# GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

## UNDERGRADUATE
### STUDENT'S HANDBOOK

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2023

**Welcome Message**

It is with much joy that I warmly welcome you to the Ghana Communication Technology University (GCTU), one of the most prestigious Universities in the country to begin your academic journey. The Ghana Communication Technology University (GCTU) is a University of higher learning. Before 2005, the University was a center for training telecom engineers. Then in 2005 the Centre was converted into a tertiary institution running courses which lead to the award of Certificates, Diplomas and Degrees. It has become a center of excellence in the training of manpower in IT, Engineering and Management related courses and obtained its accreditation from the Ghana Tertiary Education Commission (GTEC), formerly the National Accreditation Board (NAB) since 2006.

The uniqueness of GCTU is the mutually-beneficial strategic partnerships the University has established with both local and international universities with outstanding reputations as leaders in teaching and research excellence. Our partners are the Kwame Nkrumah University of Science and Technology (KNUST), Ghana, Coventry University of the United Kingdom, Aalborg University (Denmark), Wildau Institute of Technology and Hochschule Anhalt University in Germany, CASS - France, MS Ramaiah University of Applied Sciences, India, which all offer and Undergraduate and Graduate programs that meet international standards and which make our graduates employable on the local and international job market.

You have joined GCTU at a time that the university is moving at a very fast pace in the area of technology, business and engineering. It is a period when the focus is student-centered. The University aims to develop manpower for the Africa sub-region and the world at large. In order to serve our valued clients efficiently, new core values have been developed and staff trained to provide on-the-spot services to our valued clients. Herbert Spencer said, "The great aim of education is not knowledge but action." In that sense, we encourage you to put into practice what you learn.

We believe that you will follow all necessary steps in accomplishing the purpose of your coming to GCTU. You enrolled at this time so that you can complete your studies on schedule. We encourage you to as much as possible uphold the good name of GCTU by avoiding all manner of unacceptable behavior and acts during your period of stay in this institution. Find time to socialize with all students irrespective of their ethnic background, race and culture.

At GCTU, we believe in applying hands-on initiatives to bridge the academic and industrial gap. We therefore hope you will look beyond academic development to obtain entrepreneurial skills in order to develop yourselves as an all-round-persons who can fit well into society.

Our greatest hope is that you find the experience here very useful, rewarding and deeply satisfying in ways that help you realize your potential as mature and well-formed scholars.

Once again, welcome. My warmest regards.

**Prof. Emmanuel Ohene Afoakwa**
**Vice-Chancellor**

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## 1.0 PREAMBLE

This Student Handbook is an official publication of GCTU. The Student Handbook is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the policies will not change. For the most up-to-date policies and other information, please check the link www.gctu.edu.gh/student/handbook. The University reserves the right to modify the requirements of the Student Handbook every two (2) years.

This policy statement has been formulated in a spirit of cooperation and community by representatives of students, academics and administration. It is a living document and thus is subject to change through participation of representatives of the same groups who participated in the original formulation.

## 2.0 BRIEF HISTORY OF THE UNIVERSITY

The Ghana Communication Technology University (GCTU) was originally known as the Ghana Telecom University and emerged from the separation of Ghana Telecom Company and the University. It was formerly known as the Ghana Telecom Training Centre (GTTC). GTTC was established in 1948 by the Post and Telecommunications Department as a telecommunications training school by the then British Administration. The purpose for the establishment of the training centre was to train technicians and linesmen to operate and maintain telecommunication equipment and plants. The first batch of 21 technical assistant trainees with school leaving certificate background was admitted to undergo a three year course of training in telephony.

GTTC, being the only school of its kind in the country and the sub region at that time, catered for the needs of other establishments such as the Military, Civil Aviation, the Maritime Industry, the Meteorological Services and the Police. It also catered for the needs of neighboring British West African countries.

The first modernization programme for the institution took place in 1968 when the service of the International Telecommunications Union (ITU) was engaged to train instructors of the centre in Course Development and Instructional Technology. At the same time, the first Electro-Mechanical Switch and the Microwave Training Unit of Philips NV of the Netherlands were installed for training purposes.

In 1974, the Training Centre expanded its training coverage to include institutions and agencies such as the Civil Aviation, the Army, Police and the Meteorological Services. In 1989, the institution again engaged the services of the ITU under an IDA loan agreement to upgrade both its

facilities as well as improve on the Human Resource capabilities of staff. This was geared towards sustaining international standards in training methodology. Under the programme, new training methods such as Computer-Based Training (CBT) and CODEVTEL course development methodologies were introduced.

Multi-disciplinary training programmes covering disciplines such as Management, Finance, Marketing and Information Technology were introduced to meet the needs of staff of the then telecom business. Over time, GTTC expanded its courses to include Air-Condition, Energy System and Multimedia Studies. Short courses were also introduced over time. The training structure incorporated classroom instructions with the expectation that in the distant future, virtual classroom programmes through the use of the internet will be introduced. GTTC also became the centre for the organization of all Commonwealth Telecommunications Organization (CTO) courses in Ghana.

In July 1998, GT in collaboration with the Multimedia University (MMU) of Malaysia, introduced the Diploma Programme in Telecommunications Engineering (DTE) to meet its needs for skilled hands, as well as that of the National Telecom industry. The programme run for four (4) years and ended in August 2003.

In 2002, Ghana Telecom signed a management contract with Telenor of Norway. The new management upgraded the infrastructure and equipment at GTTC in anticipation of upgrading the institution to a university. The Centre was named Ghana Telecom University College (GTUC) and obtained institutional accreditation in March 2005. It was inaugurated on August 15, 2006.

## 2.1 The ACT that establishes GCTU

Extract from the GCTU ACT 1022

THE ONE THOUSAND AND TWENTY-SECOND ACT

OF THE PARLIAMENT OF THE REPUBLIC OF GHANA ENTITLED

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY ACT, 2020

AN ACT to establish the Ghana Communication Technology University as a public tertiary

education institution and to provide for related matters.

DATE OF ASSENT: 13TH August, 2020

PASSED by Parliament and assented to by the President

Ghana Communication Technology University,

## 2.1.1 Aims of the University

The aims of the University are to provide a viable center for Higher Education in Information and Communication Technology and to undertake research in accordance with the following objectives:

(a) Promote education, training and capacity building in academic disciplines related to Information and Communication Technology;

(b) Provide global consultancy services to both the private sector and the public sector;

(c) Promote basic and applied research;

(d) Create an entrepreneurial environment that will support innovation and product incubation development; and

(e) Foster university-industry linkages.

For the purpose of achieving the aims of the University, the University shall have:

(a) Schools, Faculties, Institutions and Centres related to Information and Communication Technology; and

(b) Any other related programmes determined by the Council.

## 2.1.2 Award of Degrees

(a) The University shall award Degrees including Honorary Degrees, Diplomas and Certificates.

(b) The University may withdraw a Degree, Diploma or Certificate that the University has awarded, where the University has evidence that:

i. The Degree, Diploma or Certificate was obtained through fraud or academic malpractice; or

ii. The process of acquiring the Degree, Diploma or Certificate was tainted by an act that in the opinion of the University undermines the integrity of the award.

## 2.2 Location

The University has campuses located at Tesano, Abeka, and Learning Centres in Kumasi, Ho, Koforidua and Takoradi as well as a facility in Nungua, Accra.

The main campus is the Tesano campus, which is located on the main Accra-Kumasi trunk road next to the Ghana Police Training College. It is about 6 kilometers from the main Accra business district. A second campus in Accra is located at Abeka, about 1.5 kilometers from the main campus.

The other four Learning Centres are in Koforidua (Eastern Region), Kumasi (Ashanti Region), Takoradi (Western Region) and Ho (Volta Region).

## 2.3 Vision

To be a world class University in Information Communication Technology.

**2.4 Mission**

GCTU is a centre of academic excellence providing an enabling environment for research, quality teaching and learning in Information Communication Technology and related areas, and service to Community.

**2.5 Core Values**

(a) **Excellence:** ensuring quality high standards

(b) **Student-Centered:** the passion to see students succeed and transformed into future leaders and professionals.(c) **Academic Freedom:** GCTU encourages diversity of thinking and development of students, administrative staff and faculty members by offering equal opportunities for individuals for expression of self and engagement in other academic activities.

(d) **Innovation:** Evolve by creating unique and industry relevant programmes which are delivered in an environment that is conducive for teaching and learning. There is a strategic improvement based on discoveries.

(e) **Integrity:** We believe in the qualities of being honest and having strong moral principles; moral uprightness and adherence to ethical principles.

**2.6 Student Life and Wellbeing**

The wellbeing of our major stakeholders is of paramount interest to management. Interventions have therefore been put in place to ensure that at all times student concerns can be known, identified and addressed promptly.

Co-curricular activities are greatly encouraged to ensure our students turn out as well-rounded citizens.

**2.7 Students with Special Needs**

GCTU is dedicated to developing an environment in which students with special needs can pursue their intellectual and personal growth with appropriate support.

The Student Affairs Office, located at the ground floor of the Administration Block, has a help desk resourced with a Coordinator who attends to students with special needs.

As part of the building development and refurbishment programme the Works and Physical Development Directorate has made some substantial improvements in terms of accessibility to key buildings by providing disability walk ways.

## 3.0 OUR IDENTITY

### 3.1 The Crest of the University



Inspired by design concepts from current GCTU students, staff and alumni, the logo communicates the University's new mandate by incorporating elements that are uniquely specific to it. Based on an adaptation of the previous logo, the new design integrates a symbol of communication, represented by an active ICT Tower, as well as the existing elements of the previous logo, the Chess Board and the Adinkra symbol, which are coupled with a mythical sphere and symbolic wreaths. The primary colors of the logo are blue and gold, which have also been based on the previous logo. Below is a description of the various elements of the new logo, outlining their symbolism and relevance to the University's mandate.

### 3.2 The Chess Board
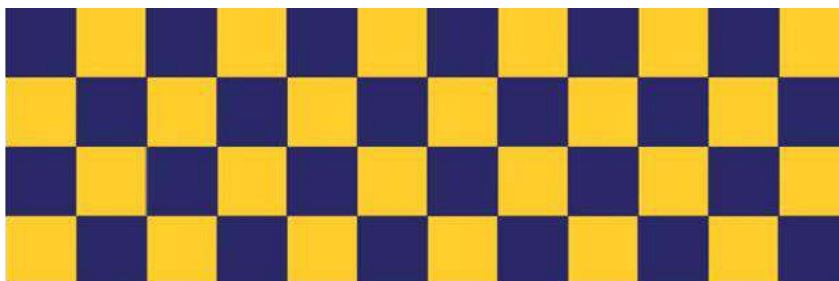


The game of chess represents a reflection of life, specifically the attributes of creativity and intelligence. Engaging both the left and right hemispheres of the brain in terms of critical thinking, chess is largely aimed at symbolizing the world of transformations within a restricted field of action.

Essentially, chess denotes our interaction with the world at large and at the same time, affords us the opportunity to reflect on our inner selves as we navigate our path to success. This is encapsulated at GCTU, particularly as we capitalize on our strengths and partnerships to complement and reinforce our development.

