply for a leave of absence. The Registrar, in consultation with the Dean of Faculty may grant the leave upon receipt of appropriate documentation. Medical leaves are for one (1) year. Military leaves are renewed up to one year. Academic status is the same upon return provided that appropriate programmes and courses are offered or can be substituted. Medical clearance is required for Registrar's approval for return.

15.7 Re-admission

Each Faculty or School grants re-admission to students in accordance with policies and procedures specified by the Academic Board.

16.0 ACADEMIC ADVISING

Academic advising is an important source of support for students. Generally, a group of students is assigned an advisor (a faculty member). Advisors assist students with their programme and course selection as well as specific academic challenges. The University believes that a sincere interest in the success of all students is an essential quality of the faculty and that academic advice is critical to students' success. Advising individual students, as assigned by the Dean or Head of Department, is also mandated by the Academic Board. The purpose of advising is to guide students through their studies to help them maximize the benefit of the programme of study in terms of personal development, academic achievement, and preparation for a career in a given discipline.

16.1 Responsibilities of Advisors and Advisees

Office Hours

All full-time faculty are expected to post and maintain at least five office hours per week during which they would be available to meet with students. It is expected that faculty set office hours at reasonable times to enhance student contact.

Course Selection

Individual faculties and schools within the University may require an Academic Advisor's approval prior to course selection. Students should seek information about this requirement from

their Head of Department's office. Whether an advisor's formal approval is required or not, students should discuss choice of courses with an advisor, prior to the course selection period. Fulfilling graduation requirements is the student's responsibility. While faculty and staff will provide advice and guidance, the student must ensure that graduation requirements are met.

Advisee Files

Advisors should maintain a current file for each advisee and keep a record of pertinent academic information.

Knowledge of Academic requirements

Advisors are expected to keep informed about current University, faculty/school, and departmental requirements. Advisors should familiarize themselves with the Handbook for Faculty Advisors.

Knowledge of Key Staff

Advisors should be aware of the resources and services that are available to students for help with academic and non-academic problems. It is hoped that the advisor will assist in making the contact for the student with the appropriate office.

Advisor/Advisee Contact

Advisors and advisees should make every effort to meet at critical points during the semester, such as before or during course selection and upon receipt of a progress report. In addition, they should contact each other periodically to discuss any problems the advisee may be having.

Progress Reports

Advisors are expected to check the progress reports of their students on a regular basis to gauge the academic progress of their advisees. Advisees who have received unsatisfactory reports should be advised to take appropriate steps to improve academic performance.

16.2   Evaluation of Advising

Evaluation of the academic advising system and the quality of advising will take place every year to determine students' use and satisfaction. The evaluation will be conducted by the Directorate of Quality Assurance and Promotion and the results will be reported to the Quality Assurance and Implementation Committee for necessary action.

17.0 CODE OF ACADEMIC CONDUCT

This Code of Academic Conduct is for both students and academic staff. It aims to help students make the most of their time at GCTU, and to support the achievement of high standards of delivery. Students guilty of academic misconduct are subject to severe penalties ranging from receiving a failed grade in the assignment/ course, suspension from the programme or the University or, in extreme cases, dismissal from the University .

In this regard, the University's Academic Board strongly recommends all Lecturers to include the following two (2) paragraphs in course syllabi:

Academic dishonesty includes any unauthorized collaboration or misrepresentation in the submission of academic work. In all written work, whether in class or out of class, the Student's name on the work is considered to be a statement that the work is his or hers alone, except as otherwise indicated.

Students are expected to provide proper citations for the statements and ideas of others whether submitted word for word or paraphrased. Failure to provide proper citations will be considered plagiarism and offenders will be subject to the charge of plagiarism. Similarly, students are expected to adhere to all regulations pertaining to examination conduct. These regulations are designed to ensure that the work submitted by the student in examinations is an honest representation of that student's effort and that it does not involve unauthorized collaboration, unauthorized use of notes during the exam, or unauthorized access to prior information about the examination.

