



Regent-Ghana Undergraduate Students Handbook

Section A General Regulations for Undergraduate Students

Category: Academic and Administrative
Last Modified: July 2012
Review Date: July 2014
Approved By: Senate
Contact Person: Registrar

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Regent University College of Science and Technology

Academic Policy and Regulations

Regent-Ghana Mission Statement

Regent University College of Science and Technology is a private tertiary institution educating and enlightening a community of learners at a distinctive cutting-edge African Christian University that is dedicated to preparing highly qualified human resources in science and technology application for holistic socio-economic development and spiritual renewal.

Published by Regent University College of Science and Technology,
Dansoman, Accra.

July, 2012

Information contained in this calendar is accurate at the time of publication, but is subject to change without notice.

For further information please contact:

The Registrar
Regent-Ghana
P. O. Box DS 1636
Dansoman-Accra
Ghana.

Telephone: +233-0302- 662885 / 324566 / 324541 Fax: +233-0302-662531

E-mail: registrar@regentghana.net

Website: [www: http://www.regentghana.net](http://www.regentghana.net)

Introduction

A note to students about this handbook:

This handbook contains information on regulations pertaining to academic policies and regulations for both students and lecturers. If you are unsure of the meaning of any of the regulations or you need help in determining how you can meet the requirements to graduate in your program, come to the Registrar's Office. We will be happy to help you in any way we can.

About Regent-Ghana:

The Regent University College of Science and Technology is located in Accra, Ghana. It was founded in 2003. Its satellite campuses include: McCarthy Hill Campus, City Campus, Roquah Campus and The King's Campus. The King's Campus also houses the corporate offices of the University.

Regent-Ghana has three Schools and one Institute. The three schools currently running offer undergraduate and graduate programmes: School of Business and Economics (SBE), School of Informatics and Engineering (SIE), School of Theology, Missions and Human Development (STMHD). The departments under SBE include: Department of Accounting and Business Studies, Department of Management Studies and Regent Development Centre. Under SIE are the following departments: Department of Informatics, Department of Engineering, Department of Mathematics and Statistics and Regent Technology Centre. Departments under the STMHD include: Department of Theology and Ministry, Department of Psychology and Human Development and Centre for Studies in African Development. The only institute we have currently, the Institute of Languages and General Studies, has the following Units: Centre for Language Studies (CLS), Regent Learning Centre and Centre for Pre-University Education. A number of interdisciplinary programmes cross the boundaries between schools and disciplines in the Centre's operations.

Regent-Ghana is locally affiliated to the Kwame Nkrumah University of Science and Technology (KNUST), Trinity Theological Seminary (TTS) and University of Education, Winneba (UEW). Its international partners currently include: Deggendorf University of Applied Sciences (Germany), Lulea University of Technology (Sweden), Acadia University (Canada), Maastricht School of Management (the Netherlands) and Wheelock College (USA). It is also a member of the Conference for Heads of Private Universities, Ghana.

The vision of Regent-Ghana is to produce purpose-driven human resource committed to socio-economic and spiritual renewal, with science and technology expertise in a competitive global environment.

Regent-Ghana seeks to establish and maintain one of the leading Universities of Science and Technology in Africa, where every member of faculty, staff, and alumni of the University is committed to socio-economic and spiritual renewal. This understanding informs and fashions the investment we make into our students, faculty, and supportive staff. Motivated by a dedicated and visionary faculty, ICT-driven curricula, and Christian ethical values, students will be fully prepared to effectively spearhead national and industrial development anywhere in the global community.

The principal governing body of the University is the University Council.

Authority in purely academic matters lies with the Senate (Senatus Academicus) invariably referred to as Academic Board.

The Registry provides administrative support to the University for the Recruitment, Admission, Registration, Examination and Graduation of students, among other duties. It also supplies the secretariat for many boards and committees and has responsibility for the administration of academic quality and standards. The Registry is headed by the Vice President (Administration and Development).

The Regent-Ghana Students' Union (RGSU) provides a variety of services and facilities for the student population. The RGSU executives and parliament

represent students on various committees and organizations both within and without the University.

Authority of the Handbook:

Curriculum and course requirements and descriptions, academic regulations, and other matters, are established, modified, and approved by the Senate of RUCST or in some cases by the University Council, and are recorded in the handbook or its addenda. By registering in any course or programme described herein, a student agrees to abide by the pertinent sections of the current handbook.

Disclaimer:

This handbook operates in relation to the University's academic sessions. Its contents are subject to continuing review and revision without notice other than through the regular processes of Regent University College of Science and Technology. Students admitted to the University are required to pay deposits on tuition fees, as confirmation of their acceptance of the offer of admission. These fees may not be refundable in either part or whole. By acceptance of the offer of admission and the taking of the matriculation oath, a student is deemed to have agreed to abide by any change.

The University reserves the right to refuse admission to any prospective student without any reasons. The University also reserves the right to limit enrolment in any course, course section, or programme, but will make every reasonable effort to offer courses required for specific programmes and give priority in course registration to students in that programme. It does not guarantee enrolment in any course or course section not required for a student's programme.

Some departments or schools provide students with documents descriptive of their individual offerings or requirements. In case of inconsistency, the regulations contained in this handbook prevail. Interpretation of regulations or requirements is made by a Dean or the Registrar and is open to written appeal to the Academic Board.

Regent University College of Science and Technology does not accept any responsibility for loss or damage suffered or incurred by any person, group or organization as a result of suspension or termination of services, courses or classes caused by reason of strikes, work stoppages, labour disagreements, slowdowns, lockouts, disputes, riots, weather, damage to University property or for any other cause.

Responsibility of Students:

It is expected that each student who registers at Regent University College of Science and Technology will be familiar with the contents of the handbook and has accepted responsibility for meeting curriculum requirements, completing registration and related forms accurately, and complying with published dates and deadlines.

Prospective students may obtain admission forms online or obtain copies in the Admission's Office. Plans are afoot to enable students pay and obtain access to Admission forms online for consideration for admission.

1.0 Regulations & Policies

1.1 Changes in Regulations & Policies:

The University has several policies that are approved by the Governing Council and that apply to all students. As well, the Schools and Departments have rules and regulations that apply to all students registered in courses and programmes offered in the Schools. The University assumes that each student has become familiar with the policies. In applying to the Schools, the student assumes certain responsibilities to the University and the Schools and, if admitted and registered, shall be subject to the rules, regulations, and policies cited in the handbook, as amended from time to time.

1.2 Advice and Guidance:

Students are to have academic advisors to guide their academic development. Students may contact their HODs to know their academic advisors.

While departmental counselors and the faculty officers are always available to give advice and guidance, it must be clearly understood that *the ultimate responsibility rests with the student* for completeness and correctness of course selection, for compliance with prerequisite, co-requisite requirements, observance of exceeded courses, etc., for completion of programme details, for proper observance of degree requirements, the distribution requirements and for observance of regulations, deadlines, etc. Students are responsible for seeking guidance from other responsible officers if they are in any doubt; misunderstanding, or advice received from another student will not be accepted as cause for dispensation from any regulation, deadline, programme or degree requirement.

2.0 Student Personal Information & Identity

2.1 Personal information:

Personal information is a vital part of the student's official University record and is used to issue statements of results, transcripts, graduation information, diplomas and other official documents. Any change in the following must therefore be reported immediately to the Registry. The personal information of each student should include the following:

2.1.1. Legal name.

2.1.2. Citizenship status

2.1.3. Birth Certificate

2.2 Students' Register:

2.2.1 Students are known only by their names that have been written in the Register of Matriculation and Register of Societies.

2.2.2 In the case where a student wants his or her name changed, he or she may apply to the Registry. Generally, changes of names are not allowed except in the case of a woman who marries. The University authorities will require proof of the change of name before it can be effected. No abbreviations are accepted.

2.3 Student Registration and Numbering System:

2.3.1 **Student Personal Number:** It must comprise three digits, ranging from 001 - 999.

2.3.2 School Code:

School of Informatics and Engineering	-01 – 05
• Department of Informatics	-01
• Department of Engineering	-02
• Department of Mathematics and Statistics	-03

School of Business and Economics	-06 - 10?
• Department of Accounting & Business	- 06
• Department of Management Studies	- 07

School of Theology, Ministry and Human Development	-11 - 15?
• Department of Theology and Ministry	- 11
• Department of Psychology and Human Development	-12

Postgraduate programmes

- Masters – prefix ‘M’
- Doctorate – prefix ‘D’

2.3.3 **Year of Registration:** It must comprise two digits, e.g. 06 for 2006 or 07 for 2007

2.3.4 The Unique **Student Personal I.D. Number:**

Each student at the University is assigned a unique personal identification number in conformity with the above numbering system. Thus, given that one Kojo Ofori is the 5th Undergraduate student to register in the Department of Informatics in the School of Informatics and Engineering in the year 2010, his registration number will read as follows: **0050110**, where the first three digits (**005**) represent the student’s personal number, the second two digits (**01**) represent the Department code and the last two (10), the year in which the student was registered.

2.3.5 In the case of postgraduate students; Master’s degree and Doctoral degree students have the letter **M** and **D** respectively in front of their numbers: e.g. **M0050110** or **D0050110**

2.3.6 The number thus created is confidential. The University, through the Policy on Access to Student Records, strictly controls access to Personal I.D. numbers. The University assumes and expects that students will protect the confidentiality of their Personal I.D.s.

2.4 Student Identity Card: Students shall be recognized by the wearing of the prescribed I.D. Cards of the University which bears the student’s photograph and also serves as evidence of registration in the University and as a library card. The loss of the card must be reported promptly to the Registry, and the card must be surrendered if a student withdraws from the University. There is a fee for the replacement of lost cards.

2.4.2 All students are issued with a University Identity Card on registration at the commencement of their studies. In the case of students whose registration extends

over more than one University session, revalidation of the card will be necessary at the beginning of each Session.

2.4.3 The card remains the property of the University and may be withdrawn at any time and shall be surrendered if the holder ceases to be a student of the University.

2.4.4 The use of the card is personal to the individual to whom it is issued and no student shall permit the use of their card by another person, whether a member of the University or not.

2.4.5 No student may make use of an identity card belonging to another person for any purpose.

2.4.6 No student may use or tamper with a student identity card in such a way as to use or gain benefit from or access to buildings, services or other facilities of the University to which they are not entitled.

2.4.7 Students are required to produce the card to confirm their identity when asked to do so by a member of University Staff.

2.5 Custody of Student Academic Records:

Academic records are normally under the custodial responsibility of the academic departments.

2.6 Mailing Address:

Address information must be viewed and changed in the Registry. It is the student's responsibility to ensure that the mailing address is kept up-to-date.

2.7 E-Mail Address:

As a student of the Regent University College of Science and Technology, you have automatic access to the Information Commons, which is your passport to e-mail, the library and the Internet. Once you have your ID Card, you must activate your Regent University College of Science and Technology e-mail account. Setting up a Regent-Mail account is mandatory. Students may contact the I.T. Department for their Regent-Mail account.

2.8 Cyber Campus:

This is the electronic campus to facilitate interaction among students and lecturers, students and students, and among the university community generally. Students can access lecturer's notes uploaded for their prior reading and preparation for upcoming lectures. Assignments can also be put out on this virtual campus. Students (and other members of Regent Community) are to contact the Cyber Campus Administrator for their access codes and tutorials on the use of this platform.

3.0 Academic Calendar

3.1 Streams and Enrollment Management:

3.1.1 The University Calendar consists of

- a. Two sixteen-week semesters for the Morning, Afternoon and Evening Streams.
- b. Three 12-week trimesters for the Weekend School.
- c. The academic year begins in September. However, there is a secondary enrolment of students in January.

3.1.2 The University makes every reasonable effort to plan and control enrolment to ensure that all of our students are qualified to complete the programmes to which they are admitted, and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programmes, courses, or sections listed in the Calendar and Registration Handbook, and to withdraw courses or sections for which enrolment or resources are insufficient. The University will not be liable for any loss, damages, or other expenses that such limitations or withdrawals might cause.

3.2 Years, Sessions, Semesters and Trimesters:

3.2.1 Students normally register for an academic year on either a full-time or part-time basis. Exceptions may include students registered for modules on a credit accumulation basis, students repeating modules, those on exchange visits and students who may have taken an approved interruption of studies.

3.2.2 The 32 weeks when the University is "in session" is divided into two semesters, each notionally comprising sixteen weeks of learning, teaching and assessment, organised as follows:

Morning, Afternoon and Evening Streams (15-18 credit hrs each per semester)	
Teaching and learning for Semester 1:	14 weeks plus 2 weeks for revision, examinations & results processing.
Teaching and learning for Semester 2:	14 weeks plus 2 weeks for revision, examinations & results processing.
Weekend School (12 credit hrs each per semester)	
Teaching and learning for Trimester 1:	12 weeks plus 1 week for revision, examinations.
Teaching and learning for Trimester 2:	12 weeks plus 1 week for revision, examinations.
Teaching and learning for Trimester 3:	12 weeks plus 1 week for revision, examinations.