### 3.3 The Adinkra Symbol
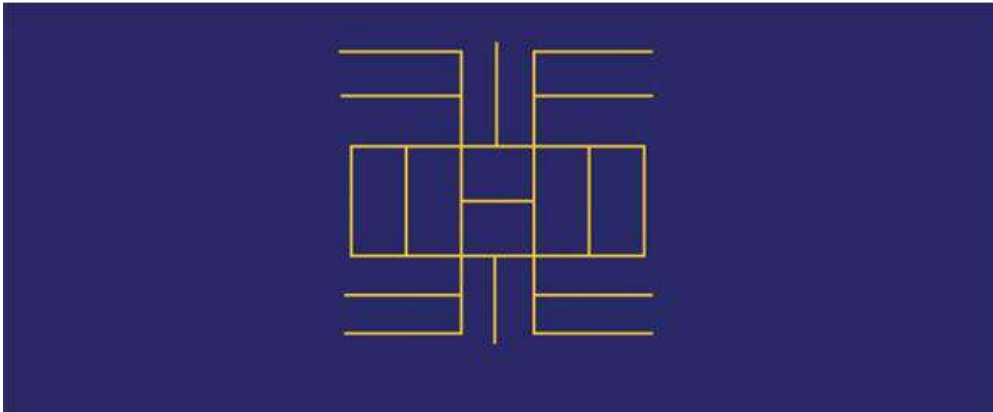


*"Nea Onnim No Sua a, Ohu"* translated as "**Knowledge Comes From Learning"**

This traditional symbol represents knowledge, lifelong education and a continued quest for enlightenment. Invariably, knowledge promotes the intellect and sharpens the mind, fueling a constant thirst for new discoveries and additional knowledge.

This symbol was chosen because of its ability to acutely define the University's status as an inherently African institution with global, forward-thinking qualities. In particular, the contemporary world is dominated by the knowledge of science and technology; this symbol serves to highlight GCTU's continued search for knowledge through constant learning and innovation.

### 3.4 The ICT Tower



Undergoing continuous evolution, ICT is a subject which currently covers a broad range of subject matter. Our new mandate incorporates communication as a central theme which primarily serves to complement our notable strength in terms of the delivery of quality, technology oriented education. The concept of communication is key in navigating the global village that is characteristic of 21st century life and as a leader in the provision of transnational education; GCTU prides itself on its strong reputation as a center for creativity and innovation. Our significant collaborations with institutions across the globe serve as a major rationale for the incorporation of communication in our new mandate, a feature which is symbolized by the ICT Tower.

### 3.5 Mythical Sphere

The strength of the University is represented by the mythical sphere at the base of the logo. This feature symbolizes the remarkable evolution of the University from its modest origins as a Telecommunications Training Centre, to our current status as a fully-fledged public University. The enormous strength which has been demonstrated in navigating this journey is aptly represented in our new logo through this symbol.

### 3.6 Wreaths

Symbolizing royalty, dominance, excellence and superiority, the wreaths represent key principles that are synonymous with the University. The inclusion of this element in the new logo demonstrates GCTU's commitment to these qualities in the continued development of this great institution.

### 3.7    The                                                                                                Colors Blue and Gold

Yellow

Blue

Blue symbolizes the sky and the sea, both natural features with are associated with freedom, intuition, inspiration and sensitivity. Depth, sincerity, confidence, stability, faith, intelligence and higher ideals are also characteristics that are represented by this color, qualities that GCTU consistently aspires to.

Gold represents wealth, riches and critically acquired knowledge. The color has been incorporated in the new logo because of its uplifting and illuminating quality. Its representation of creativity and innovation is central to our values at GCTU and further symbolizes the hope, luminosity, energy and enlightenment that the University is associated with.

## 4.0 ADMINISTRATION OF THE UNIVERSITY

The day to day administration of the University is led by the Management Team, and other technical and support Staff under the leadership of Academic Board, Standing Committees and a University Council.

The categories and names of University Officers comprise the following:

**Principal Officers**

  (a) Council Chair                              - Prof Kofi Awusabo Asare

  (b) Vice-Chancellor                            - Prof  Emmanuel Ohene Afoakwa

**Key Officers**

  (a) Pro Vice-Chancellor                   - Prof Robert Ebo Hinson

  (b) Registrar                                - Mr Emmanuel Baidoo

  (c) Librarian                                  - Ms Afua Frempong-Kore

  (d) Director of Finance                    - Ernest Yaw Awuah Apraku

**Deans**

  (a) School of Graduate School and Research Studies (SGRS) - Prof Ebenezer Malcalm

  (b) Business School                         - Prof George Oppong Appiagyei Ampong

  (c) Faculty of Computing and Information Systems (FoCIS) - Dr William Leslie Brown Acquaye

  (d) Faculty of Engineering (FoE)               - Dr Ruhiyah Abubakar

  (e) Office of the Dean of Student Affairs       - Dr Michael Nana Owusu-Akomeah

**4.1 Rights and Privileges**

The University has enacted policies found in several sources including but not limited to the Faculty Handbook, the University's website, notices disseminated from time to time by the University, academic departments or faculty and of course in this Student Handbook. The exercise of individual rights by students of the GCTU community may not abridge the following rights, subject, in appropriate circumstances, to the University's right to take actions to protect the health and safety of the University community and its members, guests, and visitors.

**4.1.1 University Rights**

The University reserves the right to take any action reasonably determined to secure their rights and to ensure that students may pursue their legitimate goals on University premises or at University functions without interference

**4.1.2 Faculty Member Rights**

(a) Faculty members are academic staff, which includes Professors, Deans of Faculties, Senior Lecturers, Professors, Assistant Lecturers, Lecturers, Researchers and Scholars be it adjunct or full-time.

(b) A Faculty member has the right to exclude a student from a lecture room or other University premises, during the progress of a lecture or other University sponsored programme or activity; this includes persons not enrolled in the class or other unauthorized persons or for other disciplinary reasons.

**4.1.3 Junior Members**

(a) A Junior Member is any person or student enrolled onto or admitted into any of the programmes of Ghana Communication Technology University whether being day, evening or weekend sessions.

(b) Becoming a Junior Member of the GCTU community is an honor and a privilege that carries with it prestige and respect. The University affords Junior Members a number of rights that are fundamental in our shared community. But along with these privileges and rights, Junior Members are required to meet and uphold the GCTU community standards.

(c) Remaining a member of the GCTU community requires a student to continuously comply with policies governing students' academic progress, social interactions and personal behavior as stated in this manual and on other GCTU published documents.

**4.1.3.1 Junior Members/Students' Rights**

(a) The right to privacy of a student in his or her study or lodging space.

(b) The student has freedom of research, of legitimate lecture room discussion and of the advocacy of alternative opinions to those presented in the lecture room.

(c) The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.

(d) The faculty-student relationship within the lecture room is confidential, and disclosures of a student's personal or political beliefs expressed in connection with course work will not be made public without the explicit permission of the student. It is understood that the teacher may undertake the usual evaluation of knowledge and academic performance.

(e) Students' records may be released to persons outside the University only on request of the student or through compliance with applicable laws and policies.

(f) Information on rules, rates and regulations deriving from contractual agreements with the University will be made available to students on request.

(g) Students will be free from censorship in the publication and dissemination of their views, as long as these are not represented as the views of GCTU and do not violate any University policies. Such publications are free from any official action controlling editorial policy. Publications shall not bear the name of the University or purport to issue from it, without the University's approval.

(h) Students are free to form, join, and participate in any group for intellectual, religious, social, or cultural purposes subject to the rules and regulations of the University.

(i) A student is free, individually or in association with other individuals, to engage in all approved campus activities, exercising the right of a member of the University community.

(j) Students are free to use campus facilities for meetings of registered student groups, subject to the applicable policies of the University.

(k) Students will have their views and welfare considered in the formulation and formation of University policy and will be consulted by or represented on University committees that affect students as members of the University community.

(l) Students will be exempted from disciplinary action or dismissal from the University except for academic failure, failure to pay a University debt, or violation of a student or University policy. Policies shall be fully and clearly communicated in advance of the alleged violation.

(m)The University has no authority over a student when outside University premises, except where the student is representing the University on approved programmes.

(n) The University shall not be liable for the actions and inactions of a student outside the university premises.

(o) A student is free to be present on campus and to attend classes pending the outcome of criminal or civil charges, except for reasons relating to his or her physical or emotional

safety and well-being or for reasons relating to the safety and well-being of students, or University property.

(p) It is recognized that every member of the community has the responsibility to conduct himself or herself in a manner that does not violate the rights and freedoms of others, and has the responsibility to recognize the principles within this statement of policy.

(q) A student cannot make a statement on behalf of or for the University unless s/he has express prior authorization to do so. Students should contact the Student Affairs Office if they are approached by members of the press/media for comments.

## 4.2 Faculties, Schools and Programmes

The University has three faculties - the Faculty of Engineering (FoE), the Faculty of Computing and Information Systems (FoCIS) and the GCTU Business School. Programmes are offered at several levels including Certificate, Diploma, Bachelors, Masters and at the Doctoral level.

## 4.3 Accreditation

The programmes offered by the University are accredited by the Ghana Tertiary Education Commission (GTEC). The Quality Assurance and Promotions Directorate of the University is mandated to ensure that programmes remain accredited.

## 4.4 Structure of Diploma/Undergraduate Degree Programmes

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 Faculty and Academic Boards.

## 4.5 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 in the University. Until there is an improvement in the facilities in the University, the implementation of the open electives concept is to be optional.

**4.6 Structure of Semester**

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

   (a) 1 Week of Registration;

   (b) 12 weeks of teaching (teaching will start in the first week);

   (c) 1 week of revision;

   (d) 2 weeks of examinations.

During the last 2 weeks to revision, students shall evaluate lecturers and courses taught by completing a Course and Lecturers' Evaluation Form.

**4.7 Credit Hour**

The credit hour is defined as a sixty (60) minute lecture, a laboratory or practical period or its equivalent.

**4.8 Course Credit**

One (1) course credit shall be defined as a one (1) hour lecture or a 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.

**4.9 Semester Work - Minimum Credit Loads**

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

(a) Undergraduate:          15 – 21 credit hours

(b) Diploma:                     15 – 21 credit hours

**4.10 Duration of Studies - Time Limits for Completion of Programme**

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 an extra four (4) semesters (2 years) beyond the prescribed period to complete the requirements for the award of the Diploma/Degree under study as follows:

   (a) **A Four (4) Year Programme:** 4 years minimum, maximum of 6 years (i.e. extra 4 semesters/2 years allowable)

   (b) **A Three (3) Year Programme (Undergraduate Level 200 Entrants)**: Three (3) years minimum, maximum of five (5) years (i.e. extra 4 semesters/2 years allowable)

(c) **A Two (2) Year Programme (Undergraduate Level 300 Entrants/Diploma):** Two (2) years minimum, maximum of four (4) years (i.e. extra 4 semesters/2 years allowable)

A student who fails to complete the programme (Degree/Diploma) within the specified time limit (with extra allowable semesters) shall be withdrawn from the University.

### 4.11 General Requirements for Graduation

Students have the ultimate responsibility for meeting University, Departmental or Faculty requirements for Graduation. The Diploma or Bachelor Degree appropriately designated shall be awarded to a candidate who has been properly admitted into the University, undertaken the approved courses of study over the prescribed period and has satisfied the following general conditions:

(a) Passed all courses required under the programme of study;

(b) Accumulated the minimum total credits associated with the programme under study. A repeated course(s) cannot be counted twice in computation of the number of credits required;

(c) Completed project work/research and passed Viva Voce (project defense);

(d) Attained a minimum of Final Cumulative Grade Average Point (FCGPA) associated with the programme;

(e) Be in good standing and not barred for disciplinary reasons;

(f) Have satisfied any other requirement of the Department and Board of Examiners of Faculty;

(g) Discharge of all financial and other obligations to the University.