17.1 Class Coverage

The University expects faculty members to meet all of their assigned classes and exams according to the established academic schedule. When a faculty member anticipates being absent, arrangements to cover the class or exam shall be approved in advance by the Head of Department. When a faculty member must be absent due to an emergency, the faculty member shall contact the Head of Department as soon as possible in advance so that every reasonable effort may be made to cover the class or exam.

17.2 Break in academic work by students

Students who withdraw from the University for medical incapacity, family crisis, or to pursue a specific academic or professional alternative may apply for a leave of absence otherwise referred to as deferment in this document. The Dean in consultation with the Registrar may approve the leave upon receipt of appropriate documentation which shall be forwarded to the Registrar for the release of a letter of approval. Medical leaves are for one year. Academic status is the same upon return provided that appropriate programmes and courses are offered or can be substituted. Medical clearance is required for Registrar's approval for return.

17.3 Attendance

A student shall attend all lectures, seminars, workshop sessions and practical prescribed for the courses for which he/she has registered as a pre-condition for writing an examination. It is the responsibility of each student to attend all scheduled class meetings in the courses in which he/she is enrolled. The University requests that every faculty member take regular attendance in each scheduled class and report to the Head of Department any student who is absent from three consecutive meetings of the class.

The effect of absences upon the student's standing in a particular class will be left to the determination of the instructor in the course. However, it is expected that faculty members will be fair and reasonable concerning validated absences due to field trips, practicum, religious observance, participation in university athletics, placement interviews for graduating students, and illnesses sufficiently serious to be certified by a qualified medical practitioner. The faculty member should consult with the Head of Department in instances where doubts arise regarding the course to follow in evaluating student absences. Any student who is absent from lectures, tutorials and practical classes without proper permission for a total of 14 days or more in any semester shall be deemed not to have satisfied the attendance requirements for the semester and shall not be allowed to take part in the end of semester examinations.

17.4 Statutory Holidays

GCTU observes major statutory holidays by suspending classes or other activities. However, observance of religious holidays is important to a number of students and at times, such observance is in conflict with class attendance. Therefore, GCTU encourages all faculty to honour the desire of students to observe major religious holidays by permitting them to make up work missed on the day or days in question including any tests or examinations. This position is endorsed with the understanding that students will notify faculty members in advance of their intention to miss class for the purpose of observing a religious holiday and that students are responsible for all class work missed.

17.5 Auditing

Students may register to audit any course, provided there is sufficient room in the course and that all students who wish to register for credit have been given the opportunity to do so. Auditors are expected to register for the course on a non-credit basis and pay the auditing fee per course. Persons auditing courses are expected to attend class regularly, but are not required to complete papers or examinations. Students desiring to audit a course need the written approval of their Academic Dean and must pay the auditing fee at the time of registration, unless the student is paying the comprehensive fee and carrying the normal load or less, including the audit. Students who register for credit cannot change to audit status and students who register for audit cannot change to credit status.

18.0 COMPUTER USER CODE OF ETHICS

18.1 Computer Hardware Standards and Migration Policy

The Office of Information Technologies Support Services (ITSS) will publish annually, recommended configurations for new computer and printer purchases and minimum configurations for existing desktop computers and printers. The standards will help to hold training and support costs and make it possible for people across campus(es) to work together using technology. Standards also guide divisions making new purchases and assist in planning equipment life cycle

18.2 Computer Network, Rights and Responsibilities

This policy governs the use of computers and networks at GCTU. This policy exists to protect the users of computing resources, computing hardware and networks, system administrators, other University employees, and the University itself. The University reserves the right to change this policy in accordance with applicable University procedures.

Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is much like access to books in the library, and requires that individual users act responsibly.