3.2.3 The above model does not apply to part-time programmes provided as part of the University's continuing education activity. In addition, some taught elements may be undertaken outside the 32 weeks (Morning, Afternoon and Evening Streams) when the University is in session. Where this is the case, it shall be specified in published programme requirements.

3.3 Semester Hour:

The semester hour is defined as a 55-minute lecture/field/project work period per week.

3.4 Semester Tests:

3.4.1 No term test or combination of term tests held in the last two weeks of classes at the end of any term may have a total weight greater than 25% of the final mark.

3.4.2 All term tests must be held on or before the last day of classes. No term test may be held during the University Examination Periods, except for those in F or I-courses scheduled by the University.

3.5 Missed Semester Tests:

Students who miss a term test will be assigned a mark of zero for that test unless they satisfy the following conditions:

3.5.1 Students who miss a term test for reasons entirely beyond their control may, within one week of the missed test, submit to the Lecturer or department (programme) a written request for special consideration explaining the reasons for missing the test, and attaching appropriate documentation, such as a medical certificate.

3.5.2 If a written request with documentation cannot be submitted within one week, the department may consider a request to extend the time limit.

3.5.3 A student whose explanation is accepted by the department will be entitled to one of the following considerations:

a. In courses where there is no other term work as part of the evaluation scheme, a makeup test must be given.

b. In other courses, the department/programme may either give a makeup test or increase the weighting of other graded work by the amount of the missed test. In no case may the weighting of the final examination in any course be increased beyond 2/3 of the total course mark.

3.5.4. If the student is granted permission to take a makeup test and misses it, then he or she is assigned a mark of zero for the test unless the department/programme is satisfied that missing the makeup test was unavoidable. No student is automatically entitled to a second makeup test. This means that if a department is persuaded of the student's grounds for missing the makeup test, it may decide to compensate for the missed test in whatever way it chooses, which could be by giving another makeup test; the student cannot demand another makeup test.

3.5.5. A student who misses a term test cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that he or she has had no term work returned before the drop date.

3.6 Semester Work

- 3.6.1 **Full-time:** The student shall be required to carry a minimum work-load of 15 credits per semester and a maximum of 21 credits.
- 3.6.2 **Part-time:** The student shall be required to carry a work-load of 9 credits per semester.
- 3.6.3 Lecturers **MUST** assign, grade and return at least one significant assignment as early as possible.
- 3.6.4 All term work must be submitted on or before the last day of classes in the course concerned, unless an earlier date is specified by the Lecturer. Students who for reasons beyond their control are unable to submit an assignment by its deadline must obtain approval from their Lecturer for an extension of the deadline. This extension may be for no longer than the end of the Final Examination period. If additional time beyond this period is required, students must petition through the HOD of the School before the end of the examination period for a further extension of the deadline.
- 3.6.5 Students are strongly advised to keep rough and draft work and copies of their essays and assignments, as these may be required by the instructor.
- 3.6.6 All written work that has been evaluated should be returned with such detailed comment as the instructor deems appropriate, and time made available for discussion of it. Any enquiries about a graded piece of work must be made within one month of the return date of the work. Instructors must keep unclaimed term work for at least six months beyond the end of the course.

3.7 **Marking Schemes**

- 3.7.1 Both (essays and equivalent work) as well as examinations (including term tests) are normally required for standing in courses. In courses where only one form of evaluation is used, a single piece of work cannot count for all of the final mark.
- 3.7.2 Self-evaluation by individual students or by groups of students is not permissible unless the specific consent of the Committee on Academic Standards is received.
- 3.7.3 As early as possible in each course, as and no later than the last date to enroll in courses, the instructor must announce in a regularly-scheduled class the methods by which student performance will be evaluated, their relative weight in the final mark, including any discretionary factor, and the due dates. These methods must be in accord with what is applicable in the University and Schools. Instructors must file a copy of their marking scheme for each course with the Departmental Office at the beginning of the semester.

4.0 **Module/Course Coding and Programme Duration**

4.1 Coding and numbering of Modules/Courses:

- 4.1.1 All degree courses shall have letter and number codes (made up of four letters and four digits) composed as follows (e.g.) **SIMS2563**:

The first two letters (**SI**), represent the School or Faculty of the University College which runs the course; in this example the **School of Informatics and Engineering**.

The next two (**MS**), represents the programme area; in this example **Mathematics and Statistics**

The four digit number (**2563**) represents the Level/Year and Semester in which the course is offered and the number of credit hours per week, ranging generally as follows:

- 1st Year Courses: 1500 - 1990
- 2nd Year Courses: 2500 - 2990
- 3rd Year Courses: 3500 - 3990
- 4th Year Courses: 4500 – 4990

The first two digits (**25**), represents the Level/Year of the course; in this example, **Level 200 or 2nd Year**

The third digit (**6**), represents the semester in which the course is offered; in this example the **Second Semester**. The odd digits (1, 3, 5 and 7) represent the first semesters from level 100 to 400 while the even digits (2, 4, 6 and 8) represent the second semesters from level 100 to 400.

The fourth and last digit (**3**) represents the number of credit hours per week; in this example **Three Credit Hours**.

4.2. Time Limits (Undergraduate Programmes):

4.2.1 A student shall be enrolled as a full-time student for the minimum period allowed for the programme of study.

4.2.2 Programmes of study prescribed for degrees of the University shall extend for at least the periods indicated below:

Bachelor of Theology - BTh	4 years
Bachelor of Science – BSc (Hons)	4 years
Bachelor of Business Administration – BBA (Hons)	4 years

4.2.3 The period of study required of individual students by the University may be reduced in accordance with Regulations that the Senate or its delegated authority may approve of from time to time.

4.2.4 The maximum time within which a student may complete an award is calculated from the date of first registration to the date of the final award and is twice the minimum period stated in (4.2.1) above, subject to an overall maximum of 8 years. See also 4.2.5 below.

4.2.5 A student maybe allowed the following maximum number of semesters beyond the prescribed period to complete the requirements for the award of the Certificate/degree for which he/she is studying.

Prescribed Duration of Programme Maximum Number of Extra Semesters Allowed

4-year or above	4
3-year	4
2-year	2
1-year	2

A student who fails to qualify after exhausting the maximum number of extra semesters allowed will be withdrawn.

5.0 Admissions, Induction and Attendance

5.1 Admission

5.1.1 Every student shall on admission comply with the entry requirements approved by NCTE/NAB/Senate or its delegated authority for the programme or module(s) concerned.

5.1.2 Every candidate for admission to the University normally, must have reached the age of 17 years on September 1 of the year of entry.

- a. The General Requirements for entrance to the first-degree programmes offered by the University shall be as specified in the Academic Policies and General Regulations for students
- b. The entrance requirements for admission to certificate, diploma and higher degree courses shall be specified in the appropriate University publications.

5.1.2 Applicants must submit the following:

- a. A completed application form for admission and a non-refundable application fee.
- b. An official results slip or transcript and testimonial from the student's last school must be submitted at the time of application directly to the Registrar. If the student is currently enrolled in another institution, a transcript from the previous institution should be sent directly to the Registrar. It is the responsibility of the student to arrange for transcript(s) and/or transfer form to be mailed and to ensure that they arrive promptly. Hand delivered transcript(s) are not acceptable. The University reserves the right to verify the authenticity of the results slips/transcript submitted.

5.1.3 Undergraduate Degree entry requirements:

Six main categories of candidates are considered for admission to the first year of the Bachelor's Degree programme at Regent University College of Science and Technology:

- a. **General Certificate of Education holders:** should have passes at the GCE Ordinary Level, at least, at credit level in five (5) subjects (including English Language, Mathematics and a Science Subject) and three (3) passes at the GCE Advanced Level. Two of the advanced level passes must be grade 'D' or better. A pass in General Paper must also be obtained. For Computer Science, Mathematics and Engineering and related science programmes, the applicant must have a pass in Mathematics.
- b. **Senior Secondary School Certificate (SSSCE) holders:** should have passes in core English, core Mathematics, core Science and three elective subjects, with an aggregate score of 24 or better in the WAEC Senior Secondary School Certificate Examination. For Economics, Computer Science, Mathematics and Engineering and related science programmes, the applicant must have a pass in Elective Mathematics. All engineering students will be required in addition to a pass in elective math also pass physics and chemistry.
- c. **West Africa Senior Secondary Certificate (WASSCE) holders:** should have credit passes (A1-C6) in core English, core Mathematics, core Science/Social Studies and three elective subjects, with an aggregate score of 36 or better. For Economics, Computer Science, Mathematics and Engineering and related science programmes, the applicant must have a pass in Elective Mathematics. All engineering students will be required in addition to a pass in elective math also pass physics and chemistry.
- d. **Mature Students' Entry Requirements (MSER):**
 - i. Age: At least 25 years by the date of admission.
 - ii. Must have worked for a minimum of 3 years and submit a testimonial to that effect.
 - iii. at least five (5) "O" Level passes (including English and Maths) or for SSSCE/WASSCE graduates, at most 6 credits include 3 core subjects (English and Maths) and 3 elective subjects.
 - iv. Applicants may attend a tutorial course on the four examinable areas.
 - v. The applicant must also pass the Mature Students Entrance Examination comprising:
 - General Paper
 - English Language
 - Mathematics
 - A Paper on the area of specialization
 - vi. Candidates must also pass an interview.
- d. **Recognized Diploma/Certificate Holders (O'level, RSA III, ABCE, etc.)**
- e. **Applicants with foundation stages of ACCA, ICA, CIMA, and other Professional Certifications.**
- f. **HND holders for top-up admission may be admitted to level 300.**
- g. **Foreign Students:**
Foreign students may be considered for admission if they hold qualifications equivalent to those mentioned above. However, they must show evidence of proficiency in English.

5.2 Fresher's Induction Programme:

5.2.1 The University requires all fresh students to come for an orientation programme before the beginning of the first semester.

5.2.2 All candidates who are admitted into the University are also admitted into a Society and will therefore be invited to a specially designed induction programme in the first week of their first semester at Regent University College of Science and Technology. The induction programme will provide a wide range of information and guidance including:

- Academic induction sessions
- Essay writing skills
- Problem solving skills
- Time management
- How to take lecture notes
- How to use a reading list effectively
- How to get the most out of tutorials
- Computer skills and how to use Regent Ghana Library.

5.2.3 The induction programme will be provided alongside more traditional "Freshers' Week" activities.

5.3 Attendance and Academic Duty:

5.3.1 Attendance at all class periods is required. Excessive absence from classes will affect the final grade. Two weeks of absence lowers a student's grade by half a grade (e.g., B to C). After five weeks of absence, the student normally receives an 'F'. Three tardies equals one absence. A student will not be excused from classes the first and the last weeks of any semester. Such absences without appropriate permission will count double.

5.3.2 In all cases, a student who is absent for a Cumulative Period of 21 clear Days from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the semester examination.

5.3.3 Patterns of Attendance: The standard pattern of attendance, for a student who is registered on a full-time basis, is based on a credit load of 36 credit hours per session or year. Other patterns of attendance, for students registered on either a full-time or part-time basis, within the overall time limits for the award concerned, shall be subject to the agreement of the School(s) concerned and subject to a maximum registration for 32 credit hours in any one session or year.

5.3.4 A student must not allow paid employment or other activities to conflict with the study required by the modules and programme for which the student is registered.

5.3.5 Full-time students are required to keep the two University semesters/three Weekend School trimesters every year in full. Students are also expected to attend during such additional periods as may be prescribed for their programme of study.

5.3.6 Part-time students are required to keep the pattern of attendance specified by the programme on which they are registered.

5.3.7 Any student who wishes to be absent from the University for any part of any term or other period of required attendance must first obtain permission from the Head of School (or nominee).

5.4 Reasonable diligence in relation to learning and Teaching:

5.4.1 A student is required to show reasonable diligence in relation to learning and teaching for each module, and the whole programme, for which the student is registered.

5.4.2 Failure to show reasonable diligence in relation to learning and teaching shall be defined as:

- a. Absence from more than 30 per cent of those teaching sessions at which a record of attendance is kept or failure to submit assessed work for a programme on more than two occasions during an academic year; or
- b. Absence from teaching sessions or failure to submit assessed work, contrary to requirements of a module description or a programme specification; or
- c. Failure to attend all teaching sessions and submit all required assessed work after a formal written warning has been given to the student by the Dean of School; or
- d. Failure to register for modules to the required credit value for the programme (appropriate to the level and stage of study); or
- e. Failure to report to the Dean of School (or nominee) an absence of more than 5 consecutive days.
- f. Students should take reasonable steps to ensure that their attendance is accurately recorded.

5.4.3 A student will not be treated as failing to show reasonable diligence in relation to learning and teaching where the Dean of School (or nominee):

- a. approves a self-certified medical certificate provided as soon as practicable by the student relating to an absence of up to 5 consecutive days. (Self-certification is not acceptable after a student has been absent for a total of 10 days in an academic year); or
- b. approves a certificate from the student's medical practitioner relating to absence which lasts for more than 5 consecutive days; or
- c. accepts that other documented mitigating circumstances excuse the student's absence; or
- d. has granted permission to be absent for a specified period.