### 4.12 Minimum Credit Requirements for Graduation

Students who successfully pass all prescribed courses under a specific programme of study and fulfill the general requirements shall be awarded with the Diploma or Degree accordingly. Credit hours are inclusive of lecture time, practical work, thesis writing, projects, seminar and workshops. Two to four hours of practical work is equal to one credit hour. The minimum credit hours required for graduation by programme are as follows:

**Minimum Credit Hour Requirements - Diploma Programmes**

| No. | Programme | Credit Required for Graduation |
|---|---|---|
| 1 | Diploma in Business Administration (Accounting Option) | 70 |
| 2 | Diploma in Business Administration (Marketing Option) | 70 |
| 3 | Diploma in Business Administration (Management Option) | 70 |
| 4 | Diploma in Public Relations | 70 |
| 5 | Diploma in Information Technology | 70 |
| 6 | Diploma in Computer Science | 75 |

| 7  | Diploma in Data Science and Analytics     | 78 |
|----|-------------------------------------------|----|
| 8  | Diploma in Cyber Security                 | 81 |
| 9  | Diploma in Multimedia Development         | 78 |
| 10 | Diploma in Web Application Development     | 75 |

**Minimum Credit Hour Requirements - Bachelor Degree Programmes**

| | | Credit Required for Graduation | | |
|---|---|---|---|---|
| No. | Programme | Level 100 Entry [4 Years] | Level 200 Entry/Top-Up [3 Years] | Level 300 Entry/Top-Up [2 Years] |
| 1 | BSc. Business Administration (Human Resource Management) | 141 | 72 | 69 |
| 2 | BSc. Business Administration (Management) | 141 | 102 | 69 |
| 3 | BSc. Business Administration (Accounting) | 144 | 108 | 72 |
| 4 | BSc. Business Administration (Banking and Finance) | 144 | 108 | 68 |
| 5 | BSc. Business Administration (Marketing) | 140 | 105 | 72 |
| 6 | BSc. E-Commerce and Marketing Management | 140 | 105 | 72 |
| 7 | BSc. Accounting with Computing | 144 | 108 | 72 |
| 8 | BSc. Economics | 141 | 105 | 69 |
| 9 | BSc. Procurement and Logistics | 142 | 105 | 69 |
| 12 | BSc. Telecommunication Engineering | 136 | 84 | 72 |
| 13 | BSc. Electrical and Electronics Engineering | 162 | 122 | 72 |
| 14 | BSc. Computer Engineering | 161 | 121 | 78 |
| 15 | BSc. Mathematics | 147 | 108 | 68 |
| 16 | BSc. Information Technology | 148 | 112 | 77 |
| 17 | BSc. Networking and Systems Administration | 148 | 115 | 76 |
| 18 | BSc. Computer Science | 154 | 113 | 73 |
| 19 | BSc. Cyber Security | 155 | 114 | 74 |
| 20 | BSc. Data Science and Analytics | 155 | 114 | 76 |
| 21 | BSc. Software Engineering | 152 | 111 | 73 |
| 22 | BSc. Mobile Computing | 144 | 108 | 74 |
| 23 | BSc. Information Systems | 134 | 103 | 67 |

GCTU has the right to cancel or withdraw a Degree/ Diploma/Certificate awarded a student with retrospective effect if it is proven that the student is liable to any of the following:

(a) Not properly admitted into the University; or

(b) Gains admission falsely or with forged documentation/qualification; or

(c) Impersonated someone else; or

(d) Found guilty of examination malpractice; or

(e) Conducted himself or herself in a manner judged to be incompatible with the status of a holder of the University's Degree/Diploma/Certificate.

### 4.13 Academic Programmes on Offer

The University offers the following Diploma and Bachelor Degree programmes:

**Diploma Programmes – 2 Years**

   **(a)** Diploma in Business Administration (Accounting Option)

   **(b)** Diploma in Business Administration (Marketing Option)

   **(c)** Diploma in Business Administration (Management Option)

   **(d)** Diploma in Public Relations

   **(e)** Diploma in Information Technology

   (f)  Diploma in Computer Science

   **(g)** Diploma in Cyber Security

   **(h)** Diploma in Data Science and Analytics

   **(i)** Diploma in Multimedia Technology

   **(j)** Diploma in Web Application Development

   **(k)** Diploma in Telecommunication Engineering

**Bachelor Degree Programmes – 4 Year / 3 Year /2 Year Top-Ups**

   (a)  BSc. Business Administration (Human Resource Management)

   (b)  BSc. Business Administration (Management)

   (c)  BSc. Business Administration (Accounting Option)

   (d)  BSc. Business Administration (Banking and Finance)

   (e)  BSc. Business Administration (Marketing)

   (f)  BSc. E-Commerce and Marketing Management

   (g)  BSc. Sc. Accounting with Computing

   (h)  BSc. Economics

   (i)  BSc. Procurement and Logistics

   (j)  BSc. Computer Engineering

   (k)  BSc. Telecommunication Engineering

   (l)  BSc. Electrical and Electronics Engineering

   (m) BSc. Mathematics

   (n)  BSc. Information Technology

   (o)  BSc. Networks and Systems Administration

   (p)  BSc. Computer Science

   (q)  BSc. Computer Science (Cyber Security option)

   (r)  BSc. Data Science and Analytics

   (s)  BSc. Software Engineering

   (t)  BSc. Mobile Computing

   (u)  BSc. Information Systems

## 5.0 ADMISSION POLICY

### 5.1 Background

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

### 5.2 Policy Intent

GCTU shall admit students on the basis of academic merit.

### 5.3 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.

### 5.4 Admission Principles

GCTU admission policies are based on the following principles:

(a) 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;

(b) Admission offers are made broadly on merit based on academic achievement and achievements related to particular fields of endeavour; and

(c)  GCTU admits students of any race, gender, nationality and ethnic origin.

### 5.4.1Admission Levels

GCTU has the following admission levels to pursue Undergraduate or Diploma programmes namely:

(a) 4 - Year Degree Programme
(b) 3 - Year Top - Up Degree Programme (Level 200 entry)
(c) 2 - Year Top - Up Degree Programme (Level 300 entry)
(d) 2 - Year Diploma Programme

### 5.4.2 Minimum Admission Requirements for Undergraduate Applicants

The following categories of students are considered for admission:

(a) **Holders of SSSCE**: Credit passes in Core English, core Mathematics, Integrated Science and three (3) elective subjects relevant to the chosen programme with aggregate 24 or better. For Economics, Computing Science and Engineering programmes, the applicant must have a pass in Elective Mathematics. In addition, all engineering students shall be required to have a pass in Physics and Chemistry.

(b) **West Africa Senior Secondary Certificate (WASSCE) Holders:** Credit passes (A1-C6) in core English, core Mathematics, core Science and three (3) elective subjects, with an aggregate score of 36 or better. For Economics, Computer Science and Engineering programmes, the applicant must have a pass in Elective Mathematics. In addition, all engineering students shall be required to have a pass in Physics and Chemistry.

(c) **Advanced Business Certificate Examinations (ABCE) Holders:** Credit passes in five (5) subjects including English Language, Mathematics and Integrated Science in the GBCE or SSSCE and (WASSCE). In addition, the applicant should have passes in five (5) subjects including three compulsory subjects in the diploma option of the ABCE.

(d) **General Certificate of Education (GCE) Holders:** Passes at the GCE Ordinary Level, with at least, credits in five (5) subjects (including English Language, Mathematics and a Science Subject) and three (3) passes at the GCE Advanced Level (A level). Three (3) of the Advanced Level passes must be Grade 'D' or better. A pass in General Paper must also be obtained. For Economics, Computer Science and Engineering related programmes, the applicant must have a pass in Elective Mathematics.

(e) **Mature Applicants:** Must satisfy the following entry requirements:
  (i). Attain a minimum age of twenty-five (25) years by the date of admission;
  (ii). Proof of age with birth certificate or other relevant ID which is at least five (5) years old at the time of application;
  (iii). Applicants may attend a tutorial course on three examinable areas - Mathematics, English Language and General Paper for Humanities and Business applicants and Engineering Mathematics, Physics and English Language for Engineering Applicants;
  (iv). Must pass the Mature Students' Entrance Examinations;
  (v). Successful mature applicants would be placed at Level 100 and Level 300 depending on their academic background;
  (vi). Applicants are expected to pay a fee which will be specified by the University.

(f) **Higher National Diploma (HND):** Applicants with qualifications relevant to the programme of study from a recognised Polytechnic/Technical Universities with at least 2nd Class Lower Division. Such applicants may be admitted to Level 200 or 300.

(g) **Applicants in Possession of University/Tertiary Diploma:** With a Final Grade Point Average (FGPA) of up to 2.49 or CWA of at least 45% from any University accredited by GTEC in programmes relevant to the GCTU's programme being applied for. Applicants must in addition have SSSCE/WASSCE/GCE/GBCE qualifications or University entry requirements.

(h) **International Baccalaureate (IB) / Diploma Applicants** will go through a compulsory three (3) months English proficiency class before starting their programme. The applicants are also required to submit both the original and translated versions of their results slip.

(i) American Grade 12 in relevant area of study.

(j) City & Guilds Technician Diploma / Advanced Diploma in a relevant area of study.

**Note:** Foreign Applicants and all others who have any of the above qualifications or their equivalent from an accredited/recognized institution should be certified by National Accreditation Board.

### 5.4.2   Minimum Admission Requirement for Diploma Programmes

(a) **WASSCE Applicants**: 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 elective courses should be credit passes (A1-C6). A credit pass is required for the relevant elective.

(b) **SSSCE/GBCE Applicants:** 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. A credit pass is required for the relevant elective.

(c) **International Applicants** may be admitted on the basis of qualifications from their home countries for which equivalence shall be determined by the Ghana Tertiary Education Commission (GTEC) and submitted to the University. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries. This is checked through written exams, a verbal interview and certification from an accredited language institution. In addition, Non-English speaking applicants will be asked to attend language classes at GCTU

### 5.4.2 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.

### 5.4.3 Lecture Attendance

A student shall attend all lectures, seminars, workshop and practical sessions prescribed for the courses for which s/he 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 s/he is

enrolled. The University requests that every Faculty member take regular attendance in each scheduled class and report to the Dean of the Faculty any student who is absent from three consecutive meetings of the class (attendance at lectures is compulsory).

The effect of absence 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 absence due to field trips, practicum, religious observance, participation in University athletics, placement interviews for graduating students and illnesses sufficiently serious to be certified by either the University Physician or the student's physician. Any student who is absent from lectures, tutorials and practical classes without proper permission for a total of 10 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.

### 5.4.4 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 academic year (two semesters). An applicant who wishes to defer an offer of admission must write a letter to the Registrar to that effect.

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.

**Note:** Fees must however be paid to the University before deferment.

### 5.4.5 Withdrawal of Admission Offer

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

### 5.4.6 Transfer to Another Programme

Applicants who have received an admission offer into a programme and wish to change to another programme should do so in writing to the Registrar 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.

### 5.4.7 Re-admission of Dismissed/Withdrawn Students

Dismissal from GCTU terminates a student's relationship with the University. A student may withdraw from the University voluntarily or may be officially dismissed or withdrawn due to academic or non-academic reasons.

(a) Voluntary Withdrawal: A student who on voluntary grounds withdraws from a programme may re-apply for admission through a later admission window.

(b) A student who is dismissed on disciplinary grounds (academic/non-academic) will not be considered for admission on a later date.

(c) A student who is withdrawn on academic grounds may re-apply for admission.

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

### 5.4.8 Transfer of Students

A student transferring from a different University to GCTU shall take courses over a study period of at least 4 semesters as a full-time student, and satisfy all the University and Faculty/Department course requirements. Students transferring from GCTU to another University shall be dependent on the regulations of the admitting University.