GCTU is committed to protecting the rights of students, faculty, and staff to freedom of expression and to free academic inquiry and experimentation. Concomitantly, users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Because electronic information is both volatile and easily reproduced, users must exercise special care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

While users do not own their accounts on the University computer network, they are granted the exclusive use of those accounts. Users therefore are entitled to privacy regarding computer communication and stored data. Subject to the exceptions set out below, users have reason to expect the same level of privacy for their files on the University's computer (i.e. files in a user's home directory) as users have in any space under their personal control. Private communications by computer (e-mail) will be treated to the same degree of privacy as any private communication. Users should note that by adopting this policy the University does not assume an affirmative responsibility of insuring the privacy of users' e-mail.

Computer users are free to utilize University computers to communicate to and read from public computer facilities with no greater restrictions than would apply, if they were communicating in any other public forum (e.g., newspapers, talk radio, public meetings). When communicating in such facilities, users must avoid any implication that they speak for GCTU when they do not. Use of the University's computer resources to transmit unofficial communications, does not constitute University approval or endorsement of such communications.

System administrators or other University employees will access user files without the permission of the user only when immediate action is necessary to protect the integrity of the computer network or, when subject to a search by law enforcement agencies acting under the order of a court of appropriate jurisdiction.

In the event of an order by a court, or a governmental agency with subpoena authority, the user of that file will be notified of that order, prior to the University providing access to those files to the extent permitted by applicable law. Copies of all user files stored on the network may be routinely backed up for disaster recovery purposes. Such copying shall not be considered to be in violation of this policy as long as such operations are purely mechanical, and do not involve the viewing of those files. However, ultimate responsibility for the back-up of files in personal accounts, local disks, and personal computers, lies with the account holder.

While GCTU is committed to intellectual and academic freedom and to the application of those freedoms to computer media and facilities, the University is also committed to protecting the privacy and integrity of computer data belonging to the University and to individual users.

Computer facilities and infrastructure are provided for meeting academic goals and to provide access to local, national, and international facilities to aid in the achievement of those goals. Those using these facilities and services must respect the intellectual and access rights of others locally, nationally, and internationally. Students should be aware that any use of the facilities or infrastructure that is in violation of the guidelines listed below may be considered a violation of the guidelines for the use of computers.

The general standards of conduct expected of members of the University community also apply to the use of University computing resources. These resources include:

- Hardware: All the physical equipment used for or related to information processing or data communications.

- Software: Programmes, programming languages, instructions or routine that are used to perform work on a computer.

- Data: Information such as records or textual material stored on or accessible through a computer.

Individuals will be held no less accountable for their actions in situations involving computers and information resources than they would be in dealing with other media. Though some of these resources are intangible, they are the property of the University and the same rules applying to vandalism and theft apply to them as well as other forms of University property. Conduct which violates the University's property rights with respect to computing resources or the use of computing resources to violate University regulations is subject to the same University discipline, as would be applied, if that conduct did not involve computer resources. Such conduct includes, but is not limited to:

- The giving or gaining of unauthorized access to computing resources.

- The unauthorized use of computer space.

- The unauthorized duplication or distribution of copyrighted software and/or related materials such as documentation, manuals, reference cards, etc., beyond those allowed by "fair use."

- The unauthorized removal of any computing resources from computing facilities.

- The deliberate, unauthorized alteration or destruction of any computing resource or the deliberate unauthorized attempt to destroy any computing resource.

- Knowingly using or installing on any University computer system or network a

  programme intended to damage or to place excessive load on the computer system or network.

  This includes, but is not limited to, programmes known as computer viruses, Trojan horses, and worms.

- Using the University   network to gain unauthorized access to any computing resource.

- Unauthorized attempts to circumvent the security measures of any computing resource, any data protection schemes, and/or decrypt secure data.

- Knowingly violating terms of applicable software licensing agreements or copyright laws.

- Monitoring or tampering with or attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the express agreement of the owner.

- Forging electronic communications to make them appear to originate from another person.

- Using electronic mail to harass or threaten individuals.

- The use of computer resources for commercial solicitation, pornography and/or personal economic benefit unconnected to the user's University   role.