5.4.4 If a Dean of School (or nominee) concludes that there is a prima facie case that a student is failing to show reasonable diligence in relation to learning and

teaching, the reasonable diligence procedure may be initiated to require the student to:

- a. withdraw from a programme; or
- b. be barred from an opportunity of assessment in one or more modules.

5.4.5 The following are the consequences of being barred from an opportunity of assessment on the basis of a failure to demonstrate reasonable diligence:

- a. A student who is barred from assessment will be permitted only one opportunity of assessment.
- b. Where a student has been barred from an opportunity of assessment of a module, but nevertheless attends an examination or submits other work for assessment, the marks for that assessment shall not normally be considered by the examination board.
- c. The student's transcript shall record a mark of zero (failed attempt) for the assessment opportunity from which the student is barred.
- d. Where a student has been barred from an opportunity of assessment of a module, for the purposes of calculating the degree classification the maximum mark that can be achieved in such a module, when it is subsequently assessed, is the pass mark. On the student's transcript, however, the actual mark should be recorded for the second attempt.
- e. A student substituting a module is only permitted one attempt at assessment in the substitute module. On the transcript, a mark of 0% is recorded for the first module and the actual mark for the substitute module.

5.4.6 The procedure to be followed will be as approved by the Senate or delegated authority from time to time and described in The Reasonable Diligence Code of Practice.

5.5 Academic duty in relation to examinations:

5.5.1 A student shall take the first opportunity of assessment in a module unless:

- a. the Dean of School (or nominee) recommends that the student be allowed to defer assessment, on the ground that the student's performance in the assessment is likely to be adversely affected by medical or other exceptional factors; or
- b. the student has been barred from the opportunity of assessment on grounds of failure to show reasonable diligence in relation to learning and teaching; or
- c. the student has been excluded from attendance at an examination by the Vice President for Academic Affairs;
- d. the student, with the permission of the Dean of School (or nominee), elects to defer assessment until the following main examination period.

- 5.5.2 Where a student fails to take an opportunity for assessment of a module, a Board of Examiners may recommend to the Progress Committee that the student be barred from any further assessment in that module or, in exceptional circumstances, that the student be required to withdraw from the programme, unless documented mitigating circumstances have been submitted which are considered to justify failure to take the opportunity.
- 5.5.3 Taking an opportunity for assessment means making a bona fide attempt at an examination or other assessment, in the academic opinion of the Examination Board.

5.6 Late Submission of Course Work:

- 5.6.1 All assignments must be completed and submitted on or before the date required except in cases where previous arrangements have been made with the lecturer. No lecturer is obligated to accept late assignments. Under unusual circumstances, the student in consultation with the course lecturer may be granted two weeks' exemption to complete course work. The student must initiate all such requests. After this, grades are permanently recorded and not subject to change.
- 5.6.2 Where a student submits assessed work that contributes to a final module mark after a prescribed deadline, or after an agreed extension, a penalty in the form of a reduction of the mark shall be imposed in accordance with the Undergraduate and Postgraduate Assessment Protocols.

6.0 Programmes, Modules and Credits

6.1 Programme of Study:

- 6.1.1 A programme of study consists of a set of modules, which together have a defined set of learning outcomes including intellectual and practical skills and which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification. Certain programmes may also include practical training and other elements which a student must complete to the satisfaction of the Board of Examiners.
- 6.1.2 Each programme comprises a number of stages (levels), at the completion of which a formal decision is taken as appropriate on progress to the next stage or on the award of the qualification. Each stage normally consists of modules amounting to 36 credit hours (taken, in the case of full-time students, within a single academic year). Where an additional year of study abroad/year in industry is included as a requirement of a programme to which a student has been admitted, the year abroad shall be regarded, for purposes of credit and progression, as an additional stage between stages 2 and 3 (Levels 200 and 300).
- 6.1.3 All modules and programmes of study must be approved by the Senate before they are advertised and before any student may be admitted.
- 6.1.4 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 module shall cover a period of not more than one semester, with the exception of project work.

6.1.5 Departments shall submit details of course credit hours and total Credit hours for the programme classified as REQUIRED (CORE) COURSES and OPEN ELECTIVES for approval by the Senate.

6.1.6 Details of the programmes and modules available to students, the programme requirements, methods of tuition and assessment shall be published annually by the Academic Office.

6.1.7 Structure of Programme

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

- Required Courses
- Open Electives

Open electives may be selected from any Department or any other teaching institution 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.

6.2 Programme Requirements:

6.2.1 The specific requirements for every award of the University approved by the Senate are detailed in the programme requirements. Programme requirements must include, as appropriate, the reference number, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course elements which may be required for the award.

6.2.2 Where identified in a programme, students may take optional modules from a range of subjects identified by the programme requirements. There may be one or more such modules. They may be in a subject distinct from the students' main discipline and may be taught in a different Department or School.

6.2.3. The programme requirements may indicate specific modules which must be passed at each stage and any other requirements for progression or for successful completion of the programme.

6.2.4 All requirements for an award of the University will normally bear credit. Where exceptions are necessary (e.g. for reasons of professional accreditation) they must be specifically approved by the Senate or delegated authority.

6.2.5 Where programme requirements include a year of study abroad or in industry, it will normally be assessed and contribute to the final degree classification. Where exceptions are necessary (e.g. for years leading to separate qualifications) they must be specifically approved by the Senate or delegated authority. The year abroad / in industry shall comprise 36 credit hours in order to denote the notional learning hours undertaken.

6.2.6 Credit hours for Programmes

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

Programme	Minimum
1-year Certificate	12
2-year Certificate	60
2-year Diploma	60
3-year Undergraduate Degree	90
4 -year Undergraduate Degree	120

- ii. The above credit hours are inclusive of lecture time, practical work, thesis writing, projects, seminar and workshops. Two to four hours of practicals are equal to one credit hour.

6.3 Changes in Programmes of Study:

6.3.1 The programmes of study, which our Calendar lists and describes, are available for the years to which the Calendar applies. They may not necessarily be available in later years. If the University or the School must change the content of programmes of study or withdraw them, all reasonably possible advance notice and alternative instruction will be given. The University, however, will not be liable for any loss, damages, or other expenses that such changes might cause.

6.3.2 For each programme of study offered by the University through the School, the courses necessary to complete the minimum requirements of the programme will be made available annually. We must, however, reserve the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, pre-requisites and co-requisites, grading policies, and time-tables without prior notice.

6.3.3 Any change of programme, whether adding a course, dropping a course or changing course sections, must be made within the period stipulated in the Academic Calendar. All changes require the approval of the student's advisor. No change of programme is complete until the proper forms are filed at the Academic Office.

6.3.4 Interruption of study programme:

A student who wishes to interrupt his/her study programme shall apply in advance to the Dean of his/her School, stating reasons why he/she wants to interrupt his/her study programme and permission should be duly granted before he/she leaves the University. A student who breaks his/her studies for more than six continuous semesters shall be deemed to have lost any accumulated credits. Such a student may be allowed to re-apply for admission into the University.

6.4 Registration, Cancellation and Repetition of Courses:

6.4.1 Registration

- i. Every Student must be admitted into a School/Department for a Programme of study and must be properly registered for courses during the official registration period at the beginning of each semester. The student shall plan his/her course in consultation with his/her Academic Adviser.

- ii. Continuing students who trail between one (1) and two (2) courses shall be required to re-sit in 21 days. Failing that such students can add only up to 4 or 5 courses of the ensuing semester.
- iii. Those trailing two (2) or more courses shall be placed on probation and will not be allowed to register any new courses till they have redeemed themselves.
- iv. Students shall report on the day that the University re-opens and register within the normal period as would be determined by the University. It shall be permissible for those who are unable to register within the said period to undergo late registration.
- v. A fine to be determined by the University shall be imposed for late registration. Formal registration ends on the last day of the period of late registration.
- vi. Excuse for Delayed Registration
 - (a) A student who is unable to register within the formal registration period on grounds of ill-health, shall on provision of a medical report issued or endorsed by the Director of University Health Services, be allowed to register within seven days from the day of the closure of formal registration.
 - (b) In the event of the inability of such a student to register within the seven days stipulated in paragraph “a” above, he/she will be asked to pay a penalty to be determined by the university.
- vi. Registration by Proxy
 - (a) There shall be no registration by proxy.
- vii A student who does not duly register for the semester is not allowed to participate in lectures and examinations.
- viii. Any student who is absent from lectures, tutorials and practical at any semester shall be deemed not to have satisfied the attendance in the end of semester and shall not be allowed to take part in the end of semester examinations.
- ix. Students who register late will be made to pay a penalty to be determined by the university.

6.4.2 **Cancellation of Registration/Deferment of Courses:**

Students who wish to cancel registration [defer their courses] must do so in writing to the registrar’s office. Before deferment is approved, they must:

- a. Pay any outstanding fees; return any books to the Library and pay any outstanding fines;
- b. Vacate any laboratory and return any equipment in their possession.

6.4.3 **Cancellation of Courses after the official Registration/Cancellation period:**

Registered students who do not attend lectures or complete further course work or write the end of semester examinations will earn a failing grade (F) OR “I” for incomplete work.

6.4.4 Passed Courses May Not Be Repeated:

There shall be no supplementary examinations or provisions to “upgrade” a pass mark. Grades of all courses taken, except those officially cancelled, remain on record.

6.5.1 Change of Stream:

Where possible, students may be permitted to transfer from regular to weekend sections. Any change of stream, whether from regular to weekend, or whatever the stream, change must be made within the period stipulated in the Academic Calendar. All changes require the approval of the Programme Leader or Head of Department. No change of programme is complete until the proper forms are filed at the Academic Office.

6.5.2 Corrections to the Academic Record:

The University will accept requests for corrections to an academic record at any time. Students are responsible for ensuring that they provide a valid mailing address to assure that they receive a Statement of Results. Students who cease attending a course without official cancellation or after the cancellation deadline will be considered to be enrolled in that course. It will be included in their official Statement of Results.

6.5.3 Transfer of courses:

A student enrolled at Regent-Ghana desiring to earn credits at another institution of higher education and have those credits applied toward a degree at Regent-Ghana must seek the approval of the Registrar and other appropriate University officials. Approval must be obtained prior to taking the particular course(s). A student receiving such approval must have an official transcript submitted to the Academic Office immediately upon completion of the course(s). The appropriate fee will be charged for such services.

6.6 Modules/ Courses:

6.6.1 A Module:

- a. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes and which generates a single mark. Modules provided for undergraduate programmes of study which are available on a full-time basis will be taught within an academic year. Where two modules are linked across adjacent semesters within a single session they will have an integrated assessment which generates a single mark.
- b. Module credit values shall be expressed only in credits up to a maximum of 6 credit hours, unless otherwise permitted by the Senate (except in the case of study undertaken as a "year abroad/in industry" which may be defined in terms of a single module of 36 credits).

6.6.2 Module Descriptions and Outlines:

There shall be a module description and outlines for every module approved by the Senate or its delegated authority, which includes the following: School/Department, title and code number of the module, its level and credit

value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the objectives and learning outcomes, a brief description of the content, the form of delivery (e.g. number of hours of lectures), key texts and means of assessment.

6.6.3 Pre-requisites, Co-requisites and Prohibited Combinations:

- a. A pre-requisite is a module for which a student must have obtained credits before undertaking another specified module or modules.
- b. A co-requisite is a module, which a student must take in conjunction with another module or modules within a single stage.
- c. A prohibited combination is two or more modules which cannot be taken together within the same programme.

6.6.4 Module Registration:

Registration for modules shall be within parameters defined in programme requirements and may be subject to other factors such as the student's prior subject knowledge, or timetabling or resource constraints. It is the responsibility of individual students to ensure that they are correctly registered for modules which meet programme requirements.

6.6.5 Course Cancellation:

Although the University College will endeavour to hold all the courses scheduled, it reserves the right to withdraw any course in which fewer than ten students are registered.

6.6.7 Adding and Dropping Courses:

If a student wants to drop or add a course or if a lecturer recommends a change, the student should confer with an advisor. The last day for dropping courses without a "W" being recorded is at the 36th calendar day of the semester.

6.6.8 Copyright in Modules/Course Lectures:

If a student wishes to tape-record, photograph, video-record or otherwise reproduce lecture presentations, course notes or familiar materials provided by instructors, he or she must obtain the instructor's written consent beforehand. Otherwise all such reproduction is an infringement of copyright and is absolutely prohibited. In the case of private use by students with disabilities, the instructor's consent will not be unreasonably withheld.

6.7 Credit Framework:

6.7.1 Credit:

The award of credit certifies that the learning outcomes of the module have been achieved. The credit value indicates the number of study hours (lecturer-student contact time) required to achieve the learning outcomes. One credit represents one hour of lectures. A standard full-time undergraduate programme comprises 32-36 credit hours each academic year.