### 5.5 Independent Study

Independent study is described as an engagement with academic study or field research that is designed to provide GCTU students with the knowledge and experience that they may require in addition to their courses but which may not be available in regular coursework, laboratory or practice especially in the Liberal Arts Department.

To qualify for an independent study, a student must have a very satisfactory academic record and shall request through his/her Dean to take up the Independent Study for non-letter/score-graded credit. A student may request to take up to a total of two courses of Independent Study in his/her entire stay at the university. At GCTU, Independent Study courses are subject to the same rules for registering, dropping and withdrawing courses in each semester.

### 5.6 Online / Distance Learning

Students participating in online courses or distance learning are expected to abide by the same code of conduct as students in a traditional classroom setting. Failure to comply with appropriate standards of conduct may result in the student's withdrawal from the course.

### 5.6.1 Online Examinations

While participating in an online course, students may be required to take exams at one of the GCTU Campuses or a GCTU Authorized Learning Centre (ALC) where those exams will be proctored. Students are expected to arrive on time (30 minutes before the start of any examination) and take exams at the stipulated time.

Additional information can be found in the Centre for Online and Teaching Policy Manual.

### 6.0 PAYMENT OF FEES

A student shall be required to pay all tuition and other charges before the commencement of the academic year. Any tuition and other fees not covered by a scholarship or financial aid are due at registration.

The University operates on a fifty (50%), fifty (50%) percent payment schedule. All continuing students are expected to pay at least fifty percent (50%) of their fees on or before the commencement of a new semester. Payment of the next 50% must be made before the beginning of the Second Semester.

For newly-admitted students, fees must be settled fifty (50%), fifty (50%) percent on or before the designated payment date stated on the letter of admission. Fresh students will not be permitted to register if fees are not settled on or before the due dates in their admission letters.

A student who do not complete their full financial obligations to GCTU will have a "financial hold" placed on their academic record, which will prohibit receipt of a Diploma/Degree, obtaining semester grades or a transcript, and registration for subsequent courses at the University. A student who withdraws from the University or is asked to withdraw for disciplinary reasons or is dismissed by the University, forfeits all rights to the return of tuition and other fees already paid.

### 6.1 Activation of Students' Account

A student is required to register to enable the University activate the student's account. The activation would be done after payment of required fees. Late activation attracts a penalty after the prescribed deadline.

## 6.2 Registration

A student is required to register courses every semester after payment of at least fifty percent (50%) of fees, and all other charges. Failure to comply will result in the student being prevented from writing both mid-semester and final exams.

## 6.3 Students on Scholarship

All students on Government approved scholarships are coordinated from the Office of the Dean of Students. The Dean of Students at the beginning of each semester shall write a memo and attach all students on such scholarships to the Director of Finance to allow the students to register their semester courses.

## 6.4 Penalty for Late Payment

A student who fails to pay his/her fees, or any other charges on schedule, is in violation of the terms of his admission to the University and would pay a penalty communicated by the Director of Finance. Failure to pay the penalty for late payment of fees may attract exclusion from writing examinations, non-issuance of the student's transcripts and certificates, as well as prevention of the student from graduating at the end of his/her programme. These measures are without prejudice to any action the University may take to retrieve such outstanding fees. Students are advised to contact the Director of Finance to discuss any challenges they may face regarding the payment of fees.

## 6.5 Fees Refund Policy

Fees paid are not refundable, however:

(a) A student may apply for the fees paid when the University is unable to run the programme;

(b) A student may apply for excess fees paid upon completion of his or her programme.

**Note:** Hostel fees paid after one (1) semester of re-opening school shall not be refundable


## 7.0 ACADEMIC GUIDELINES

## 7.1 Matriculation

Matriculation is a formal process of entering a University or is a ceremony during which freshly admitted students are officially accepted into a University upon swearing the matriculation oath. The University usually organises the ceremony to formally admit students. The date of matriculation shall be captured on the academic calendar and attendance is compulsory for all freshly admitted students. Students must ensure they sign and submit the matriculation oath for filing as students' record as required by policy.

## 7.2 Academic Calendar

The Academic Calendar gives the roadmap of activities with time-lines for a full academic year. At the beginning of the academic year or semester, the Academic Calendar shall be made available on the University website. Students are expected to visit the website, www.gctu.edu.gh to download and follow strictly the activities in the semester.

## 7.3 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. Students must contact their academic advisors at least two times a semester.

## 7.4 Registration of Courses

For a student to obtain credit in any course, s/he 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 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 (14 days) from the commencement of the registration period and on the prescribed form.

Evidence of prescribed fee payment is a pre-requisite / condition for registration for each semester.

## 7.5 Quality of Teaching and Learning

The University continuously strives to maintain the quality of instruction, improve students' learning experience and promote quality education. One key source of students' feedback on the effectiveness of teaching and learning is through the evaluation of lecturers and courses taught. The Quality Assurance Directorate is mandated to supervise this activity.

All students are encouraged to evaluate each lecturer and the courses registered and studied for the semester. The exercise provides the platform for students to validate the courses registered and make suggestions for improvement before entry into Examination Week. By doing so, students will be able to report any incidence of course duplications and other anomalies which often affect the success of the uploading of examination scores/grades by lecturers.

## 7.5.1 Online Evaluation of Lecturer and Courses

During the last two weeks of lecture to the start of semester examinations, the questionnaire for the evaluation of lecturer and courses taught shall be activated online and students are expected to log

into their Student Information Portal (SIP) to complete the questionnaire. The exercise is for Quality Assurance purposes, hence the University expects that your honest and thoughtful evaluation would help achieve its goals.

Student feedback is anonymous; hence comments cannot be traced to any individual by the lecturer and not even the Quality Assurance Team. The raw data is analysed by the online tools in real time and the statistical results generated for Faculty improvement. Completing the survey will **NOT** in any way affect students' course grade or attract any negative action from the lecturer.

**Note:** The procedures for the Online Lecturer and Courses Evaluation shall be communicated to students by the Quality Assurance and Promotions Directorate.

### 7.6 Withdrawal from Courses

    (a) A student may withdraw from a course for which s/he has registered without incurring the penalty of grade 'F' provided such withdrawal is effected within fourteen (14) days of registration.

    (b) Permission to withdraw must be sought by completing a Withdrawal Form, countersigned by the Head of Department.

    (c) Unauthorized withdrawal will earn an 'F' grade.

        Withdrawals from courses are not approved after the withdrawal deadline except when involuntary (for such reasons as medical incapacity) as judged by the Dean in consultation with the Head of Department. All grades are entered on transcript as "W."

### 7.7 Non-Completion of Course

If for valid reasons (e.g. on health grounds supported by medical report), a student is unable to complete all the prescribed requirements for a course in which s/he is formally registered, s/he may on the recommendation of the Department, be awarded an Incomplete Grade.

The following circumstances do not qualify a student to earn an incomplete grade:

    (a) Failure to earn grade due to non-payment of fees

    (b) Absence from examination without permission

    (c) Travelling out of the country without prior permission

    (d) Failure to take examination(s) except on medical grounds (with supporting documents)

### 7.8 Repetition of Courses

A student may repeat only those courses in which s/he has obtained a grade F. The grade earned for a repeated course will be recorded and used in the computation of the Final Grade Point Average (FGPA) accordingly.

**7.9 Transfer of Credits**

A student enrolled at GCTU who wishes to take courses at another accredited institution of higher teaching and 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).

GCTU accepts Degree students to transfer credits from other accredited Universities. In this case, a minimum of six (6) semesters is required for graduation and the classification of the Degree shall be based on the University courses taken.

**7.10 Deferment of Study Programme**

To defer a course means to suspend the entire programme for an agreed and approved period of time.

A First year student who has been accepted for admission at GCTU and wishes to defer his/her admission for a semester or year shall be required to pay the full fees for the semester or a year. The student on meeting the financial obligations will be issued a deferment approval letter indicating the date on which to resume lectures.

A student who has accepted for admission at GCTU and wishes to defer his/her registration for a semester or a year, may request for deferment by writing to the Registrar through his/her Department and complete a Deferment Form as well.

A student who fails to defer his/her programme of study officially shall be deemed to have abandoned the programme.

**7.11 Interruption of Study Programme**

A student who interrupts his/her studies for more than four (4) continuous semesters (2 years) 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.

**7.12 Pattern of Examination**
  (a) Each course will be examined at the end of the semester for 60% of the total marks.
  (b) Continuous assessment based on class work including practicals, homework and tests will account for 40% of the total marks for the course.
  (c) The examination shall be conducted as prescribed by the Academic Board and executed/ implemented by the Examination Unit of the Academic Affairs Directorate.

(d) Each course shall normally be examined by a written paper of 1-3 hours in addition to which there may be a practical paper and/or an oral examination.

## 7.13 Eligibility for Examination

All students must present themselves for the appropriate examination prescribed by the University as and when the Academic Board deems it necessary.

(a) A student shall attend all such lectures, tutorials, seminars and practicals and undertake all other assignments as approved by the University.

(b) A student who is absent for a cumulative period of 10 days from all lectures, tutorials, practicals and other activities prescribed for any course in any semester without approval shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the semester examination.

(c) A student who does not fulfill the requirements for any course without approval from the Head of Department (HoD) shall not be allowed to take the examination for that course.

(d) Students who have been registered for specific courses shall be deemed to have registered to write examinations in such courses.

(e) A student shall not be admitted to examinations if he/she has not registered for that course, owes fees to the University, has been dismissed, or has been withdrawn or is under suspension from the University.

## 7.14 Academic Standing of Students (Conditional Standing and Dismissal)

## 7.14.1 Academic Probation

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

(a) A $2^{nd}$ and $3^{rd}$ year student on trailing (Grade F) more than four courses at the end of the second semester examination;

(b) A $1^{st}$, $2^{nd}$ and $3^{rd}$ year student on obtaining a CGPA of 1.50 (50%) at the end of the second semester examination;

(c) A student on probation is required to improve his/her performance and be in good academic standing within two semesters, failing which s/he shall repeat the year.

## 7.14.2 Repetition

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

(a) A $2^{nd}$ and $3^{rd}$ year student who obtains CGPA of less than 1.50 (Degree) or less than 1.50 (Diploma) 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;

(b) A student who trails all registered courses as fail (F) in a semester in the case of Departments that offer up to six courses per semester;

(c) A student who trails more than six courses as Incomplete (I) at the end of first semester examination or a total of more than six courses as Incomplete (I) at the end of second semester examination;

(d) A student who qualifies to be placed 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;

(e) A student on deferring his/her programme for one semester.

### 7.14.3 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:

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

(b) A final year student whose performance is such that s/he has to be put on probation for the second time in succession;

(c) A final year student whose GCPA/FCGPA is below 1.50 (Degree) or 1.50 (Diploma) and has to take any course(s) to make up the grade for the award of a degree or diploma.

### 7.14.4 Withdrawals from the University

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

(a) A 1st  year student upon trailing more than four courses at the end of the First semester examination or a total of more than four courses at the end of the second semester examination;

(b) A 1st year student on obtaining a CGPA of 1.50 (Degree) or 1.50 (Diploma) at the end of the second semester examination;

(c) A 2nd or 3rd year student whose performance is such that s/he has to repeat for the second time in the programme;

(d) A repeated student failing to obtain a CGPA/FCGPA of 1.50 (Degree) or 1.50 (Diploma) or above;

(e) 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 through his/her Department as soon as possible. The Registrar should be advised on the expected date of re-enrolment.

To withdraw from the University, a student must initiate the action sequentially as follows:

(a) Obtain a Withdrawal Form from the Registrar's Office;

(b) Complete, sign, and date the form;

(c) Submit the Withdrawal Form to the Head of Department and for onward approval by the Faculty Dean;

(d) Submit the Withdrawal Form to Student Affairs Office for signature;

(e) Submit the Withdrawal Form to Finance Office for signature;

(f) Submit the signed Withdrawal Form back to the Registrar.