Violation of these policies will be handled through the University's existing disciplinary procedures. Uses of computer resources that are also violations of law may be referred to the appropriate civil authorities.

19.0 LIBRARY

19.1 Circulation

Normally books are charged to borrowers for a three-week period. However, faculty members using material for studying or teaching are extended special borrowing privileges for longer periods of time. Arrangements should be made with the Circulation Department to extend the loan, subject to recall if the item is needed by the Library.

Short-term borrowing of reference books and periodicals, which ordinarily do not circulate, can be arranged in special cases. Please see the appropriate members of the Library staff to make such arrangements.

19.2 Reserve Collection

The Library maintains a collection of Reserve material, as requested by the faculty. Material delivered to the Circulation Desk will normally be placed on Reserve within one week. (Two weeks are needed for material delivered for the start of a semester.) If the material is to be gathered by the staff, two weeks are normally needed (four weeks if requested for the start of a semester).

19.3 Use by Faculty

The individual instructor is the key figure in the utilization and development of the Library. It is assumed that all courses will include work that will require the student to use the Library. By stimulating the interests of students by recommending book purchases and by making suggestions to the Librarian, the instructor can contribute substantially to the entire programme of the University.

Each faculty member will accept general responsibility for keeping the library collection in his/her field up to date. The policy of the Library is to purchase, within budgetary limits, materials recommended by members of the faculty. Requests should be made, whenever possible, on forms provided for the purpose. Requests should include author, title, date, publisher, price and the source of information about the publication. "Rush" orders should be kept to a minimum.

20.0 EMAIL COMMUNICATION GUIDELINES

At GCTU, there is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at the University. Students tend to communicate extensively through electronic mail. Each student is issued a unique University ID number (GCTU-ID) and an email account for use throughout the time the student is registered for classes at the University. If a student chooses to forward his/her mail to another email address the student's GCTU assigned email address remains the official destination for official University correspondence.

The following policy is consistent with the rights and responsibilities of users of the University's Computer Network Policy. It does not make email the only official method of communication.

Email shall be considered an appropriate mechanism for official communication by GCTU students unless, otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion.

20.1 Assignment of Student Email Address

Official University email accounts are available for all registered students. The domain name for an official University email account is "index number @live. gctuedu.gh". Official University communications will be sent to students' official University email addresses. Students are expected to check their email on a frequent and consistent basis in order to stay current with University related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. Email addresses should be obtained from the University's Directorate of Information and Communication Technology.

20.2 Forwarding of Email

A student who chooses to have his/her email forwarded to a private (unofficial) email address outside the official University network address, do so at his/her own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve the student of his/her responsibility to know and comply with the content of official communications sent to students' official GCTU email addresses.

20.3 Responding to an Unofficial Email Address

University employees must be careful when responding in detail to a query sent from an unofficial email address since there is no assurance that the sender is, in fact, a student. A recommended step is to provide generic replies only, directing students to University tools that require authentication, such as Blackboard, Web Advisor, or other self service functions, or to require students to provide their University email address in order to receive a reply.

21.0 UNIVERSITY ACADEMIC AUDIT COMMITTEE

An Academic Audit Committee shall meet after every semester to consider the examination results and make appropriate recommendations to the Academic Board. The Committee shall meet after the End-of-Semester examinations to audit results of students from all the Faculties and sample marked scripts for verification. The report of the Academic Audit Committee shall be submitted to the Academic Board for appropriate action. The Academic Audit Committee shall also meet at the end of the year to review the performance of students during the academic year and make appropriate recommendations to the Academic Board.

22.0 FINANCIAL AND DISCIPLINARY HOLDS ON DIPLOMAS AND TRANSCRIPTS

Eligible students may participate in the Graduation ceremony unless a disciplinary sanction specifically denies such participation.

The University will not issue a diploma/degree or transcript to or on behalf of graduating students who owe money to the University and/or who have failed to fulfill administrative obligations resulting from disciplinary sanctions.