6.7.2 Credit/No (0) Credit Courses:

- a. Certain courses for which the learning experience is based primarily on participation and/or attendance may be offered solely on a Credit/No (0) Credit basis. Such courses are normally assessed on Pass/Fail basis.
- b. For courses that are normally given for a grade, the designation Credit may be obtained in the case of credit by examination.

6.7.3 Accreditation of Prior Learning and Prior Experiential Learning (AP(E)L):

- a. Students may be admitted to a programme on the basis of credit achieved on another programme or at another institution or through work experience which has been accredited. Credit achieved in this way may, where relevant, contribute towards the achievement of the credit requirements of the programme concerned in accordance with procedures approved by the Senate or its delegated authority.
- b. Where a student is permitted to use pre-awarded credit towards a University qualification, satisfactory completion of that qualification will be dependent upon the further achievement of at least one third of the total credits required for the award. The achievement of these credits must be at the same or at a higher academic level than the pre-awarded credits and must include any compulsory dissertation or thesis element stated in the programme requirements.

6.7.3 Work-based Learning:

Programmes may include work-based learning which is assessed and given appropriate credit. This should be specified in the programme requirements and modules approved via the usual module approval mechanisms.

6.8 Credit Requirements:

6.8.1 For all awards the full number of credits must be attempted as follows:

BBA/BSc/BTh (unless otherwise stated below)	120-128 credit hours
Post-Diploma (Top-up) Bachelors degree	60-90 credit hours

All Bachelors degree programmes should include at least 4 credit hours of independent learning (e.g. dissertation, project work).

6.8.5 Single Honours Degree Programmes:

The credits will be predominantly in the main subject discipline but, unless the Senate agrees otherwise, all programmes must include the opportunity for students to take at least 6 credits hours from outside the main subject.

6.8.6 Joint Honours and Major/Minor degree programmes:

The credits required for Joint Honours and Major/Minor programmes will normally be distributed between the subjects in the following ratios at each level:

Joint Hons:	50% each subject (i.e. students must complete 60 credits in total in each of the two subjects) split in equal proportions across the levels. The dissertation or project may be in either subject or both subjects. An example is BSc (Hons) Accounting and Information Systems
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Major/Minor:	Two thirds (67%) Major; one third (33%) Minor (i.e. students must complete a total of 67 credits in the Major subject and 33 credits in the Minor subject) split in equal proportions across the levels. A dissertation or project should be taken in the major subject. An example is BSc (Hons) Management with Computing.
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6.8.7 Courses of Other Universities (Letters of Permission and Transfer Credit):

Students admitted with transfer credit may be limited in the number of courses that they may transfer after admission. Prior to taking courses at another University, students are advised to request a Letter of Permission to confirm acceptability of those courses for transfer credit. Otherwise, students may submit a request for transfer credit after completing courses elsewhere. Permission obtained from an instructor or from a department for programme purposes, however, does not obligate the University to grant transfer credit. There is a GH¢20.00 non-refundable charge for each request. Assessments of transfer credit may take several weeks to process depending on the time of year and the nature of the request. Applicants are responsible for submitting requests well in advance of any deadlines they must meet and for obtaining the appropriate counselling concerning the Letter of Permission and/or Transfer Credit process.

6.9 Level:

6.9.1 All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, depth of study and learner autonomy involved in the module. It does not necessarily coincide with the stage or year of the programme in which the module is taken. Levels descriptors shall be approved by the Senate or its delegated authority.

6.9.2 Only one level may be assigned to a module, although there may be occasions when it may be possible for some or all of the content to be delivered in common for modules at different levels. In these instances, the modules will be clearly differentiated by separate learning outcomes and assessment and will be identified by separate module code numbers.

7.0 Assessment, Grading and Progression

7.1 Assessment:

7.1.1 There shall be a formal University Examinations in programmes of study at the end of each semester. The examination in each course shall not be less than two (2) hours duration. In addition, there shall be a system of continuous assessment based on any combination of the following: mid-semester examination, class tests, essays, tutorials, assignments etc.

7.1.2 The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any module shall be appropriate for this purpose. The general principles of assessment shall be consistent with University Assessment Protocols and with the Assessment Policy for First Degree and Taught Masters Programmes.

7.1.3 Assessment of Modules:

All modules must be assessed. Linked modules may be assessed by means of combined assessment, e.g. a single examination paper, essay or project. Modules must normally be assessed within the academic year in which they are taken and may be assessed within the semester in which they are taken.

7.1.4 Assessment Load:

The assessment should be appropriate for the learning and teaching outcomes and should not be excessive. Normally, there should be no more than six formal written examinations of three hours' duration or equivalent for each 36 credit hours of an undergraduate programme.

7.1.5 Marks:

- a. A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for undergraduate level modules is 50% except that, where required by external bodies, as in the case of programmes of our Partner Universities run in Regent-Ghana, modules may be permitted by the Senate to have a pass mark other than 50%.
- b. A Cumulative Weighted Average (CWA)/ a Cumulative Grade Point Average (CGPA) mark shall be required at the end of each semester. Where a student does not maintain the above minimum Cumulative Weighted Average of 50% or a minimum Cumulative Grade Point Average of 1.5 as the case may be, the student shall be put on probation. A final year student who passes in all courses but does not achieve the required CWA mark of 50% or CGPA mark of 1.5 shall be permitted to use his grace period to improve his CWA/CGPA in order to qualify for the award of the certificate/degree for which he/she is studying.
- c. Linked modules shall produce a single mark.
- d. Marks awarded for each module will be provisional until confirmed by the relevant Board of Examiners. Subject to this provision, students shall be given informal guidance with regard to their academic performance at such times as Schools may determine in accordance with the relevant Codes of Practice.
- e. A candidate who fails to attend a required examination without adequate cause or who fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of 0% for that examination or assessment.
- f. Marks will be expressed as percentages on students' transcripts.

7.1.6 Assessment and Credit:

In order to obtain credit in a module a candidate must have gained at least the specified pass mark for the module and completed any other requirements to the satisfaction of the Board of Examiners.

7.1.7 Compensation:

Credit may only be awarded for successful completion of the stated learning outcomes of the module. Where the positive aspects of the overall performance within the module outweigh the area of failure, ‘compensation’ of a weak achievement by a strong performance elsewhere should only be allowed in relation to assessments within a single module, or between assessments across linked modules which share an integrated assessment, which leads to a single mark.

7.2 Grading system and policy:

7.2.1 Examination in all courses shall be credited by marks and later graded as follows:

Percentage	Letter Grade	Grade Definition	
70-100 / 80-100*	A	Excellent	Strong evidence of original thinking; good organization; capacity to analyse and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.
60-69.99 / 70 – 79.99*	B	Very Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature.
50-59.99 / 60.69.99*	C	Good	Student who is profiting from his/her university experience; understanding of the subject matter; ability to develop solutions to simple problems in the material.
40-49.99 / 50.59.99*	D	Pass	Some evidence of familiarity with subject matter and some evidence that critical and analytic skills have been developed.
0-39 0-49*	F	Fail	Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; with limited or irrelevant use of literature.

(*)*Asterisked percentages are meant for programmes pursued under the UEW and TTS Affiliation Agreements.*

7.2.2 Variations to the above may occur depending on what obtains in the affiliate awarding institution. In such cases the student will be given enough advance information.

7.2.3 **Credits** – This is the weight assigned to each course. These credits are usually the number of hours the classes meet a week.

7.2.4 **Weighted Point (WP)** – Defined as the total points earned per course, it is a multiplication of the score obtained by the credits for the course.

7.2.5 **Grade Point (GP)** Defined as the total points earned per course, it is a division of the score obtained by the credits for the course.

7.2.6 **Total Credits (TCR)** – The sum of all credits earned for the semester.

7.2.7 **Weighted Point Average (WPA)** - Total Weighted Points divided by the Total Credits earned. WPA is the semester's weighted average score. $\frac{TWP}{TCR}$

7.2.8 **Grade Point Average (GPA)** - calculated by taking the number of grade points a student earned in a given semester divided by the total number of credits taken.

7.2.9 **Cumulative Grade Point (CGP)** – sum of all points earned for the programme of study.

7.2.10 **Cumulative Grade point Average (CGPA)** – The average calculated by dividing the cumulative Grade Points by the cumulative Credits earned since enrolment into the programme of study.

7.2.11 **Cumulative Credits (CCR)** - Sum of all credits earned for the programme of study. $\sum TCR$

7.2.12 **Cumulative Weighted Points (CWP)** - Sum of all points earned for the programme of study. $\sum TWP$

7.2.13 **Cumulative Weighted Point Average (CWPA)** - The average calculated by dividing the cumulative weighted points (CWP) by the cumulative credits earned (CCR) since enrolment into the programme of study. $\frac{CWP}{CCR}$

7.2.14 **Course Grade (CG)** - Is the final letter grade corresponding to cumulative weighted average score obtained in the programme of study as explained in the grade definition in the table above.

7.3 Definition of Grades

7.3.1 Pass Grades: Grades A to D

7.3.2 Failure Grades: Grades F, Z, X

7.3.3 Absent: A grade X (for absent without reason) shall be awarded at the end of a semester to any student who is absent for a particular examination.

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

7.3.4 Non - Completion of Course: A grade I (for incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the

Faculty/School Board as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.

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

7.3.6 Requirements. Only the grades A, B, C, D and F (and the Courses in which a 0 Credit or Pass grade is received will be used in fulfilling graduation designations IX and NX under conditions described above) are used in calculating resident grade averages.

7.4 Auditing Courses:

A student may register to audit any course upon approval of the HOD. An auditor (hearer) will not be held responsible for assignment or examination; however he/she is expected to attend class on a regular basis. The student's transcript will carry a grade of AU. No credit is received for auditing a course. The appropriate fees (50% of normal tuition fees) must be paid before attending lectures.

7.5 Repeated Courses:

A student may repeat for a higher grade any course in which an F was earned. Only the highest grade earned will count in the WPA/GPA. A course in which a B, C or D is earned may not be retaken in order to achieve a higher grade. If a course is repeated, all grades obtained in that course remain on the student's transcript.

7.6 Grade Re-evaluation:

A student who has reasons, which can be substantiated to request a grade change, must meet with the Lecturer (or the appropriate Departmental Head if the Lecturer is no longer on campus) and request a re-evaluation of his/her performance in the class. If the Head is the lecturer whose mark or grade the student want changed, the case should be referred to a senior lecturer in the department or external examiner. If it is determined that a change of grade is justified, the Lecturer will fill out a grade change form and submit it to the Departmental Head for action. It is then forwarded to the Dean of the appropriate School. It must have the Dean's approval prior to it being sent to the Examinations Unit.

7.7 Semester Examinations & Assessment of Courses:

7.7.1 Assessment of student's performance shall be by a combination of continuous assessment and end-of-semester examinations. The weighting for the two modes of assessments are as follows:

<i>Continuous Assessment</i>	<i>30% or 40% depending on the programme of study</i>
<i>End-of-semester Examination</i>	<i>60% or 70% depending on the programme of study</i>

7.7.2 Continuous assessment should comprise: quizzes, essays, short tests, assignments and mid-semester examinations. There are at least two examinations per semester: *mid-semester* and *end of semester* examinations. Examinations should be taken only at the appointed time. Failing to take an examination will result in a grade of 'F' for that examination.

7.7.3 In case of an emergency, advance permission must be obtained from the lecturer to take the examination at a different time or a student may request an 'incomplete grade'. He/she will then have two semesters in which to complete the work and replace the 'Incomplete' with a letter grade. If the work is not completed within this time, the grade will become 'F'.

7.7.4 Each course, with the exception of a Project work, shall normally be completed in one semester.

7.7.5 The ratio of Semester work to examination mark will be the same for all courses that have final examinations. The relative value of each part of a written examination must be indicated on the question paper.

7.7.6 Final examinations are held at the end of each semester. Students taking courses during the day may be required to write either evening examinations or examinations during the day, and students taking evening courses may be required to write examinations in the evening. Examinations may be held on Saturdays. Students who make personal commitments during the examination period do so at their own risk. No special consideration is given and no special arrangements are made in the event of conflicts.

7.7.7 Students who are unable to write their examinations, due to illness, domestic affliction, etc., should contact their HOD. Students who have two final examination papers at the same time or three consecutive final examination papers should contact the HOD well before the examination period begins. Information regarding dates, times and locations of examinations will not be given by telephone; for the most up-to-date examination timetable, consult the University Website and Notice Boards.

7.7.8 **Academic Honours:** Regular students who have carried at least 15 semester hours and taken the requisite examinations will have their results published on the notice board and also have their academic transcript updated. This list is published latest at the beginning of each semester.

Academic Standing

7.8.1 Academic standing is assessed twice a year: At the end of every term (semester/trimester), a student who attain below a GPA of 1.5 or WPA of 50% would be withdrawn from the University.