If the Withdrawal Form is not properly completed and signed by the Registrar's Office, a refund will not be processed. Kindly notify all loan agencies, or other appropriate agencies of the change of status as student.

The Finance Office will receive a copy of the approved withdrawal form and 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 desires a refund, the student must notify the Finance office in person and furnish a mailing address, if necessary.

**7.14.5 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 Department of the student (or by electronic means with confirmation of the transaction). Dropped courses are removed from class rosters and do not appear on transcripts.

**7.14.6 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 HoD in consultation with the Dean may approve the application for Leave of Absence upon receipt of appropriate documentation for onward approval by the Pro Vice-Chancellor and Vice-Chancellor. Medical leaves are for one year. Military leaves are renewed up to one year. Academic status is the same upon return provided that appropriate programs and courses are offered or can be substituted. Medical clearance is required for Dean's approval for return.

**7.14.7 Dismissal**

A student will be dismissed from the University when his/her semester GPA/CGPA falls below the minimum pass mark of 1.50 (Degree) or 1.50 (Diploma) standard for two (2) consecutive semesters.

**7.14.8 Readmission**

Provided a student is not dismissed or rusticated from the University on disciplinary grounds, each Department shall grant readmission to students in accordance with policies and procedures specified by the Academic Board.

**7.15 Basic Standards of Academic Integrity**

All students are required to adhere to the University's standards of academic integrity. The following types of behaviour are unacceptable and therefore punishable:

**7.15.1 Cheating**

Using unauthorised 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.

**7.15.2 Plagiarism**

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

**7.15.3 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.

**7.15.4 Obtaining an Unfair Advantage**

Obtaining an unfair advantage through the following means:

    (a) Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorised by the instructor;

    (b) Stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use;

    (c) Unauthorised 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;

(f) Undertaking any activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work;

(g) Aiding and abetting academic dishonesty;

(h) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above;

(i) Providing false information in connection with any inquiry regarding academic integrity.

### 7.15.5 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.

### 7.15.6 Unauthorized Access to Computerized Academic or Administrative Records or Systems

Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorised access, or interfering with the use or availability of computer systems or information.

### 7.16 Sanctions for Breach of Basic Standards of Academic Integrity

The following sanctions or any other measures, as determined by GCTU authorities, will be applicable for any breach.

### 16.1.1 Cheating

(a) Letter of warning or reprimand

(b) Withholding of award for a period determinable by GCTU authorities

(c) Withdrawal of award for a period determinable by GCTU authorities

(d) Withholding results for a period determinable by GCTU authorities

(e) Cancellation of paper or loss of grade

(f) Suspension or dismissal from GCTU, depending on the gravity of the offence.

(g) Other forms of sanctions, prescribed by the GCTU authorities

### 16.1.2 Plagiarism

(a) Letter of warning or reprimand

(b) Withholding of award for a period determinable by GCTU authorities

(c) Withdrawal of award for a period determinable by GCTU authorities

(d) Withholding results for a period determinable by GCTU authorities

(e) Cancellation of paper or loss of grade

(f) Suspension or dismissal from GCTU, depending on the gravity of the offence.

(g) Other forms of sanctions, prescribed by the GCTU authorities

### 16.1.3 Fabrication

(a) Letter of warning or reprimand

(b) Withdrawal of admission indefinitely

(c) Withholding of award for a period determinable by GCTU authorities

(d) Withdrawal of award for a period determinable by GCTU authorities

(e) Withholding results for a period determinable by GCTU authorities

(f) Suspension or dismissal from GCTU, depending on the gravity of the offence.

(g) Other forms of sanctions, prescribed by the GCTU authorities.

### 16.1.4 Obtaining an Unfair Advantage

(a) Letter of warning or reprimand

(b) Refund/Replacement/Return of the stolen item (s)

(c) A fine determinable by GCTU authorities.

(d) Withholding of award for a period determinable by GCTU authorities

(e) Withdrawal of award for a period determinable by GCTU authorities

(f) Withholding results for a period determinable by GCTU authorities

(g) Cancellation of paper or loss of grade

(h) Suspension or dismissal from GCTU, depending on the gravity of the offence.

(i) Other forms of sanctions, prescribed by the GCTU authorities.

### 16.1.5 Falsification of Records and Official Documents

(a) Letter of warning or reprimand (depending on the nature and gravity of the offence)

(b) Withholding of award for a period determinable by GCTU authorities

(c) Withdrawal of award for a period determinable by GCTU authorities

(d) Withholding results for a period determinable by GCTU authorities

(e) Cancellation of paper or loss of grade

(f) Suspension or dismissal from GCTU, depending on the gravity of the offence.

(g) Other forms of sanctions, prescribed by the GCTU authorities

### 16.1.6 Unauthorized Access to Computerized Academic or Administrative Records or Systems

(a) Letter of warning or reprimand depending on the nature of the offence

(b) Withholding of award for a period determinable by GCTU authorities

(c) Withdrawal of award for a period determinable by GCTU authorities

(d) Withholding results for a period determinable by GCTU authorities

(e) Suspension or dismissal from GCTU, depending on the gravity of the offence.

(h) Other forms of sanctions, prescribed by the GCTU authorities

### 7.17 Internship/Industrial Training

In adherence to the provisions in GCTU Internship Policy, specifically Sections 6.0 (6.1) and 7.2, it is mandatory for all Bachelor Degree students, upon reaching level 300 to dedicate their long vacation to engage in an Industrial Internship for a minimum period of six (6) weeks. Diploma Students on the other are required to embark on their industrial internship in the first year. Students can request internship letters from their respective faculties/departments to enable them search for suitable placements where they intend to undertake the exercise. Moreover, students are encouraged to download the Industrial Internship Policy from the University website to access detailed information about the programme.

Industrial internship or training forms part of the requirements for Graduation and it is aimed at ensuring that students have some practical experience in organisations that would enable them appreciate better the concepts and theories they have learnt in the classroom.

### 8.0 FINAL ASSESSMENT AND AWARD

(a) The Final Award and the Class of Degree or Diploma shall be based on the Final Cumulative Grade Point Average (FCGPA) obtained by each candidate in all prescribed courses and approved electives taken at GCTU or any other approved University provided such courses are not repeated.

(b) A student who has satisfactorily completed all requirements associated with the programme and obtains at least an overall CGPA of 1.50 for Degree and 1.50 for Diploma shall be awarded accordingly.

### 8.1 Release of Examination Results

(a) At the end of each semester, the Examinations Committee shall make recommendations on the examination results for approval by the Academic Board. The Registrar shall publish the results online soon after approval.

(b) The final results of candidates for the award of a Degree/Diploma shall be published by the Registrar soon after they have been approved by the Academic Board.

## 8.2 Re-Sit Examination

A student who is awarded grade 'F' (Fail) in a course shall be required to re-sit the paper on a date that is determined by the Academic Board of the University. 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 before they will be allowed to write the paper(s).

Students with failed grades in Level 100 courses shall be required to write them before progressing to the third year. Similarly, Level 300 or (3rd year) students shall be required to re-sit all failed courses at Levels 100 and 200 before they progress to Level 400.

Special re-sit examinations shall be organized for a final year student who fails in not more than 4 papers at the end of his/her last semester to enable him/her graduate. A final year student who obtains grade 'F' in more than 4 courses in the last semester of the programme shall be made to repeat that semester. Students who obtain grades A, B, C and D shall not be allowed to register to re-sit those papers. Tutorial classes shall be organized for students for the Re-Sit Examination. Such special Re-Sit Examinations shall be conducted within a month after the publication of results as determined by the Academic Board.

## 8.3 Cancellation

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

(a) Candidate has entered the University with false qualifications;

(b) A candidate has impersonated someone else;

(c) A candidate has been guilty of an examination malpractice for which a grade 'Z' would have been awarded;

(d) That there are other reasons that would have led to the withholding of confirmation of the award by the University in the first place.

## 8.4 Transcripts of Academic Records

Copies of Academic Transcripts can be requested by students at a fee through the Academic Affairs Directorate. A transcript includes only the academic record accumulated by the student at the University. Adequate advance notice is required for transcript processing. No transcript will be released to anyone who has failed to meet all of his/her financial obligations to the University.

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.

## 9.0 STUDENT RECORDS AND EXAMINATIONS

### 9.1 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.

### 9.1.1 Names of Junior Members

For the purposes of the University, Junior Members shall be known only by the names on their entry certificates and same shall be on the Application Form and in the Register of Matriculation. The name of the student shall be in the order of first name, middle name(s) and surname.

### 9.1.2 Change of Name

The Institutional Policy of GCTU does not permit or accept requests to change or amend names on students' records. However, female students due to marriage, may be allowed to change their last name through swearing an affidavit and gazette of name. The University can only change the last name on records of such female students if the gazette document is presented in an application to the Registrar. No abbreviation of names is accepted.

### 9.2 Examinations

The Academic Board determines when examinations take place and students are obliged to write examinations at the scheduled periods and designated examination halls.

### 9.1.2 Examination Rules

Candidates 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 Time-Table. It shall be the duty of the candidate to read the Time-Table to ascertain the date and venue of each paper. It shall be the responsibility of a candidate to locate an examination venue and transport himself/herself to the venue. All candidates 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. S/he has not followed the approved course as a regular student over the required period;

ii. S/he owes fees to the University;

iii. S/he is under suspension or has been rusticated from the University;

iv. It shall be the candidate's responsibility to provide for himself/herself the required writing materials (pen, pencils, eraser, etc.). It is also his/her responsibility to ensure that S/he is given the right question paper and other material(s) needed for the examination.

(c) 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. Any candidate who is suspected of hiding any unauthorized material on him/her or at any place near the Exam Hall may be asked by the invigilator to submit that material to a search/check.

(d) A candidate who completes an examination ahead of time (not less than 30 minutes) may leave the Examination Centre after submitting his/her answer booklet(s), supplementary sheets, graph sheet and any other material to the invigilator. 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.

(e) All candidates shall, for the purpose of identification by the invigilator, be asked to produce their 'Identity Cards' for inspection. All candidates are therefore required to carry their ID Cards to the examination halls.

(f) Candidates 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 him/her any unauthorized material. A candidate who is allowed to leave the examination room temporarily shall be accompanied by an attendant designated by the invigilator.

(g) 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 Time-Table;

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.

(h) 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.

(i) Candidates must obey all instructions given by the invigilators.

(j) During examinations, candidates 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.

(k) Candidates must read all instructions on question papers before commencement of examination.

(l) Candidates should take note of the following rules before entry or whilst in the examination hall:

(i).     It is a Candidate's responsibility to check that S/he has been given the correct question paper.  If there is any doubt, a candidate should inform an invigilator immediately;

(ii).    Candidates 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;

(iii).   There should be no verbal or written communication between candidates in the Examination Hall;

(iv).   Taking mobile phones along to the examination hall is prohibited;

(v).    Only general purpose calculators or non-programmable scientific calculators are permitted in the examination hall;

(vi).   Candidates must clearly write their personal details on each answer booklet and on any supplementary sheet used. All items forming part of their work must be securely attached to the answer booklet (with the treasury tags provided) unless otherwise instructed by the invigilator;

(vii).  Candidates must write the name of the subject lecturer, the correct course title and code on the answer booklet;

(viii). Candidates must write their answers legibly; examiners cannot mark what they cannot read;

(ix).   Candidates must not tear out pages or parts of pages of answer booklets;

(x).    Rough work and all calculations 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. Candidates are not allowed to take answer papers out of the examination hall;

(xi). Candidates who need to take medication during an examination should inform the senior invigilator before the start of the exam;

(xii). No candidate may leave the examination room during the first 30 minutes or final 15 minutes of an examination except with the permission of an invigilator;

(xiii). Candidates who have handed their completed scripts to an invigilator and have left the examination room will not be re-admitted under any circumstances into exam halls;

(xiv). Candidates must stop work when instructed to do so by the senior invigilator. In the event of a fire alarm or other emergency situation requiring evacuation from the examination venue, the invigilators will tell candidates to leave all examination materials on the desks, leave the room in an orderly way and assemble at a designated point outside;

(xv). Candidates shall be required to deposit all valuable items to 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.