To issue "holds" on a diploma/degree and transcript, the Finance Office, Office of the Dean of Students, or other office levying a fee, fine, or sanction will notify the graduating student, the Registrar, Alumni Office, the office initiating the complaint, and any other office deemed necessary no later than the last day of exams of the semester in which the student is completing degree requirements.

To release a diploma and transcript after resolution of a hold, the office responsible for resolving the matter will notify the same people that the matter has been resolved. Delays in conferring a degree will not cause a change in the applicable date used for determining repayment of educational loans.

23.0 RESEARCH

23.1 Grants, Guidelines for Proposal Preparation and Administration

Most proposals initiated by the academic units of the University are expected to follow the procedures outlined below. Modifications in the procedures can be made when the applicant needs no assistance in finding a funding source. Applicants who are in doubt about which procedures are appropriate should call the Office of Research Services and Innovation.

Most department and institutional funding requirements will be met through institutional budgets, but external support will be needed for others. As a result of the planning process, funding requirements needing outside support will be categorized and ranked according to departmental and institutional goals. Any individual wishing to seek outside funding support should prepare a brief written description of the proposal, including an approximate budget. The individual should discuss this description with the appropriate Dean.

If the Dean agrees that outside funding should be pursued for an institutional, departmental, or individual project, he/she will send a brief written description to the Vice Chancellor for review. If funding sources can be identified, they will be sent, via the Dean, to the department or individual

seeking funding. Following review of any funding leads, the proposal writer should meet with the Director of research to begin developing a formal proposal. This step will permit careful consideration of submission deadlines, extent of institutional support needed, staffing and space implications.

Upon completion of a grant proposal, that proposal, accompanied by the University grant approval form, will be forwarded to those whose signatures are required on the form. Individuals preparing grant proposals must allow sufficient time to acquire the necessary approvals before the submission deadline. After all approvals have been given, the grant will be sent to the intended funding agency or agencies. Recipients of grants should coordinate all aspects of grant administration with the Grants Coordinator in the Grants Office.

23.2 Human Subjects Research Policy for GCTU - Faculty and Students

GCTU and its faculty have a responsibility to ensure that the rights of research subjects are not violated. Many professional associations have a code of ethics for human subjects' research, and some of these require Review Board approval. A University Review Board would provide a framework for meeting these requirements, acknowledging the University's responsibility for research conducted. Detailed information regarding the research policy of the university could be found in the research policy manual.

24.0 GRADUATION

The University holds graduation ceremonies for students who have successfully completed their programmes of study. Undergraduate and postgraduate students may only participate in graduation ceremonies if they have satisfied all University, departmental and faculty requirements for graduation. Students are also expected to have settled all financial indebtedness to the University and should have returned all University property in their possession. The University reserves the right to alter the minimum requirements for participation in graduation ceremonies.

24.1 Handling of Graduation Apparel

Prospective graduates who attend the graduation ceremony of the University upon collection of the graduation gown shall be required to return it after the graduation ceremony. Graduates who do not return their gowns after the submission deadline shall be required to pay a penalty for late submission. Graduates who misplace their gowns shall be required to pay a prescribed amount.

The Head of Student Affairs shall inform all graduates of location for the collection and submission of graduation gowns. Graduates shall also be required to carefully handle the ceremonial gown, hood and cap to avoid tear or damage to the apparel. The University shall require graduates who damage the gown, hood or cap to pay for them.

24.2 Pre-graduation Arrangement

It is obligatory for all prospective graduates who wish to be presented at the graduation ceremony to attend graduation rehearsals which shall be organized by the Office of the Registrar and communicated to all graduates. Prospective graduates who do not attend graduation rehearsals shall not be presented on the day of graduation and they shall be required to pay the graduation fee.

24.3 Graduation Fee

A fee shall be required from each graduate to cover graduation expenses. This mandatory fee shall include cap and gown rental costs.

All graduates shall be expected to attend the graduation ceremony.

24.4 Approved Dressing for Graduation Ceremony

Prospective graduates who wish to be presented at a graduation ceremony shall be required to be formally and decently dressed.