7.8.2 Definition

- i. Trail – A student trails a course when he/she fails (F) to obtain a pass mark or is graded Sick (S) or Leave of absence (L)
- ii. Fail – A student fails a course when he obtains a mark of less than 40%/50% or fails to write an examination after registration without any tangible reason.

- iii. Sick (S) - A student is graded Sick (S) for a course when he/she is unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course.
- iv. Leave (L) - A student is graded Leave (L) for a reason(s) other than 7.8.2(iii) above which is acceptable to the Senate.
- v. A Deferred (Df) course is an unregistered course which Fail (F), Sick (S) or Leave (L) is not required to be awarded and for which the student is/was required to register.

7.8.3 In Good Standing:

Students are described as In Good Standing if they are not On Probation, Suspended or Refused Further Registration; these terms are explained below.

7.8.4 A student on probation is required to improve his/her performance and be in good academic standing with regard to 7.8.2(iii – v), within two semesters, failing which he/she will have another year redeem him-/herself.

- b. Students are automatically taken off academic warning when the Cumulative Weighted Average (CWA) or Cumulative Grade Point Average (CGPA) goes beyond 'D' average at the end of the academic year.

7.8.5 A student who at the end of his/her probation:

- a. has at least a 'D' average shall be in good standing
- b. has an average of less than 'D' average shall be suspended for one calendar year unless he or she has been so suspended previously, in which case he or she shall be suspended for three years.

7.8.6 A student who, having been suspended for three years, is again liable for suspension shall be refused further registration in the University.

7.8.7 Courses attempted are those in which a student remains formally enrolled on the last date for cancellation.

7.8.8 Students (freshmen or transfer) who earn less than 'D' average in the first term at Regent-Ghana will be dismissed. Students who neglect their academic responsibilities may be dismissed at anytime on the recommendations of their academic dean.

7.8.9 Students who have been withdrawn based on their academic performance must normally wait at least one academic year before being reinstated.

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

- a. A student on trailing more than six courses as Sick (S) or Leave of Absence (L) at the end of first term examination or a total of more than six courses as 'S' or 'L' at the end of second semester examination.
- b. A student who is put on Probation for the second successive time. The student must take the failed courses in that year again.
- c. A student on deferring his/her programme for one semester.

- d. A student whose performance is such that he/she has to be withdrawn but offers to pay the full University fees to repeat the failed year. The credits obtained for the failed year shall be cancelled.

7.8.13 **Non-Regular:** A student shall be considered as **non-regular** under the following situation: a continuing student on trailing (F) more than six courses at the end of the year's examination.

- (i) A Non-Regular student shall cease to be a full-time student of the University and shall be required to improve his/her performance and be in good academic standing by:
 - a. Reducing his /her trails to not more than four within a year
 - b. Obtaining a CWA/CGPA of not less than 'D' Average within a year.
- (ii) Such a student, after satisfying conditions 7.8.13 (i) above may be required to register for the next class in the subsequent Academic Year.

7.8.14 **Withdrawal:** A student shall be withdrawn from the programme in any of the following situations:

- i. A 1st year student upon trailing **more than four courses** at the end of the first semester examination or total of more than four courses at the end of the second semester examination.
- ii. A 1st year student on obtaining a CWA /CGPA of less than 50% / 1.5 at the end of the second semester examination.
- iii. A 2nd or 3rd year student whose performance is such that he/she has to repeat for the second time in the programme.
- iv. A repeated student failing to obtain a CWA of 40% or CGPA of 1.5 or above.
- v. A 2nd OR 3rd year student whose performance is such that he/she to be made a **Non-Regular** student for the second time in the programme.
- vi. Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

7.8.15 **Grace period:** It is a maximum period of two academic years granted to final year students to correct their deficiencies in the following situations:

- i. A final year student who at the end of the last term examination still trails any course(s)
- ii. A final year student whose performance is such that he/she has to be put on probation for the second time in succession.
- iii. A final year student whose CWA/CGPA is below 'D' average and has to take any course(s) to make up the grade for the award of a degree.
- iv. A final year student whose performance is such that he/she has to be a Non-Regular student for the second time in the programme.

7.9 **Progression:**

7.9.1 Schools shall monitor and inform students of their academic progress in accordance with procedures approved by the Senate.

- 7.9.2 All students, irrespective of the number of credits completed within a session, shall have their performance reviewed by the Academic Board at the end of every year.
- 7.9.3 Candidates who do NOT qualify to progress from the first year to the second year on the basis of not earning a CWA/CGPA of at least 'D' average by the end of the first year, shall be asked by the Senate to withdraw from the University.
- 7.9.4 At level 200 and 300 (years two and three), a student shall be put on probation if he has a CWA/CGPA of less than 'D' average. This means he/she will be required to repeat failed courses and where possible making up the workload with the appropriate courses from the next levels.
- 7.9.5 The minimum credits for progression on programmes shall be 30 credits at each stage.
- 7.9.6 To be eligible for progression to any year abroad/in industry required by the programme of study, the preceding credit requirements (stated above) must have been satisfied. For eligibility to progress to the stage of the programme following the year abroad/in industry, that year must be passed satisfactorily (i.e. at least 30 credits must be attained).
- 7.9.7 Progression is no guarantee of achievement of the requirements for the final award. Thus failed credits may need to be redeemed even if progression is allowed.
- 7.9.8 Any additional requirements for progression shall be stated in published programme requirements approved by the Senate or its delegated authority.
- 7.9.9 The Academic Board may permit students on relevant programmes to interrupt their studies, normally between stages 3 and 4, (Levels 300 and 400) in order to undertake an industrial placement. The requirements relating to such placements shall be specified separately in programme requirements.

7.10 Retake Policy

- 7.10.1 There shall be only three (3) attempts at any particular paper.
- 7.10.2 After the first attempt with an F score, there shall be only 2 retakes/resits.
- 7.10.3 All failed grade shall be recorded on the transcript permanently.
- 7.10.4 Continuous assessment score shall remain unchanged in every resit in the computation of the grade.
- 7.10.5 The average of the examination scores shall be added to the continuous assessment score in the computation of the final grade.
- 7.10.6 For a student to obtain a first class he/she must not obtain 'D' average in any course within his/her programme.
- 7.10.7 A student who obtains more than two (2) Cs, one (1) D and an F in any course shall not be considered for the award of a first class irrespective of the student's total Cumulated Weighted Average or Cumulative Grade Point Average.

7.11 Release of Grades, Grades Review and Approval

7.11.1 A student's grades may be accessed by ordering an academic transcript. Sponsors of a dependent student may obtain grades by submitting proof of dependency to the Registrar or with written permission from the student.

7.11.2 Approval of Grades:

Grades shall be recommended by the lecturer to the head of department. The grades shall then be approved by the dean following a review meeting of the school examination board. Grades shall not be reported or released to students as official until the school review procedure has been carried out and endorsed or approved by the Academic Board or Senate. The Academic Boards decision constitutes the final approval of grades or disapproval of the grades except when grades are changed on appeal. The approved grades will then be forwarded by the respective Deans to the Examination Unit.

7.11.3 Re-Marking of Examination Script

Students have a fundamental right to query how their scripts are marked if they feel strongly that their results do not reflect their efforts. A student who requests for re-marking shall follow the following procedures:

- i. He/she shall address the request for re-marking to the Vice President for Academic Affairs through the Head of Department and the Dean.
- ii. He/she shall pay a fee to be determined by the University. However, the fee will be refunded to the student if he/she is vindicated; a student is deemed to have been vindicated where his/her new mark resulting from the re-marking raises his/her grade.
- iii. The request for re-marking shall be made within one month after the approval of the result by the Senate.

7.11.4 Grades **Review Procedure:**

The Academic Board administers the Grading Regulations, and reviews course grades submitted by Departments. The School, through this Academic Board, is responsible for assigning the official course grades, which are communicated to the students by the HODs/Deans

- a. The criterion that the Schools Faculty Board shall employ in its evaluation is whether the Lecturer has followed the University Grading Practices Policy. The School Faculty Board shall not normally adjust grades unless the consequences of allowing the grades to stand would be injurious to the standards of the University, or the class in general.
- b. Where grades have been adjusted by a School Faculty Board, the students as well as the lecturer shall be informed. On request, the students or the lecturer shall be given the reason for the adjustment of grades, a description of the methodology used to adjust the grades, and a description of the departmental appeal procedure.
- c. Where a School Faculty Board changes course grades, the Board shall relay the information upon shall relay this information, upon request, to the students or the lecturer with a description as to the reason for the change and the methodology used.

- d. Past statistical data, including drop-out rates, mean arithmetic average, etc., should be provided to the School Faculty Board as background information where available. The Board will not use this information exclusively to judge whether a specific grades distribution is anomalous. Rather, the information should provide part of the basis for an overall review of grades in a department.
- e. Where class grades have been changed, or when the School Faculty Board had reservations about the grades, the issue will be taken up with the lecturer by the division or department head, with a view to ensuring that the Grading Practices Policy is followed in the future.

7.11.5 Each School Faculty Board shall review grades submitted by lecturers. The Board may ask for clarification of any anomalous results or distributions, or disparity between sections of the same courses. The School Faculty Board through the Dean, has the right, in consultation with the lecturer of the course, to adjust marks where there is an obvious and unexplained discrepancy between the marks submitted and the perceived standards of the School.

7.11.6 School Faculty Board:

- a. In each School Faculty Board chaired by the Dean or his/her representative his/her representative, shall have the heads of various department and unit in the faculty serving as members, shall:
 - i. Administer the implementation of the University Grading Practices Policy at the department and unit level and oversee the general consistency of grading procedures with the division;
 - ii. Approve and administer the University's specific regulations concerning the grade scale or scales to be used, the assignment of non-grade designators for course work, classroom procedures and approval methods of evaluation
 - iii. Review, adjust and approve course grades recommended by lecturers. The grades recommended for any individual student in the professional faculties may be adjusted according to his or her performance in the course or programme as determined by the Board.
- b. The departments have the final responsibility for assigning the official course grade.

7.11.6 Final marks are official, and may be communicated to the students only after the review procedure has taken place. Grades, as an expression of the lecturer's best judgment of each student's overall performance, will not be determined by any system of quotas.

7.11.7 Classroom Procedures:

- a. To ensure that the method of evaluation in every course reflects appropriate academic standards and fairness to students, departmental regulations governing classroom procedures must be consistent with the practices below.
 - i. As early as possible in each course (and no later than the division's last date for course enrolment) the lecturer shall make available to the class, and shall file with

the school or department, the methods by which student performance shall be evaluated. This should include whether the methods of evaluation shall be essays, tests, examinations, etc., the relative weight of these methods in relation to the overall score, and the timing of each major evaluation.

- ii. After the methods of evaluation have been known, the lecturer may not change them or their relative weight without the consent of at least a simple majority of the students enrolled in the course. Any changes shall be reported to the school or the department.
- iii. Student performance in a course shall be assessed on more than one occasion. No one essay, test, examination, etc. should have a value of more than 60% of the grade. Criteria for exemption may be determined by the school.
- iv. In courses that meet regularly as a class there shall be an examination (or examinations) conducted formally under school auspices and worth (alone or in the aggregate) at least one-third of the final grade. Criteria for exemption may be determined by the school. The relative value of each part of an examination shall be indicated to the student. In the case of a written examination, the value shall be indicated on the examination paper.
- v. Commentary on assessed semester work and time for discussion of it shall be made available to students.
- vi. At least one piece of a term work which is a part of the evaluation of a student performance, whether essay, laboratory report, review, etc., shall be returned to the student prior to the last date for the lecture of the course
- vi. Grades shall be recommended by the lecturer in reference to the approved grades scales on the basis of each student's overall performance.
- b. In formulating their own regulations school may add to items (i) to (vi) and may adopt fuller or more specific provisions, for example in place of such terms as "a simple majority" (ii), "one-third of the final grade" (iv), or in particularizing the evaluation methods referred to in (i) and (ii).

7.11.8 Moderators and External Examiners

i. Appointment

- a. External examiners and moderators shall be appointed by the Senate upon recommendation by Faculty Boards.
- b. Moderators' shall not normally hold office for more than three consecutive years and there shall not normally be more than one moderator for each degree programme.

ii. Duties of Moderators

- a. Moderators shall be requested to advice on course structure and syllabuses relating to their field.

- b. They shall be requested to review all draft examination papers which have been commented upon by the External Examiners and thereafter submit their recommendations to the Deans of School.
- c. The moderator in each academic programme shall visit the Department/Faculty once every three years upon request by the College /Faculty Boards to assess the overall standard of the programme. These visits shall be approved by the Senate.

iii. Duties of External Examiners.

- a. External Examiners shall among other things, review examination questions, model answers and marking schemes and in some cases, marked scripts.
- b. They may be present for the conduct of oral examinations
- c. They shall be requested to comment on the conduct of examinations, academic standards and any other matters relevant to examinations. Such comments shall be sent to the Registrar with copies to Deans for their consideration.