### 9.2.2 Classification of Examination Malpractices/Offences

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

(a) Physical possession of unauthorized materials likely to be used in the examinations;

(b) Copying from prepared notes in or out of the Examination Hall;

(c) Candidates found with notes on their body;

(d) 'Giraffing' or looking over one's shoulders in order to cheat;

(e) Talking to another or other candidates;

(f) Tampering with answer booklets in an attempt to cheat;

(g) Impersonation;

(h) Disturbing or distracting other candidates during an examination (e.g.) whispering, possession and /or use of mobile phones, etc.;

(i) Writing after stoppage time has been announced;

(j) Exchange of question papers or answer booklets;

(k) Placing script (s) at a vantage point to enable a friend to copy;

(l) Challenging or struggling with the invigilator (s) in the examination hall over alleged examination malpractice;

(m) Destroying materials which could assist in investigations into examination malpractice;

(n) Unauthorized borrowing of rulers, calculators, erasers, etc.;

(o) Failure to write a registration number or defacing answer booklets to hide registration numbers.

### 9.2.3 Sanctions for Examination Malpractice

The Chief Invigilator shall report any instance of a breach of examination regulation to the Head of Examinations of the Academic Affairs Directorate as soon as practicable. The Academic Disciplinary Committee at the hearing shall review all reports received in connection with an examination malpractice or offence and apply appropriate sanctions;

Depending on the gravity of any of the offence(s) listed above, the Academic Disciplinary Committee shall discretionarily recommend one or a combination of the following sanctions:

(a) Warning letter;

(b) Signing a Bond of Good Behaviour;

(c) Cancellation of the paper(s) in which the malpractice occurred;

(d) One year suspension;

(e) Rustication/outright expulsion.

### 9.2.4 Checking Examination Results

It is the responsibility of the candidate to consult the University's electronic portal *https://gctusip.gctu.edu.gh/#/* for results of any examinations taken. In addition to this, the University shall inform students of the procedure for checking their results using a unique student's ID and password.

### 9.3 Grade Request Appeal and Change Policy

Grades submitted by lecturers are generally considered permanent and final; but there are circumstances in which a change in grade may be requested. The change of grade regulation defines the process and criteria by 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(s).

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the lecturer.

### 9.6 Policy on Re-marking of Examination Scripts

Candidates may apply for re-marking of their examination scripts 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 Faculty Examination Committee, 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 shall be reviewed annually by the Academic Board.

It is important to note that application for re-marking can be effected only after the candidate concerned has reported officially to the Head of Department and Dean of Faculty .

## 10.0 ASSESSMENT AND THE GRADING SYSTEMS

The performance of students 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 University uses the Grade Point Average (GPA) system in computing students' class of award. The Grade Point Average (GPA) for the first/each semester and the Cumulated Grade Point Average (CGPA) is computed for two (2) or more semesters. On completing all courses under the programme, the final classification of the award is expressed as the Final Cumulative Grade Point Average (FCGPA) or overall Grade Point Average (FGPA).

### 10.1 Assessment and Grading Scale

Students are graded using letter grades each of which corresponds to a numerical value called a Quality Point (GP) or Grade Point (GP) as follows:

| 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 |

**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 S/he misses one or more component (s) of the assessment.

**Disqualified:** A grade **Z** is assigned to a student who has been identified and found guilty of engaging in examination malpractice. This signifies that the student's academic performance in the specific examination or course is nullified due to the breach of academic honesty.

## 10.2 Classification of Final Awards – Class Designations

The classification of final awards is based on the value of the Final Grade Point Average (FGPA) or the Final Cumulative Grade Point (FCGPA). The computation of semester by semester GPAs and CGPAs leading to the determination of the final award is presented *(Appendix I).*

### 10.2.1 Classes for Bachelor's Degree Programmes

| Degree Classes (Degree Programmes) | Range Of FCGPA/Final CGPA |
|---|---|
| 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 | Below 1.50 |

### 10.2.2 Classes for Diploma Programmes

| Diploma Classes (Diploma Programmes) | Range Of FCGPA/Final CGPA |
|---|---|
| Distinction | 3.60 – 4.0 |
| Credit | 2.50 - 3.59 |
| Pass | 1.50 - 2.49 |
| Fail | Below 1.50 |

### 10.2.3 Final Awards (Diploma and Degree Programmes)

A student who is admitted into, a Degree/Diploma to be awarded by the University shall follow the Final Grade Point Average (FGPA) system. The classifications of the awards for Diploma and Degree programmes are presented under sections 10.2.1 (Table) and 10.2.2 (Table) above respectively. Students upon completion, passing and achieving their respective CGPAs/FCGPAs shall be awarded with the class obtained. Refer to *Appendix I* for computation of semester by semester GPAs and CGPAs.

## 10.3 The Valedictorian

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 Final Grade Point Average (FGPA) for the graduating cohort. The Valedictorian shall be required to prepare his/her speech and submit same to the Registrar's Office for proof reading before the Graduation Day.

**10.4 Award of Posthumous Diploma/Degree**

The University shall award a deceased student his/her degree posthumously provided such student 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.

## 11.0 LIBRARY SERVICES

A library system in any academic institution is to facilitate scholarship, research and development based on the utilization of knowledge. The library system is an integral part of the educational process. The library is a very essential component of the intellectual life of the university. Finally, the library is the 'heart' of the learning community, providing a place for students and faculty to do their research and advance their knowledge.

The GCTU Library offers the following services

    (a) Reference

    (b) Circulation

    (c) Reprographic

**11.1 Reference Services**

Ask a librarian:

    (a) For any information about the processes in the library;

    (b) How to locate needed materials; and

    (c) How to do research for any kind of assignment.

**11.2 Circulation Services**

Circulation is the process of lending and/or borrowing of library materials, their return, recall, renewals, reservations and related activities.

**11.3 Reprographic Services**

The library also undertakes reprographic services for students at a reduced cost.

**11.4 Eligibility**

(a) For a patron/user to qualify to borrow materials, S/he must be registered and have a valid GCTU ID card.

(b) Materials cannot be checked out until a GCTU card is issued.

(c) Patrons other than GCTU students and staff will not be allowed to borrow materials, they may however use the library for reference services only.

(d) All patrons are expected to bring their cards with them if they intend to check out items. An individual who ignores this expectation will be denied the privilege of checking out materials until S/he presents his/her card at the library.

**11.5 Loan Periods**

(a) A student may borrow a maximum of two books at a time for two weeks.

(b) Generally, reference books do not circulate. Upon special arrangement, some reference materials may be checked out overnight.

(c) Books may be renewed once if there is not a waiting list for the title.

(d) Periodicals do not circulate.

(e) One week for cassettes, audio books, and compact discs.

The librarian may establish the loan period for special collections or materials which are temporarily in great demand.

**11.6 Renewals**

Renewal requests are accepted for most books on the open shelves

(a) Renewals are granted unless the item has been recalled, is needed for reserves or has not been requested by another reader.

(b) Overdue materials are not renewable.

(c) Length of renewal depends upon the status of the borrower and type of material.

(d) This period is the same as the charge out date.

**11.7 Recall**

All library materials are subject to recall

(a) After two weeks for faculty members

(b) One week for students.

(c) Materials needed for course reserves may be recalled at any time.

(d) Failure to return a recalled item will result in a:

   i.    minimum fine of GH¢5.00 per day per book for the first week then GH¢2.00 per day per book after the first week

ii. suspension of borrowing privileges

## 11.8 Reserves

Materials on reserve are those purposefully separated from the general collection:

(a) At the request of a lecturer

(b) Because the copies of the particular title are few in number and/or

(c) Titles that are crucial to courses offered but are out of print

Reserve materials just like reference materials do not circulate, they are signed for, used in the library and returned to library staff after use.

## 11.9 Fines and Charges

Borrowers will be fined for not returning borrowed materials on the due dates.

(a) Fines are as stated on the table below

(b) Fines are subject to upward review anytime necessary.

| Status | Loan Period | Borrowing Limit | Fine (Overdue) |
|---|---|---|---|
| Faculty | Four Weeks | 4 Books | |
| Graduate student | Four Weeks | 4 Books | GH¢5.00 a day per book |
| Graduate student | Two Weeks | 2 Books | GH¢5.00 a day per book |
| Undergraduate student | Two Weeks | 2 Books | GH¢5.00 a day per book |
| GCTU staff | Two Weeks | 2 Books | GH¢5.00 a day per book |
| General public | Reference only | | |

In addition to a fine, failure to respond to requests for the return of overdue materials will lead to suspension of library borrowing privileges for a period determined by the library committee.

## 11.10 Journals

Journals/Magazines do not circulate and therefore are not to be taken out of the library.

## 11.12. Damaged or Lost Materials

(a) Lost material should be promptly reported to the Circulation Desk.

(b) Borrowers losing or failing to return material, or returning material in damaged condition are subject to the following charges:

i. A charge for a replacement copy and processing;

ii. A clean copy of the same edition of the lost book may be accepted in lieu of the replacement cost, but the borrower will still be subject to the cost of processing;

iii. If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron/user must pay the replacement cost and a processing fee. A notice of these charges will be sent to the borrower.

**11.13 Reference Service**

The GCTU Library:

(a) Provides information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence.

(b) Assists patrons in the use of the Library and teaches basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone).

(c) provides bibliographic verification of items both in the Library and ones not owned by the Library and will assist patrons in obtaining materials through interlibrary loans, when appropriate.

(d) may refer library users to other agencies and libraries in pursuit of needed information.

**11.14 Basic Library Rules**

(a) Bags and other personal belongings as determined by library security are to be left at the security check point on entering the library.

(b) Patrons are not to shelve books. All used materials should be left on the tables for the library staff to shelve.

(c) Smoking is not permitted in the Library,

(d) Food or drink is not to be brought into the Library or consumed there, except bottled water,

(e) Due to the limited study space in the library, study space cannot be reserved.

(f) Books and personal belongings left unattended to be done at the risk of the owner.

**11.15 Theft and/or Attempted Theft, Misappropriation of Library Materials**

The University considers theft, misappropriation, mutilation, or tampering with library materials, equipment or property by any user to be a serious offence.

Theft and /or attempted theft, misappropriation or mutilation of library materials include:

(a) Unauthorized removal of materials from the library;

(b) Falsification of circulation records by willful use of a wrong ID card;

(c) Deliberate misplacement of library material;

(d) The mutilation of books, journals or other library materials;

(e) Tampering with library data files or computer programmes.

Removal of any material from the Library must therefore be properly authorized. All readers leaving the Library must show at the exit point all books, periodicals, and other library material  in

their possession and may be required to open for inspection any receptacle carried out of the Library.