24.5 The Valedictory Speech

The valedictory speech shall be read by a valedictorian at every graduation ceremony of the University. The Valedictorian for each graduating year shall be selected by the Registrar's Office and the criteria for selection shall be, the graduating student with the highest Cumulative Grade Point Average (CGPA) for the graduating cohort. The valedictorian shall be required to prepare his speech and submit same to the Registrar's Office for proof reading before the graduation day.

25.0 AWARD OF POSTHUMOUS DIPLOMA/DEGREE AND AEGROTAT DEGREE

The University shall award a deceased students his/her degree posthumously provided such students satisfied the reward for the award of such degrees prior to the graduation ceremony. The supervisor or a family relation of a deceased student may initiate the process of awarding a degree posthumously first by writing to the Dean of Faculty expressing such intent. Based on the Dean's consent, the Faculty Examinations Committee shall be required to approve all the necessary

documentation together with the list of graduating students and forward them to the Academic Board for approval. When the formal arrangement regarding the posthumous award is completed, a letter of attendance shall be prepared by the Office of the Registrar and issued to a relative who shall receive the diploma/degree on behalf of the deceased student. The recipient of the posthumous diploma/degree after receiving the letter of attendance can also collect any other relevant document of the deceased such as transcript for keeps.

26.0 HONORARY DEGREES

Students for honorary degrees may be proposed to the Honorary Degrees and Academic Ceremonies Committee by any member of the University community. Names of person recommended for honorary degrees by the Honorary Degrees and Academic Ceremonies Committee, with supporting data, will be forwarded to the University Academic Board for its consideration. The University Academic Board will forward confidential recommendations to the Vice Chancellor.

27.0 EMERITUS STATUS

A full-time member of the faculty who retires in good standing after ten years or more of continuous full-time service to GCTU shall be granted emeritus status, effective with the commencement of retirement.

Any other member of the faculty who retires in good standing may be granted emeritus status effective with the commencement of retirement, or subsequent thereto, upon the recommendation of the faculty member's department, his/her Dean, the Honorary Degrees Committee, the Academic Ceremonies Committee, the University Academic Board, and the Vice Chancellor.

27.1 Privileges of Emeritus Status

a) Use of that title in any teaching done subsequent to retirement.

b) Use of that title in publications and correspondence.

c) Use of GCTU Libraries.

d) Parking privileges on campus.

e) Access to GCTU Net, including an e-mail account, upon providing appropriate notice to the Office of Information Technology

f) Use of University facilities.

g) The right to process in all academic convocations of the University.

h) Receipt of communications. e.g., GCTU magazine, Vice Chancellor's Annual

Report, etc. i) Receipt of notification of special events, e.g., matriculation,

graduations, faculty
   meetings, etc.

j) Right to audit any course offered by the University without charge, as room permits.

k) The issuance of a GCTU Identification Card.

28.0 DISCIPLINARY ACTIONS

GCTU has a Student Disciplinary Committee with a student representative which investigates all student misconduct and prescribes appropriate sanctions. Degrees of disciplinary action in the University include: reprimand, probation, suspension, and expulsion. Reprimand is an admonition given to the student, according to the circumstances of the particular case. Probation is a trial period of a person's suitability, which may be academic and/or disciplinary in nature. Further violation within this period, would be met with more severe sanctions. Suspension is separation from the University for a period of time to be determined by the Disciplinary Committee of the University in accordance with the severity of the particular case. Expulsion is permanent separation from the University. In all cases, reports of misconduct are thoroughly investigated before appropriate sanctions are applied.

28.1 Disciplinary Procedure

A student who violates or is alleged to have violated rules and regulations of the university will go through the following process before a decision is made.

28.2 Pre-Hearing Stage

The student will be invited to appear before the disciplinary committee at a date and time to be communicated to the student. Details of the charges will be set out in the letter of invitation.