7.11.9 Examiners Board

Examiners Boards shall be composed according to regulations laid down by the University and they shall meet after every semester to consider the examination results and make appropriate recommendations. They shall also meet at the end of the year to review the performance of students during the academic year and make appropriate recommendations. They shall meet three (3) weeks after the end of examinations.

7.11.10 Procedures in the Event of Disruptions:

- a. The following principles shall apply in the event of disruption of the academic programme:
 - i. The academic integrity of academic programmes must be honored; and
 - ii. Students must be treated in a fair manner recognizing their freedom of choice to attend class or not without penalty.
- b. The Vice President for Academic Affairs (VPAA) shall declare when a disruption of the academic programme has occurred. The VPAA shall take steps to inform the University community at large of the changes to be implemented, and will report to the Academic Board on Academic Policy and Programmes regarding the implementation of the procedures and changes to the status of the academic programmes.
- c. Individual lecturers or multi-section co-ordinators responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to classroom procedures are needed to complete the course.
- d. Changes to the classroom procedures should, where possible, first be discussed with students prior to the class in which a vote of the students present on the proposed changes is to be taken. Changes agreed upon by consensus should be forwarded to the department or school with a report on the attendance at the class where the vote was taken.
- e. Where consensus on changes has not been arrived at or where a vote is not feasible, the lecturer will after class discussion provide the Dean or HOD in multi-departmental faculties with his or her recommendation, along with the results of the classroom votes. The chair or Dean shall then make a decision.

- f. Where classes are not able to convene, the lecturer, with the prior approval of the Vice President (AA) in multi-departmental faculties or the Dean, shall make changes deemed necessary to the classroom procedures. In the absence of the lecturer such changes will be made by the Dean and require the approval of the VPAA. Where courses are to be cancelled, approval of the Faculty Board is required. If the Faculty Board cannot meet, approval of the Dean, or in the absence of the Dean, the approval of the VPAA is required.
- g. Students must be informed of changes to classroom procedures. This may be done by circulating the changes in writing to the class, posting in the departmental and School offices. Should classes resume students must be informed, at class, of any changes made during the disruption.
- h. Where a declared disruption occurs in a specific course after the last date to drop courses for the term or academic session, students who do not wish to complete the course(s) during that term or session may, prior to the last day of classes, withdraw without academic penalty. Students who cancel a course prior to the last day of classes as a result of declared disruption in that course shall receive a full refund of the course tuition fee.
- i. Where students have not attended classes that are meeting, they nonetheless remain responsible for the course work and meeting course requirements. However, where possible, reasonable extension of deadlines for the course requirements, or provision of make-up tests shall be made and reasonable alternative access to material covered should be provided.
- j. A student who considers that disruption has unreasonably affected his or her grade in a course may appeal the grade following the procedures as set out in each school. If the petition is approved, the student's original grade will be replaced by either an assessed grade or by a grade of CR/NCR, or as deemed appropriate in the particular circumstances.

7.11.11 Assessment in Field Settings:

- a. Departments may make reasonable exemptions to the classroom procedures in circumstances such as field courses where adherence to these procedures is not possible.
- b. Nevertheless, it is obligatory that the assessment of the performance of students in field settings should be fair, humane, valid, reliable and in accordance with the principles enunciated in the University Grading Practices Policy. Accordingly, where a student's performance in a clinical or field setting is to be assessed for credit, the evaluation must encompass as a minimum:
 - i. A formal statement describing the evaluation process, including the criteria to be used in assessing the performance of students and the appeal mechanisms available. This statement should be available to all students before or at the beginning of the field experience.
 - ii. A mid-way performance evaluation with feedback to the student.
 - iii. Written documentation of the final assessment In addition, for such field experiences, department must ensure that
 - iv. Field assessors are fully informed regarding University, departmental and course policies concerning evaluation procedures, including the

specific assessment procedures to be applied in any particular field setting.

- v. Any exception from the above would require a departmental request with explanation for approval by the Senate.

7.11.12 Appeal Procedure:

Every department shall establish departmental appeal procedures. Students may appeal grades according to the procedures established for that purpose in the School. The appeal may be made whether marks have been altered by the review process or not. These procedures shall be outlined in the departmental Calendar, and available upon request at the School or the Registrar's Office.

7.11.13 Student Access to Examination Papers:

- a. All departments should provide access to copies of the previous year's final examination papers and other years' papers where feasible. Exemptions may be granted by an appropriate committee of the division or department.
- b. All departments should provide students with the opportunity within a reasonable time to review their examination paper where feasible. A recovery fee should be set to cover administrative costs including photocopying.
- c. All departments should provide, in addition to the customary re-reading of papers and the re-checking of marks, the opportunity for students to petition for the re-reading of their examination where feasible. A cost recovery fee should be set and returned where appropriate.

7.11.14 Conflict of Interest:

Where the lecturer or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be disclosed to the chair or the HOD who shall take steps to ensure fairness and objectivity.

7.12 Withdrawal Policy

7.12.1 Students with genuine financial difficulties who wish to withdraw from the course should write to Registrar through their Deans for consideration. All requests must be supported with documentary evidence. Upon its final decision, the University shall inform the students in writing within a week.

7.12.2 Students should submit their withdrawal requests in writing to the Registrar's Office through the Office of the Dean of their School.

7.12.3 All approved refunds shall be made within fourteen (14) days from the date of a letter of approval sent to the student.

7.12.4 A student may be required by the Senate or its delegated authority to withdraw on the grounds of failure to submit work of a satisfactory standard or of failure to pursue the course of study with reasonable diligence.

7.12.5 A student who is required to withdraw or who is to be debarred from further examination shall be given the opportunity to submit an appeal in accordance with the University Appeals Procedure.

7.12.6 Should it become necessary for a student to withdraw from the University he/she must report to the Academic Office at that time and complete the specified procedures.

7.12.7 If a student leaves the University and fails to withdraw officially, it will result in an “F” grade notation on the student’s permanent record.

7.13 Transfer Policy

7.13.1 Transfer out of Regent-Ghana to another School/Institute

- a. A student who requests for transfer to another school/institute will be required to pay a transfer application fee to be determined from time to time.
- b. The student shall be charged for all modules consumed and all discounts/rebates that the student was entitled to shall be forfeited.
- c. Any student who transfers out of Regent-Ghana to another school/institute shall be deemed as having withdrawn from the University, and the existing terms and conditions of Regent-Ghana ‘refund policy’ shall follow.

7.13.2 Transfer within Regent-Ghana but to a different course programme.

- a. All requests for transfer or downgrading of package must be submitted in writing and supported with a transfer application fee of GH¢10.
- b. The student will be charged for all modules consumed and all transfer requests must be submitted before or within one (1) month from commencement of class.
- c. Transfer requests received after one (1) month from class commencement date will not be entertained. Students who insist on a transfer will have their request processed as a withdrawal.
- d. In the event that a student has paid in excess of consumed fees, the University will process the refund of the unconsumed fee portion accordingly.

7.13.3 Transfer of courses: A student enrolled at Regent-Ghana desiring to earn credits at another institution of higher education and have those credits applied toward a degree at Regent-Ghana must seek the approval of the Academic Secretary and other appropriate University officials. Approval must be obtained prior to taking the particular course(s). A student receiving such approval must have an official transcript submitted to the Academic Office immediately upon completion of the course(s). The appropriate fee will be charged for such service.

7.14 Programme Deferment and Interruption of Study

7.14.1 Definition of Deferment:

- a. Deferment enables students who have just gained entry to a tertiary course, but who have not yet enrolled, to delay starting the course. Deferment is usually for one year only.
- b. Applicants who wish to defer their offer are advised to contact the Registrar's Office for specific policies on deferment.
- c. Request for deferment must be made in writing and submitted together with the duly completed Change of Student Status Form and supporting documentary evidence.
- d. Deferment of a course will only be considered BEFORE the commencement of the course, whereas deferment of a module will only be considered BEFORE the commencement of that particular module.

7.14.2 Grounds for Deferment

- a. The valid grounds for applying for deferment are:
 - i. Medical reasons with supporting approved medical documentation.
 - ii. Official Overseas Work Assignments.
 - iii. Bereavement of immediate family members including parents, spouse.
 - iv. Inability to meet fee payment
- b. Deferment will only be permitted for periods of prolonged medical incapability, lengthy overseas work assignments, etc. Periods of a few days only, will not be accepted as legitimate reasons for requests for deferment.
- c. All applications must be supported by documentary evidence.
- d. Only under exceptional circumstances would deferment be considered during the semester or trimester. For such cases, the following must be noted:
 - i. Upon approval, students are required to pay a fee for the modules attended during the term before the commencement of deferment.
 - ii. Upon resuming the course, students are expected to start the term afresh.
 - iii. This is regardless of the fact that they had already attended the first few lessons previously before their deferment.

7.14.3 Applying for deferment:

- a. Information about how to apply for deferment will be contained in the leaflet that comes with the offer of admissions letter from the Registrar's Office.
- b. Deferred applicants must re-apply through the Registrar's Office to take up their offers.
- c. Deferment may be for a term or a year.
- d. A Deferment Form may be obtained from the Registrar's Office. This must be duly completed and supported with relevant documents before the Refund Request could be considered.

7.14.4 Approval of Deferment:

- a. Deferment is subjected to approval by the University and the payment of the next installment due. The University's decision is final and would be communicated in writing.
- b. Approval for deferment is valid only for a maximum duration of one year. Students are required to sit for their supplementary examinations during their deferment period (if they have any). Students are required to write in before the end of the deferment period to resume the course. If students fail to update their student status with the University as required, they would be deemed to have withdrawn from the course and would have to re-apply as fresh applicant if he/she is interested to pursue the course.

7.14.5 Deferment of examination

The University will organize supplementary examinations for students who are unable to take the main examinations on grounds of ill health or any other tangible reason, not more than three weeks after the main examinations or such time as will be determined by the department. All such cases must be approved before this is done.

7.14.6 Interruption of study programme:

- i. A student could interrupt his/her programme for whatever reason for a maximum period of one year, but he/she must be granted permission for interruption of the programme will normally be granted within the first four weeks of the start of the semester.
- ii. A student who wishes to interrupt his/her study programme shall apply in advance to the Dean of Students, stating reasons why he/she wants to interrupt his/her study programme and permission should be duly granted before he/she leaves the University. A student who breaks his/her studies for more than six continuous semesters shall be deemed to have lost any accumulated credits. Such a student may be allowed to re-apply for admission into the University.
- iii. Where the interruption is for one semester, the student shall be required to satisfy the requirements for that semester before he/she proceeds to the next semester.
- iv. A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her programme.
- v. However, a first year student may be granted permission to defer his/her programme on medical grounds on the recommendation of the University Health Services.

7.14.7 Re-admission:

A student who has left a programme of study at Regent-Ghana for one or more semesters will be considered for re-entry by the Joint Admissions Board only after a letter of request has been submitted prior to the opening of the ensuing term. Any student who withdraws unofficially cannot be re-admitted.

7.14.8 Change of programme of Study

Students who wish to change their programmes of study after the first year shall apply to the Registrar through the Dean for the requisite application forms. All such application will have to be finally approved by the VPAA.

7.15 Attendance Policy:

A record of attendance shall be kept at the beginning of the course by the lecturer.

A Student who misses classes for 21 days without permission may be deemed to have abandoned the course.

7.15.1 A lecturer *may* drop a student from any or all components (e.g., lecture, laboratory, etc.) of a course if the student is absent at the beginning of the first class period of any component of the course. Students who cannot be in attendance should arrange prior permission from the lecturer in order not be dropped. Beginning the 1st calendar day of the semester, a lecturer is to notify Student Planning and Assessment (SPA) Unit (Academic Office) if he/she would like to have a student dropped from a course because of the above policy.

7.15.2 Notification must be done by sending a copy of the current course roll sheet, with appropriate name/student ID number marked out to SPA, Academic office. The roll sheet must be submitted to the SPA Unit as soon as possible and NO LATER THAN the end of the 12th calendar day of the semester.

7.16 Reinstatement Policy:

7.16.1 Normally a student must wait till the next academic year before being considered for reinstatement.

7.16.2 A dismissed student will be readmitted only when approved for reinstatement by the Registrar; the application for reinstatement must be directed to the Registrar through the Dean.

8.0 Award of Degree

8.1 Credit and Level Requirements:

8.1.1 A student may be awarded only one University qualification following completion of a programme of study except in instances where the University's affiliates whose programmes were pursued by the student in line with duly drawn up MOU allow the award of other qualifications.

8.1.2 Credits and module marks from all modules of all levels shall contribute to the award or classification of the award.

8.2 Classification of Degree:

8.2.1 Final awards will be calculated using a scheme or schemes based on weighted averages taking account of the credit value and level of the modules concerned as agreed by the Senate or its delegated authority.

8.2.2 Except when otherwise approved by the Senate or its delegated authority, where a year of study abroad / in industry between stages 2 and 3 is included as a requirement of the programme of study to which a student has been admitted, the

achievement of the learning outcomes shall be assessed and used, in a proportion to be agreed by the Senate or its delegated authority, towards the overall stage 2 contribution to the degree classification.