### 11.15.1 Warnings

The Internet is a decentralized, un-moderated global network; the GCTU Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

### 11.15.2 Guidelines

(a) Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs

(b) Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals

(c) Internet use is offered in one (1) hour sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for one hour the user must suspend use of the Internet if another patron requests use of the service

(d) Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes

(e) Users will respect the rights and privacy of others by not accessing private files

(f) Users agree not to incur any costs for the library through their use of the Internet service

(g) Users shall not create and/or distribute computer viruses over the Internet

(h) Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

### 11.15.3 Sanctions

Commiters  of any of these offences will be:

(a) Liable to suspension of the privilege of access to library facilities;

(b) Legal action and/or other penalties sanctioned by the Library Committee.

(c) Additional sanctions include:

     i.     Publishing the offence with the picture of the student involved; and

     ii.    Pasting the publication on all notice boards in the University as well as within the library premises.

## 11.16 General Rules and Regulations for Everyday Use of the Library

The use of the library is conditional on observance of the following rules and regulations:

(a) Users must comply with these and with any reasonable request or instruction issued by library staff. Any one failing to do so may be excluded from the library. The librarian reserves the right to refer any breaches of the rules and regulations or improper behaviour towards library staff for consideration within the terms of the appropriate university disciplinary procedures;

(b) Access to the university library is restricted to staff and students of the university who are in possession of a current valid identification card issued by the university college and to such other persons as may be authorized by the Librarian;

(c) The library shall not be used as a substitute for an office or business activity. Users must produce university ID cards to use the library;

(d) Silence is to be strictly observed. Users shall not harass or annoy others through noisy or distractive activities;

(e) Discussions, noise-making, sleeping and loitering are not allowed in the library;

(f) Smoking and the consumption of food and drink (with the exception of bottled water) are not allowed in the library;

(g) The University Librarian has the right to suspend anyone who does not follow the library rules.   Library computers are provided for course– related resources;

(h) Time limits apply on library computers and will be enforced;

(i) Users must not prepare, store, display or transmit pornographic or offensive material, print or distribute slanderous, libelous or knowingly untruthful information or material of an illegal nature;

(j) Deliberately or negligently interfering with the operation or performance of computers by physically damaging or adjusting the equipment is prohibited;

(k) The deletion, addition or modification of files relevant to the system's operation, including the introduction of viruses or other software components, is also prohibited.  Disciplinary procedures shall be taken against anyone caught in these acts;

(l) The librarian has the right to sanction any user who plays games, chats, views entertainment, pornography, etc. on the internet;

(m) Computers are not for commercial use and the internet is for academic enquiries only;

(n) Visiting pornographic sites on the internet is an offence in Ghana Technology University College

(o) Cell phone ringers should be kept on silent mode, and calls must be received outside;

(p) Users should declare their laptops and other valuables at the security check point before proceeding to use the library. Users who leave their laptops etc. unattended to in the library do so at their own risk;

(q) Photography, filming, video-taping and audio-taping is not allowed without the prior permission of the Librarian;

(r) Users must not deface, mark or underline books or journals, or must not tear pages from, or otherwise damage, steal books, journals or other library materials;

(s) Fines are charged on overdue items. Users are responsible for materials borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge;

(t) The award of a university qualification shall be deferred until all books have been returned and outstanding fines/charges paid;

(u) The library reserves the right to check bags, , folders, and any other  other belongings of users and to conduct body searches as well. By entering the library, one is consenting to the examination or check;

(v) Patrons are not to shelve books. All used materials should be left on the tables for the library staff to shelve;

(w) Laptops should not be left unattended to in the library or in the care of the security. Anybody who does so, does it at his/her own risk. The library staff are not responsible for the safety of patrons' personal items;

(x) Declare the content of your bags and belongings to the security before leaving it with him;

(y) Do not tag your own bag. It is the duty of the security to do it for you so please demand it. Without the second pair of the tag you cannot get your bag back;

(z) Do not go for your bag of your own accord when you want to leave the library. Please wait for the security to give it back to you.

## 11.16 Library Working Hours

The working hours in the library are as follows:

Mondays – Fridays:     8:30am – 8:00pm

Saturdays:                   9:00am – 4:00pm

## 11.17 Channel of Complaints

(a) Users with complains about other users can talk to any of the library assistants.

(b) On the other hand if the complaint is about any of the assistants, or about the non-functioning of any of the library systems and services, it should be made to the librarian.

## 11.18 Exiting Policy

All students are required to clear their library accounts with the librarian before graduating from or leaving the University.

## 12.0 INCLUSIVE POLICY

GCTU is very committed to upholding the fundamental human rights and dignity of its students. To this end, the University does not discriminate on the basis of race, colour, sex, religion, disability, nationality and age in its admission, examination and administrative procedures. All academic and administrative decisions of the University are taken on the basis of laid down approved procedures in consonance with national and international rules and regulations.

## 13.0 OFFICE OF THE DEAN OF STUDENT AFFAIRS (ODSA)

The Office of the Dean of Student Affairs unit is responsible for the welfare and discipline of students in the university. The Office of the Dean of Student Affairs (ODSA) shall be responsible for:

(a) Counselling and placement of students;

(b) Provision of chaplaincy services through the Chaplaincy Board to students and other members of the University;

(c) Resolution of conflict between students and halls and hostels of residence as well as conflicts involving students outside of halls and hostels;

(d) Making representations to the University about ways of enhancing the quality of students' life;

(e) Ensuring the maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their university experience;

(f) Ensuring the orderly organisation of student activities within the university;

(g) Providing leadership to all bodies and activities that promote the well-being of students of the University including the Students' Representative Council (SRC), the GCTU branch of the Graduate Students Association of Ghana (GRASAG), and the Counselling Unit;

(h) Overseeing the management of dues and other levies collected by the Students' Representative Council (SRC) and the GCTU branch of Graduate Students Association of Ghana (GRASAG) from students or on behalf of students;

(i) Overseeing the formation of students associations;

(j) Working with student groups and the Sports Unit in developing extra-curricular programmes and activities of the university;

(k) Coordinating with universitygroups and associations to encourage the participation of students in the activities that promote personal growth and development of students;

(l) Encouraging the development of a student culture that encourages exercise of leadership, respect for diversity and the traditions of the University, and responsibility for personal actions;

(m) Ensuring that any disciplinary actions imposed on any student(s) by the recognized authority of the University are complied with; and

(n) Giving permission to students to go on protest marches and demonstrations whether within or outside the University.

## 13.1 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 behavior including; violence, assault, intimidation, drug abuse, indecent exposure, sexual abuse and harassment are prohibited. 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 are frowned upon by the University. 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 enrolment, be required to access the Student Handbook.

## 13.2 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 slippers are not allowed at lecture halls and formal events. Students should be modest in their choice of attire, not limited to professional wear, 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.

### 13.3 Drug Abuse

GCTU has established and maintained an academic environment that promotes safe and healthy conditions for student's 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.

### 13.4 Sexual Misconduct

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:

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

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

(c) Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating or hostile educational environment; and

(d) 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 offences, 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: letter of warning, probation, suspension, dismissal, and/or 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) Dean of the Faculty in which he or she is enrolled; or

(b) Dean of Student Affairs; or

(c) Counselor.

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.

### 13.5 Staff/Student Relationships

A staff by this policy, means employees of the University, academic and non-academic. 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.

### 13.6 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 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.

### 13.7 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.

### 13.8 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.

**13.9 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:

**13.9.1 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.

**13.9.2 Hearing Stage**

(a) 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.

(b) The committee will conclude based on evidence before it and submit its report to Management of the University for consideration and final action.

(c) The outcome of the process will be communicated to the student in writing.

(d) A student appearing before the disciplinary committee may have right to a counsel if need be.

**13.9.3 Post -Hearing Stage**

(a) 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.

(b) 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.

**13.10 Organising Public Functions Within/ Outside the University**

Recognized Student groups that wish to organize any public function within or outside the University must obtain prior permission from the Dean of Student Affairs at least ten (10) working days before the function takes place. Names and description of lecturers, speakers, or performers at the function should also be communicated to the Dean of Student Affairs.

**13.11 Use of Facilities**

Student groups who wish to use GCTU facilities must seek approval through the Office of Student Affairs.

### 13.12 Processions and Demonstrations

GCTU does not encourage any demonstrations, strikes or any such acts whatsoever. For this reason, the Student Affairs Unit is always open to hold regular meetings with the students as often as possible. These meetings aim to address all issues to avoid potentially explosive situations. However, if students still want to embark on demonstration, approval must be sort from the Dean of Student Affairs before embarking on the said demonstration.

### 13.13 Publications

The Dean of Student Affairs will be informed of any intention to produce a student publication within the university and approval in writing shall be obtained for such a publication.

### 13.14 Internal and external fund raising

Permission to solicit for money other than for club subscriptions must be obtained from the Dean of Student Affairs.

### 13.15 Student Support Services

GCTU strives to offer students academic, vocational, emotional, and disability support. The University provides students with learning opportunities that develop skills and competencies that enrich students' educational experiences and assists them as they strive to achieve academic excellence.

The following are key areas in which the University, through the Office of the Dean of Student Affairs (ODSA) provides support to students:

### 13.15.1 Student Requests

Students (past or continuing) requests are processed on behalf of the Registrar by the relevant offices indicated as follows:

| S/N | Students Requests | Responsible Office/Centre |
|-----|-------------------|---------------------------|
| 1 | Students' Transcript of Records | Academic Affairs Directorate – Records Unit |
| 2 | Change of Session | Academic Affairs Directorate – Records Unit |
| 3 | Transfer of Programme | Academic Affairs Directorate – Records Unit |
| 4 | Letter of Attestation | Academic Affairs Directorate – Teaching & Exams Department |
| 5 | Verification Letter | Academic Affairs Directorate – Teaching & Exams Department |
| 6 | Authentication of Certificate | Academic Affairs Directorate – Teaching & Exams Department |
| 7 | Letter of Introduction (Visa) | Student Affairs Office |
| 8 | Letter of Introduction (Express) | Student Affairs Office |
| 9 | Letter of Introduction | Student Affairs Office |
| 10 | Internship Letter | Relevant Departments/Industrial Liaison Office |
| 11 | English Proficiency | University Relations/Language Centre |
| 12 | Letters of Resident Permit (free) | Office of Student Affairs/University Relations |
| 13 | Renewal of Resident Permit (free) | Office of Student Affairs/University Relations |

### 13.15.2 Request Procedures

Students can request for the above service(s) at an administrative charge as follows:

a. Obtain and complete Request Form or appropriate form from your department or faculty;

b. Proceed to pay the applicable fee at the bank and present the deposit slip at the Account Office;

c. Return the completed Request Form with receipt and copy your department or faculty for onward delivery to the relevant offices for processing;

d. Collect the documents within 5 working days (if not express) by showing an appropriate ID.

**Note:**

1. 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.

2. Students requesting for deferment (programme/admission), resumption, change of session, transfer of programme and change of programme are required write a letter addressed to the Registrar in addition to filling of relevant forms for approval or otherwise.

### 13.16 Student Housing

GCTU provides hostel facilities to students who may require accommodation. Hostel rooms are allocated on first come, first served basis. Students who require hostel accommodation should contact the Student Affairs Office for assistance.

Mindful of the challenges international students face when they arrive in Ghana to study, and of the need to address these challenges, the University gives priority to international students in the allocation of student housing. This request should be made not more than five (5) working days after receipt of their admission letter.

### 13.17 Food Services on Campus

There are food vendors in and around the campuses where students can buy food.

### 13.18 Health Services

GCTU believes in the direct relationship between good health and academic excellence. In this regard, the University has a well stocked Infirmary operated by GTI Health Care with 16 hour service facilities for all students. Emergency cases are referred to recognized hospitals/medical centers for treatment.

All students are required to register with the National Health Insurance Scheme and have the card in their possession at all times. As part of the admission process, students are required to undergo a medical examination which is arranged by the school.