28.3 Hearing Stage

i. The student will appear before the committee and answer questions from the committee. Questions will be related to the particular offence in question and any other issue that the committee may deem fit.

ii. The committee will conclude based on evidence before it and submit its report to Management of the University for consideration and final action.

iii. Outcome of the process will be communicated to the student in writing.

iv. A student appearing before the disciplinary committee may have right to a counsel if need be.

28.4 Post Hearing Stage

i. An aggrieved student who is dissatisfied with the outcome of this process has the right to appeal the decision of the university. The appeal should be addressed to the Registrar.

ii. Notwithstanding the above, a student may contest the decision of the university in a court of competent jurisdiction **ONLY** after fully exhausting all the processes above. **Students should note that the committee will decide on the case after two (2) unsuccessful attempts to get the student to appear before it.**

29.0 RECORD KEEPING

Records maintained by the Grievance Officer arising from informal procedures will not be used for any purpose other than those described above unless an informal complaint results in a forma hearing. Since informal level records represent allegations not supported by formal findings of fact, they will be maintained in a confidential manner separate from any other records for four years. They will be destroyed after that period if no further allegations or formal complaints have been received concerning or by the same individual. Such records shall not be used as evidence of guilt or innocence in any investigation or hearing involving a future complaint involving the same accused. The accused shall be entitled to include a response in the records.

29.1 Formal Procedures

If the alleged harassing behaviour that triggered the informal complaint has not ceased as a result of informal intervention or is of the kind that contraindicates informal efforts, a formal investigation may be initiated. Before a formal investigation, the Grievance Officer (or designee) must explain the process and the relevant avenues of redress to the complainant and the accused. A formal investigation can be terminated with the mutual consent of the parties involved.

A formal complaint must be filed in writing within six months of the act of alleged harassment, unless extenuating circumstances require an extension, and must be filed with the Registrar's Office.

30.0 STUDY ABROAD

The name "GCTU Study Abroad" shall be applied to all academic programmes outside Ghana sponsored by GCTU under the auspices of the Office of International Affairs.

30.1 Goals

GCTU Study Abroad has the following goals:

a. To give a number of selected talented students the possibility of studying within the environment of a foreign University.

b. To give these students the further opportunity of studying other appropriate disciplines outside of their majors.

c. To allow these students the additional opportunity of participating in contemporary foreign cultures and societies.

d. To allow students the opportunity to gain practical internship experience in a foreign country.

31.0 VISITING SCHOLAR

31.1 Definition

Visiting scholars are normally faculty members from other institutions of higher education who specialize in disciplines offered at GCTU or are professional authorities in such disciplines. Their purpose in seeking a "visiting scholar" designation is to conduct scholarly work at GCTU or provide expertise in their disciplines or professions to the relevant department or programme, not to teach GCTU students.32.2 Academic Review

A proposal for hosting a visiting scholar must be made to the Pro Vice-Chancellor by a faculty Member with the approval of his/her Head of department and Dean. Ordinarily, the visitor will be hosted by a faculty member(s) in the department of the visitor's academic discipline. If not, the department that houses the visitor's discipline must be consulted and be willing to endorse the visit. The host faculty member(s) must specify:

a. the duration of the visit

b. the type of research or other activity the individual wishes to conduct at GCTU

c. the value of the visit to the faculty member(s), department, students, or the University

d. the facilities, resources, or other support that the individual will expect at GCTU.

31.2 Approval for Foreign Nationals

If the proposed visitor is a foreign national, the individual authorized to process appropriate forms must be notified and provided with necessary information (e.g., the visitor's date and place of birth, duration of the visit, the visitor's source of funding etc.).

31.3 Notification

After visiting scholars are approved by the Vice Chancellor and, as relevant, all necessary paperwork for international visitors is completed, the Vice Chancellor will notify the Office of International Affairs and any offices or departments relevant to the visitor's activities on campus (e.g., the Library, Security, and Office of Information Technology Support Services. As a courtesy, the Pro Vice-Chancellor will also notify Human Resources Directorate).