8.2.3 Normally, where a year of study abroad is an equivalent alternative to study that would otherwise have been taken within this University, it must be assessed and it should contribute to the classification in the same way as the equivalent study undertaken within the University.

8.2.4 In order to achieve a particular classification a candidate must obtain a mark or marks within the appropriate range and also satisfy any further requirements specified in the relevant module descriptions.

8.2.5 The percentage mark ranges used in determining classifications are as follows:

70-100% 3.5 – 4.00	Class I (First Class)
60-69.99% 3.0 – 3.49	Class II i (Second Class Upper Division)
50-59% 2.5 – 2.99	Class II ii (Second Class Lower Division)
40-49% 2.0 – 2.49	Class III (Pass)
< 40% <1.0	Fail

8.2.6 Pass Degree:

- a. A Pass degree is awarded on the completion of an Honours degree programme, to a student whose performance merits the award of a degree, but who has not achieved the requisite number of credits and is not therefore eligible for the award of a classified Honours degree.
- b. A Pass degree may be awarded on the recommendation of the Board of Examiners to a student who has achieved at least 50 credit hours at levels 300 and 400.

8.2.7 Unclassified Degrees:

The degree of Bachelor of Philosophy (BPhil) shall not be classified.

8.3 Eligibility for the degree:

The degree shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses of study over the period prescribed and has satisfied the following conditions:

8.3.1 A student shall attend all such lectures, tutorials, seminars and undertake all other assignments as are approved by the University. Normally, a student must complete all degree work within an 8 -year period.

8.3.2 Maintenance of acceptable personal integrity and uprightness of character during the period of enrolment at the University. This will include co-operation with the administration and fellow students.

8.3.3 Pass in all University required courses, non curricula activities including Health and Fitness, First Aid and Office Technology Management.

8.3.4 Satisfactory performance in the appropriate University examinations.

8.4 Requirement for graduation:

8.4.1 In order to graduate, a student shall be deemed to have:

- a. Satisfied all general University requirements (including Eligibility to the Degree)
- b. Completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study.
- c. Submitted and passed an Oral Defense (Viva Voce) of an 8,000 - 10,000-word dissertation.
- d. Have achieved the minimum average mark:

Undergraduate - 'D'

- e. Completed the following 0-1-credit courses required for graduation: GSGR1500 Health and Fitness, GSGR 4500 Development of Business Portfolio, GSGR 4510 Regent Industrial Placement Experience (RIPE), GSGR 4600, Public Speaking; GSGR 4700 Business Communication Seminars.
- f. Have satisfied any other requirements of the Department and Board of Examiners of the Faculty.

8.4.2 The fulfillment of all other practical requirements for graduation including industrial placement, Graduate Office Practice programme and Entrepreneurial Training sessions.

8.4.3 Moral Conduct:

To qualify for graduation, the student must maintain acceptable moral conduct at the University, including not only personal integrity and uprightness of character, but also capability in general attitude and co-operation with the University administration and fellow students.

8.5 Presentation and/or Cancellation of Award:

8.5.1 Presentation:

Following the confirmation of an award of a degree, the candidate shall be entitled to be awarded the degree under the seal of the (Mentoring) University at a graduation of the University organised for that purpose.

8.5.2 Cancellation:

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

- a. A candidate had entered the University with false qualifications
- b. A candidate had impersonated someone else
- c. A candidate had been guilty of an examination malpractice for which a grade Z should have been awarded

8.6 Conferment of Degrees in Person or in Absentia:

8.6.1 Students and members of staff expecting to graduate or to obtain Higher Degrees may choose whether to attend the relevant Degree Congregations in person or to have their Degrees conferred in absentia.

8.6.2. Students concerned are to complete a form declaring their wish intention to either attend their degree conferment in person or have the degree conferred in absentia. Such forms will be made available at the Dean's office.

8.6.3 The Senate shall appoint a standing Nominations Committee to consist of the following:

- a. The President & Chief Executive Officer
- b. The Provost
- c. The Vice Presidents
- d. The Deans
- e. Four members elected by and from the Senate for a four year period.

8.6.4 The form conveying the wish of the student must be returned to the Dean's Office with a copy to the Registrar's Office two weeks prior to the Graduation Ceremony.

8.6.5 If a reply is not received by the relevant date in Sub-Regulation 8.6.4 then the student concerned will be deemed to wish to have his or her degree conferred in absentia.

8.7 Congregations for the Conferment of Degrees:

8.7.1 Graduands are required to present themselves for their degrees wearing the gown, hood and cap appropriate to the degree to which they are to be admitted.

8.7.2 Members of the procession and those attending for the conferment of a degree shall wear their caps as they enter and leave the Hall; caps shall be removed after the Congregation is declared open. Women are exempt from this latter requirement.

8.7.3 The Chancellor or, if absent, the Chaplain General (acting as Chancellor) or, in the absence of both, the Chairman of the University Council shall preside and declare the Congregation open and closed.

8.7.4 The formal admission of persons to Degrees shall be made by the Vice Chancellor of the Mentoring Institution or its accredited representative.

9.0 Procedure and Formulae for the presentation of Graduands

The following procedure and formulae are prescribed for the presentation of Graduands:-

9.1 The Presidents shall present graduands for Honorary Degrees by oration and by using the following formula:

"Chancellor, to you and to the University I present A..... B..... to be admitted to the Degree of honoris causa".

9.2 The President shall present graduands for ex-officio degrees, using the following formula:

"Chancellor, to you and to the University I present A..... B..... to be admitted to the Degree of..... Ex-officio".

9.3 All other graduands shall be presented by the Dean concerned or the authorised deputy of the Dean.

9.3.1 On presenting graduands the Dean will use the presentation formula once only and then announce the different degrees, and the graduands will be presented in the appropriate order.

9.3.2 On the Presentation of Groups of Graduands, the Dean shall raise his or her cap to the Chancellor (or President), and shall say,

"Chancellor (or President), to you and to the University I present these graduands proved worthy to be admitted to the following degrees"

a. After the first time that this formula is used in any Congregation and before any graduand ascends the steps for the conferment of a Degree, the Conferring Officer shall use the formula at 9.1 or 9.2.

b. The Dean shall then announce the degree for each group and the name of each graduand in succession as presented to the Chancellor (or President). When the degrees have been conferred on the graduands in the group, the Dean shall again raise his or her cap.

9.3.3 On the Presentation of an Individual Graduand, the Dean, having raised his or her cap to the Chancellor (or President), shall say,

"Chancellor (or President), to you and to the University I present this graduand, proved worthy to be admitted to the Degree of, A..... B....."

9.3.4 On the Conferring of Several Degrees in Absentia, the Dean shall raise his or her cap to the Chancellor (or President), and shall say,

"Chancellor (or President), to you and to the University I present the names of these graduands, as listed in the Programme, proved worthy to be admitted to their respective degrees, and I request that the degrees be conferred in absentia".

9.3.5 On the Conferring of a Degree in Absentia, the Dean, having raised his or her cap to the Chancellor (or President), shall say,

"Chancellor (or President), to you and to the University I present the name of this graduand, as listed in the Programme, proved worthy to be admitted to his (or her) Degree, and I request that the Degree be conferred in absentia".

9.4 Procedure and Formulae for the presentation of Degrees:

The following procedure and formulae are prescribed for the conferment of degrees:

9.4.1 The Chancellor, before admitting the first graduand at each Congregation to a degree, shall say,

"By virtue of my authority as Chancellor, I admit those persons here present to the degrees for which they are to be presented"

and shall then take each graduand by the right hand and shall say,

"I admit you".

9.4.2 The President, before admitting the first graduand at each Congregation to a degree, shall say,

"By virtue of my authority as President, I admit those persons here present to the degrees for which they are to be presented" and shall then take each graduand by the right hand and shall say "I admit you".

9.4.3 In the absence of both the Chancellor, the President, or the Provost, any other person specially appointed by the Council, before admitting the first graduand at each Congregation to a degree, shall say,

"By virtue of the authority committed to me by the Council of the University, I admit you those persons present to the degrees for which they are to be presented" and shall then take each graduand by the right hand and shall say,

"I admit you".

9.5 Overall Best Student Award

The overall best student will be selected from the best students of all faculties/schools. Prospective Graduands with the highest Cumulative Weighted Average (CWA) from the schools/faculties will attend an interview by a Committee set up by the Academic Board. The criteria for the selection are below:

Academic (CWA)	60%
Community Engagement and Leadership	15%
Initiative and Innovation	10%
Participation in Regent Activities, both on and off campus	5%
Character	10%
Total	100

The student who emerges from the interview with the highest mark, will be named the **OVERALL BEST STUDENT** for the graduating class.

10.0 Student Records and Transcripts

10.1 The "official student academic record" is maintained by the Registry, which shall designate the document, form or medium containing the official version and how official copies of such information will be identified.

10.2 Student academic records refer to information concerning admission to, and academic performance at, this University. The "official student academic record" contains:.

- 10.2.1 Personal information which is required in the administration of official student academic records such as name, student number, citizenship, social insurance number
- 10.2.2 Registration and enrolment information
- 10.2.3 Results for each course and academic period
- 10.2.4 Narrative evaluations of a student's academic performance, used to judge his or her progress
- 10.2.5 Basis for a student's admission such as the application for admission and supporting documents
- 10.2.6 Results of petitions and appeals
- 10.2.7 Medical information relevant to a student's academic performance, furnished at the request or with the consent of the student
- 10.2.8 Letters of reference, whether or not they have been provided on the understanding that they shall be maintained in confidence
- 10.2.9 Personal and biographical information such as address, and telephone number.
- 10.2.10 Record of suspension and refusal of further registration, and completion of degree requirements

10.3 Access to Student Records:

10.3.1 Access by a student:

- a. Students may examine and have copies made of their academic record as defined above, with the exception of those portions of the record which comprise letters of reference which have been provided or obtained on the expressed or implied understanding that they shall be maintained in confidence. A student may however, be advised of the identity of the authors of any confidential letters contained in his or her official academic record.
- b. Students' requests to examine any part of their "official student academic records" shall be made in writing and shall be complied with within thirty days of receipt.
- c. Students may challenge the accuracy of their academic records with the exception of the materials specifically excluded above and may have their record supplemented with comments so long as the sources of such comments are identified and the official student academic record remains securely within the custody of the schools and departments or HODs/Deans. Reference to such comments would not necessarily appear on official academic reports such as the transcript or the Statement of Results.

- d. It is assumed that all documents relating to petitions and appeals and not provided on the understanding that they shall be maintained in confidence, will be retained within the division, and when needed by the student, will be made freely available.

10.3.2 Access by University Staff:

Members of the teaching and administrative staff of the University shall have access to relevant portions of a student's academic record in the performance of their duties.

10.3.3. Access by Regent-Ghana Campus Organizations:

Student organizations in the Regent-Ghana may have access to all information available freely to persons outside the University and to the residence address and telephone number of the student, for the legitimate internal use of that organization.

10.3.4. Access by Others:

- a. By the act of registration, a student gives implicit consent for a minimal amount of information to be made freely available to all inquirers:
 - i. The academic divisions(s) and the session(s) in which a student is or has been registered,
 - ii. Degree received and date(s) of convocation.
- b. Any other information shall be released to other persons and agencies only with the student's prior expressed written consent, or on the presentation of a court order. A record shall be kept of permissions granted to any persons or agencies outside the University for access to a student's academic record.
- c. General statistical material drawn from academic records not disclosing the identities of students may be released for research and informational purposes.

10.4 Refusal of Access:

The University reserves the right to withhold transcripts and other records of students who have outstanding debts.

10.5 Statement of Results:

Statements of Results are sent to students at their mailing address or the secretariat of the various schools. Results are also put out on the notice board for students attention or through the cyber campus .Students should expect to receive their Statements within six weeks of the end of the examination period, and should contact the HODs immediately if the Statement of Results has not been received.

10.6 Transcripts:

10.6.1 The transcript of a student's record reports courses in progress and the standing in all courses attempted along with course average, information about the student's academic status which include completion of degree requirements.

10.6.2 Final course results are added to each student's record at the end of each session. WPAs/CGPAs are calculated at the end of each session. Individual courses that a student cancels within the normal time limit are not shown.

10.6.3 Copies of the transcript are issued at the student's request, subject to reasonable notice. In accordance with the University's policy on access to student records, the student's signature is required for the release of the record.