**Working Hours**

Monday to Friday: 8:00 am – 5:00 pm.

**13.19 Counseling**

Students are encouraged to contact the Student Affairs Office for referral regarding all counseling needs. Students are eligible to receive counseling services at no charge. Group counseling is offered on pertinent issues to all students.  All counseling records are confidential.

**13.20 Identification Cards (ID)**

All admitted students are issued ID cards which they must carry at all times on campus. Students are required to present their ID cards when requested by an official of the University. The ODSA works with the Information Communication Technology Directorate (ICTD) to ensure that students are issued their ID cards.  Lost ID cards are also replaced at a fee.

**13.21 Career Counseling**

The Student Affairs unit runs Career Counseling periodically to expose students to the range of career options in their chosen fields of study.

**13.22 Internships and Job Placement**

The Office of Students Affairs with the support of Industrial Liaison Office may assist students for internship and job placement through its annual Career Information shop. The office also assists students to write marketable Curriculum Vitae (CV) and with preparation for job placements.

**13.23 Study Abroad**

Studying abroad is an important aspect of gaining a degree at Ghana Communication Technology University and something that is valued highly. Whether you will be studying or working in Ghana or beyond, your study abroad period will be a positive addition to your CV.  This is an opportunity to see more of the world, to become a global citizen, and to gain a new perspective on issues, skills and experience.

The Office of International Affairs (OIA) works with students to ensure the success of the programme. For transnational education of the OIA, refer to the Transnational Education Policy of the University.

**13.24 Correspondence Service**

This service disseminates general information to students from a database. Students are required to contact the Information Communication Technology Directorate (ICTD) to have their e-mail accounts activated.

**13.25 Campus Employment**

GCTU may provide on-campus employment to students during the semester and long vacation periods. In order not to interfere with their studies, students are permitted to work up to a maximum of twenty (20) hours per week during the semester period and forty (40) hours during vacation periods.

**13.26 Student Loan Trust Fund Office**

GCTU management has provided an office for Staff of the Student Loan Trust Fund. This is to give our students easy access to information and to fast track their application process.

**13.27 Student Representative Council (SRC)**

The SRC exists to serve as a medium of  expression between students and the University Administration. The constitution of the SRC and all group constitutions are subject to the University Handbook, Policies, Statutes and the Constitution of Ghana. All activities of groups must be channeled through the SRC to student Affairs subject to the approval of Dean/Student Affairs.

**13.28 Student Groups**

The Office of Dean of Students' Affairs (ODSA) encourages students to organize and participate in group activities intended to promote leadership training, social growth, and community service as well as encourage continuous education. Students who intend forming a group should propose through the SRC to the Student Affairs Office for consideration.

**13.29 Invitation of External Visitors**

Students are encourage to engage external stakeholders but must do so with prior information and approval from the Dean of Students' office.

**13.30 Registration of Clubs with the Office of the Dean of Student Affairs**

In as much as the University recognises freedom of association, all clubs must be registered with the Office of the Dean of Student Affairs. The following points outline the university's stance on student organisations:

(a) GCTU actively encourages students to initiate and partake in collective activities aimed at fostering leadership development, social enhancement, community service, and a commitment to continuous education;

(b) While respecting students' freedom of association, the university ensures that such freedom is exercised in a manner that does not infringe upon the rights of others;

(c) The university supports student organisations and clubs, acknowledging student leadership as a vital link between students and the administrative management;

(d) In this document, the terms association, club, and groups are used interchangeably to refer to student organisations;

(e) No student association is allowed to be formed or operated within the university without the explicit written approval of the Dean of Student Affairs;

(f) For a student association to be recognized, it must consist of a minimum of 20 registered GCTU students and be acknowledged by the Office of the Dean of Student Affairs as a group pursuing common interests that contribute to the objectives of the University.

## 13.31 Soliciting for Funds

Soliciting for funds on campus in any form by an individual student or group of students is not allowed. However, student groups may raise funds for projects subject to approval from the ODSA. Documents for external sponsorships should be made available to the Office.

## 13.32 Change in Contact Details:

Students are required to notify the ODSA about any changes in their contact details.

## 13.33 Notices and Publications

Student(s) may post on designated notice boards or distribute material on campus only with the permission of the ODSA.

## 13.34 Student Welfare

Shall liaise with Deans of other departments, heads etc. in all other matters affecting the welfare of students.

## 13.35 Student Support and Financial Services

Attend to financial needs of students through scholarships and exchange programs and assist students secure Loans.

## 14.0 GCTU ALUMNI RELATIONS

The University places a high priority on fostering positive relationships across all segments of its community, including former students. All graduates of GCTU, spanning Diploma, Bachelor, and Post-Graduate Degree programmes across any of GCTU's campuses and Learning Centres, are automatically inducted as members of the university's alumni.

The Alumni Relations Office, operating under the University Relations Directorate, plays a crucial role in maintaining these connections. As part of the Graduation clearance procedures, each graduating class is required to complete an electronic form facilitated by the Alumni Relations Office. This form serves to collect and update contact information, ensuring an ongoing and meaningful connection between the University and its alumni.

This collaborative effort enhances the University's ability to stay closely connected with past students. Additionally, it aids in the collection of valuable information for tracer studies, furthering the institution's understanding of the post-graduation experiences and trajectories of its alumni.

**DIRECTORY**

Below are contact (emails/phone numbers) of key offices in the University.

**Office of the Vice - Chancellor**

Email: office_of_vicechancellor@gctu.edu.gh

**Office of the Pro – Vice Chancellor**

Email: office_of_provicechancellor@gctu.edu.gh

**Office of the Registrar**

Email: office_of_registrar@gctu.edu.gh

**Academic Affairs Directorate (AAD)**

Emails/Phone:

    (a) Academic Affairs Directorate:  academicaffairs@gctu.edu.gh

    (b) Teaching & Examinations Department:  exams@gctu.edu.gh

    (c) Admissions Department:

        Email: admissions@gctu.edu.gh

Phone: +233 (0) 501 579 732 // +233 (0) 500 872 422 // +233 (0) 303 940 446

    (d) Records Unit: records@gctu.edu.gh

    (e) Recruitment Unit: studentrecruitment@gctu.edu.gh

**Quality Assurance and Promotion Directorate (QAPD)**

Email: qapd@gctu.edu.gh

**Office of the Dean of Students Affairs (ODSA)**

Email:

    (a) Event Requests: studentsvents@gctu.edu.gh

    (b) All Other Communications: office_of_studentsaffairs@gctu.edu.gh

**General Administration and Operations (GAO)**

Email: genadmin@gctu.edu.gh

**GCTU Library Services**

Email: library@gctu.edu.gh // hod-library@gctu.edu.gh // libarian@gctu.edu.gh

**Finance Directorate (FD)**

Email: financedirector@gctu.edu.gh

**University Relations Directorate (URD)**

Email/Phone:

    (a) URD: ur@gctu.edu.gh

    (b) Alumni Relations: alumni@gctu.edu.gh

    (c) Front Desk/Help Desk (Main Campus, Tesano): Tel: +233 (0) 303 940 305

**Institute of Distance and Continuing Education (IDCE)**

Email: icde@gctu.gh.edu

**Faculty of Engineering (FoE)**

Email: eng_faculty_officer@gctu.edu.gh

**Faculty of Computing and Information Systems (FoCIS)**

Email: focis_faculty_officer@gctu.edu.gh

**GCTU Business School**

Email: bus_faculty_officer@gctu.edu.gh

**Information Communication Technology Directorate (ICTD)**

Email: ictd@gctu.edu.gh

**Office of Research Services & Innovation (ORSI)**

Email: orsi@gctu.edu.gh

**Language Centre**

Email: lcentre@gctu.edu.gh

**Centre for Online Learning and Teaching (COLT)**

Email: colt@gctu.edu.gh

**Centre for Strategic Business and Professional Development (CSSD)**

Email: cpd@gctu.edu.gh

**Takoradi Learning Centre**

 Email: dir-takoradi@gctu.edu.gh

**Ho Learning Centre**

Email: dir-ho@gctu.edu.gh

**Kumasi Learning Centre**

Email: dir-kumasi@gctu.edu.gh // kumasicampus@gctu.edu.gh

**Koforidua Learning Centre**

Email: dir-koforidua@gctu.edu.gh

**GTI Health Care (Main Campus, Tesano)**

Email:  info@gtihc.com // martinasiedu@gtihc.com

Phone: +233 (0) 509 633 430

**APPENDIX**

**Appendix I: Calculation of Grades (GPA/FGPA/FCGPA)**

The academic performance of a student in terms Grade Point Average (GPA) is determined at the end of each semester by computing the individual marks, the quality points and the grades s/he has received during that semester. The number of Quality Points (QP) or Grade Points (GP) for a class is the Number of Credits (NC) the class is worth multiplied by the number of quality points associated with the grade obtained in the class.

| Course Code | Course Title | Credit Hours | Marks | Grades | QP/GP Corresponding Grade | Product of Credit Hours (CH) and Grade Point(GP) |
|---|---|---|---|---|---|---|
| CSSD 111 | Introduction to Computer Systems | 3 | 92 | A | 4.00 | 12.00 |
| CSSD 101 | Programming & Problem-Solving | 3 | 80 | A | 4.00 | 12.00 |
| MATH 103 | Discrete Mathematics for Computer Science | 3 | 69 | B | 3.25 | 9.75 |
| MATH 105 | Linear Algebra | 3 | 50 | C | 2.25 | 6.75 |
| ENGL 171 | Communication Skills I | 2 | 78 | A- | 3.75 | 7.50 |
| FREN 171 | Basic French I | 1 | 50 | C | 2.25 | 2.50 |
| CSNS 141 | Digital Electronics | 2 | 80 | A | 4.00 | 8.00 |
| **Total Credits Hours /Total GP Obtained** | | **17** | | | | **58.50** |

To obtain the semester Grade Point Average (GPA), the products of credits hours and quality points (Credits × Quality Points or Grade Points) are summed and then divided by the number of credits taken in the semester.

Therefore, for the above illustration:

$$\text{Semester GPA} = \frac{\text{Total GP Obtained for the Semester}}{\text{Total Credit Hours for the Semester}}$$

$$\text{Semester GPA} = \frac{(12.00 + 12.00 + 9.75 + 6.75 + 7.50 + 2.50 + 8.00)}{(3 + 3 + 3 + 3 + 2 + 1 + 2)}$$

$$\text{Semester GPA} = \frac{58.50}{17} = 3.44$$

Therefore, for a student who obtains a semester GPA of 3.44 per the above example, if it is a Diploma programme, the class obtained for the semester will be a **Credit** and if it is a Degree programme, the class will be a **Second Class (Lower Division).**

The Final Grade Point Average (FGPA) or the Final Cumulative Grade Point Average (FCGPA) is computed as the sum of the products of the semesters divided by the sum of the credits of the various semesters.

Therefore, **Final GPA/FCGPA** $= \dfrac{\text{Total GPA Obtained for All the Semesters in the Programme}}{\text{Total Number of Credit Taken or under the Programme}}$

Or

For Degree      **Final GPA/FCGPA** $= \dfrac{\text{Sum of GPAs Obtained in 8 Semesters}}{\text{Sum of Credit Hours } in\ 8\ Semesters}$

For Diploma      **Final GPA/FCGPA** $= \dfrac{\text{Sum of GPAs Obtained in 4 Semesters}}{\text{Sum of Credit Hours } in\ 4\ Semesters}$

For a CGPA obtained in say, 4 semesters $= \dfrac{\text{Sum of GPAs in the 4 Semesters}}{\text{Sum of Credit Hours } in\ the\ 4\ Semesters}$