10.6.4 Request for Transcripts:

- a. Copies of student's transcripts are available upon written request to the Registrar. A copy of the transcript includes only academic records accumulated by the student at the Regent University College of Science and Technology and those that have been credited to him by other accredited institutions. A transcript may also be requested by completing a Transcript Request Form.
- b. This completed form should include the following:
 - i. Student's registration number and the full name under which the student was last enrolled and any other names previously used by the student
 - ii. Current address
 - iii. Other identifying information such as, birth date; degree(s) earned and date of completion of programme.
 - iv. The name and address of recipient of the transcript;
- c. The first and subsequent transcript issued will attract a fee to be determined by the University. Transcripts required for oversea institutions shall attract dollar fee. These fees are payable in the cedi equivalent to the current dollar rate. Adequate advance notice, normally one week, is required for transcript processing.
- d. No transcript will be released for anyone who has failed to meet all his/her financial obligations to the University.
- e. The Regent University College of Science and Technology issues only a consolidated transcript, including a student's total academic record at the University. Requests may also be made in person or by writing to:

The Registrar
Regent University College of Science & Technology
P. O. Box DS 1636
Dansoman, Ghana
registrar@regentghana.net

10.6.5 A fee (to be determined by the University) is charged for each transcript. Cheques and money orders should be made payable to the Regent University College of Science and Technology. Students must indicate at the time of the request if the purpose of the transcript is for enclosure in a self-administered application. Such transcripts are issued in specially sealed envelopes.

10.6.6 Regent-Ghana cannot be responsible for transcripts lost or delayed in the mail. Transcripts are not issued for students who have outstanding financial obligations with the University.

11.0 Financial Information

11.1 Fees:

11.1.1 Settlement of Accounts:

It is obligatory for students to pay full semester charges before or during registration. All monies are to be paid into the University's Account. No cash payments are allowed. All continuing students are required to at least make half payment on or before the day of registration and another 25% by mid-term and a final 25% before the end of the term's examinations. Fresh students do not have this benefit in the first term/semester; they are obliged to pay the full fee for the semester/trimester at registration.

11.1.2 Fees are subject to change at any time by the approval of the Senate. Tuition fees normally consist of academic fees (including instruction and library) and incidental/ancillary fees (including Health & Fitness Services and Student Union). Additional ancillary fees may also be assessed for enrolment in some specific courses. Consult the Student Accounts Office.

11.1.3 Fees on first registration shall be payable as specified in the University's tuition fee schedule and quoted in the offer of admission. In accepting the offer of admission, the student accepts a contractual liability to pay the fee for the duration of their registration in accordance with these Regulations.

11.1.5 Students are responsible for the payment of their own fees and debts and this responsibility is not affected by the University agreeing to a request of the student to invoice a third party for any fee or debt.

11.1.6 If a student, having accepted the offer of admission, subsequently appeals against their tuition fee classification, the tuition fee shall remain payable, while the appeal is being considered. Where an appeal is upheld in full or in part, the University Accountant shall confirm the new rate of fee and any overpayment will be refunded.

11.1.7 The Tuition Fee is due in full at the beginning of the Session or at the start of registration if this is a different date. However, arrangements may be made with the University Accountant for payment of tuition fees in installments from the second semester until the final semester, in accordance with the approved scheme.

11.1.8 Research students who make significant use of University facilities or resources during any period after the end of the minimum period required by the Regulations for their degree are required to register and, as a consequence, to pay the full tuition fees appropriate to the period of registration. Between the end of any such period and the submission of the thesis, Research students pay an annual continuation fee.

All students who exceed the stipulated time of study shall pay continuation fee as determined by Management from time to time. Currently, a fee of GHS300.00 per semester (GHS600 per year) is charged as student continuation fee. This amount may be reviewed from time to time.

11.1.9 Fees Invoice and Payment:

- a. Students receive an invoice by mail or in person at Students Accounts office detailing fees for their specific programme and selection of courses. Payment is made at a financial institution – consult the instructions sent with the invoice.
- b. All bonafide pay-in-slip must be made to the designated officer in the accounts office and official receipt duly obtained. Under no circumstances should an excuse to issue a receipt later be accepted.
- c. The university will not accept any responsibility for any unofficial transaction made.

11.2 Sanctions on Account of Outstanding Obligations:

11.2.1 The following are recognized University obligations:

- a. tuition fees;
- b. Regent-Ghana Student Union dues and society dues.
- c. library fines;
- d. unreturned or damaged instruments, materials and equipment;
- e. academic and other incidental fees.

11.2.2 The following academic sanctions are imposed on students with outstanding University obligations:

- a. Registration will be refused to continuing or returning students;
- b. Official transcripts of record will not be issued.

11.2.3 Payments made by continuing or returning students will first be applied to outstanding University debts and then to current fees.

11.3 Exclusion for Non-payment of Fees:

11.3.1 Non-payment of any fees or other debts including non-compliance with the rules of any scheme for payment of fees by installments shall render students liable to penalties whereby:-

- a. Any student whose payment of fees or repayment of any loan is in arrears shall be excluded from the University from the end of the Semester or Trimester in which the fee or loan repayment became due.
- b. Following such exclusion, paragraphs (i.) to (v.) below shall apply. Such a student will no longer be entitled to attend lectures, tutorials, laboratory classes or any other kind of teaching; to participate in any research activity in the University; to sit any examinations, or to present a thesis or other written work, or to use the University Library or any other University facility.
 - i. Re-admission will be at the University's discretion and application may not be made until outstanding debts have been paid.
 - ii. Any outstanding debt to the university shall normally preclude registration for a subsequent session of a University course.
 - iii. Any student who has not paid on account for fees or any other item owed to the University shall not be eligible to have his or her coursework, examinations, dissertation, thesis or any other form of assessment graded or otherwise assessed, nor to have a degree conferred or otherwise to receive an award of a diploma, certificate or

other qualification from the University until his or her accounts have been paid.

- iv. Any such student shall not be eligible to apply for or to receive an approved transcript of his or her studies and results and the name of such student shall not be included in the pass list of any such award until his or her accounts have been paid.
- v. Any outstanding debt to the University may be pursued by the University using any civil remedy that may be available through the Courts in addition to any of the penalties listed above.

11.3.2 Following exclusion from the University for Non-payment of fees, the Registrar may authorize an arrangement for deferred payment. In consultation with the President, the Registrar may in exceptional circumstances issue an authorization in writing, exempting the student from any of the consequences of non-payment stated above for as long as he or she complies with the arrangements authorized. In all other circumstances, the student must remain in exclusion status and subject to all associated penalties until the debts and any consequent costs have been paid in full.

11.4 Payment Deadlines:

11.4.1 Deadlines are available from the Student Accounts Office. To avoid delays, students are advised to pay fees promptly.

11.4.2 All fees and charges posted to a student's account are payable. If not paid in full, any outstanding account balance shall attract a (penalty payment which is to be determined by the University) to a monthly service charge of 1.5% per month compounded (19.56% per annum). Outstanding charges on a student's account from prior sessions are subject to a service charge as of the 15th of every month until paid in full.

11.4.3 Students with outstanding fees may not receive official transcripts and may not re-register at the University until these fees are paid.

11.5 Financial Assistance

A limited number of scholarships and awards are available to students who need financial assistance or who qualify for them on the basis of academic merit. Information on these is available in the Office of the Vice President (Academic Affairs).

11.6 Remission of Fees

11.6.1 Partial remission of the tuition fees determined by the Registrar in consultation with the President & CEO in cases of students repeating part of a course.

11.6.2 The University has the right to make ex gratia payments (to offset payment of services made by students against their fees) as it thinks fit.

11.6.3 Where monies have been received and there are both tuition and residence fees outstanding, or if, in addition to these, the student also has other outstanding debts to the University; the University reserves the right to allocate the funds in the following order:

- a. Tuition
- b. Any other outstanding debt with the University.

11.7 University Deferred-Payment Plan:

Any student desiring to participate in the University's deferred-payment plan is required to pay 50% of the total charges down at registration and the balance of the semester charges in two equal payments before the commencement of the end-of-semester examinations. It is very important to note that when the student does not have the down payment, a commitment letter is required from those underwriting the student's account.

11.8 Refund Policy and Schedule

11.8.1 Policy:

- a. No refund either in whole or part may be granted unless application is made within two weeks of any change in programme or departure of the students. Students who withdraw from the University after the fourth week of classes will receive no refund of fees paid
- b. Those whose study is interrupted by the University for Disciplinary Reasons will receive no refund on tuition and fees.

11.8.2 Schedule of Refund:

If a student withdraws during a semester and requests a refund of advanced payments, the following rules will determine the amount of adjustment, provided the student withdraws formally through the Registrar's Office. Tuition and fees, with the exception of Freshmen Documentation Fee and registration fees, will be adjusted on the following percentages:

- a. Two (2) working days following the first meeting of classes – 90% refund.
- b. Second week following the first meeting of classes - 50% refund.
- c. Fourth week following first meeting of classes - 25% refund.
- d. After the fourth week - No refund.

11.8.3 A Refund Request Form must be collected from the Accounts Office and be completed for all cash refunds. This must be approved by the Registrar.

11.8.4 No person who registers as a full-time student and is later permitted to drop enough courses to place him/her in the classification of a part-time or weekend student will be entitled to an adjustment or pro-rated tuition fee after the fourth week.

12.0 Regulation on Examination

12.1 Admission to Examination:

12.1.1 Before one qualifies to be a candidate for a university examination in Regent University College of Science and Technology, (s)/he must have followed the approved course as a regular student over the required period and must have registered for the course.

12.2.2 Before a candidate shall be permitted to sit for any examination of the University (s)/he shall fulfill the following requirements:

- a. (s)/he must have continuous assessment in the course for the term.
- b. (s)/he must complete the payment of fees owed to the University.
- c. (s)/he must not be a student under suspension or a student dismissed from the University.

12.2.4 A candidate who reports late to a Regent University College of Science and Technology examination (i.e. more than 30 minutes after the commencement of the examination) may be refused admission to the examination.

12.2.5 Candidates will not be permitted to:

- a. Enter the exam hall until they are requested to do so.
- b. Write an examination without carrying their student ID card.
- c. Pass or attempt to pass any information or instrument to another candidate during examination.
- d. Carry mobile phones or any electronic storage device to the exams room.

12.2.6 Candidates who would want to temporarily leave the exams room are required to seek the permission of the invigilator. In such cases, the candidate, while outside the examination hall will be accompanied by an attendant appointed by the invigilator.

12.2.7 In case a candidate finishes an examination ahead of time, (s)/he may leave the examination hall when (s)/he wishes. Before leaving the hall the candidate must surrender his/her answer booklet to the invigilator.

12.2.8 A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade X. The award of grade X in a required paper means failure not just in that paper but also in the course as a whole.

12.2 Examination Results:

12.2.1 It is the responsibility of the candidate to consult the Regent University College of Science and Technology notice board for the results of any examination taken. However the candidate may write to the Head of Department to enquire about his results.

12.2.2 Any candidate who is not satisfied with the results of the University examination affecting him/her may request a review by submission of an application and payment of a review fee to the Registrar's Office.

12.2.3 The application must be submitted by the aggrieved candidate or his agent to the Registrar's Office not later than 20 days after release of the said results.

12.2.4 The review fee shall be refunded to the aggrieved candidate either in whole or in part when a complaint succeeds. However (s)/he shall forfeit the fee when the complaint fails.

12.3 Failure in Assessment or Examination:

12.3.1 All students who fail a module/course shall have one opportunity to redeem the failure either by re-assessment or by repeating. Such opportunity shall be provided and taken by the next resit examinations. If for a tangible reason (health/bereavement of close family members /work related absence from the city or country), a student is not able to write the examination (s), he/she will have to submit a letter of permission to the Registrar. Such student will be required to sit in class the next semester the course is being offered. All outstanding courses over a year, shall be awarded 0.

12.3.2 For re-assessment, a student is required to complete such further assessments specified by the Faculty Board as necessary to demonstrate achievement of the stated learning outcomes at the next available opportunity. This will normally be by, or at the time, of supplementary examinations.

Unjustified absence from examinations (main examinations, supplementary examinations and resits) or failure to submit required work will be counted as failure in the assessment and a mark of 0% shall be awarded.

12.3.3 A student who is required to repeat a module is required to attend all teaching sessions and to complete all the assessment requirements associated with the module in order to achieve the stated learning outcomes. Repeat students should normally repeat the module within one year of the initial failure.

12.3.4 In some modules the nature of the module will be such that redeeming of failure can only be by means of a repeat (e.g. laboratory-based modules). Such modules should be designated "Repeat" only in module descriptions.

12.3.5 The decision on whether a student should be allowed to be re-assessed or repeat should be made by the relevant Academic Board on the recommendation of the Board of Examiners. Boards of Examiners shall normally recommend that students be re-assessed in a failed module at the next available opportunity except where a recommendation to repeat the module is specifically justified (because of either the nature of the module or the student's academic circumstances).

12.3.6 Students shall normally be required to take the opportunities permitted to them to redeem failure in all failed modules, irrespective of whether successful completion of the module or modules is defined as a requirement for progression or for the award of the qualification.

12.3.7 With the agreement of the Dean of School, or designated deputy, a student required to re-sit or repeat a module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the student shall be required to attend the module in full and complete all the assessments.

12.3.8 Students may not normally be re-assessed in or repeat any module for which they have obtained credit, except for students in exceptional personal difficulties who for sound educational reasons may be allowed to repeat modules for which they have already obtained credit.

12.3.9 Following successful re-assessment of a failed module, the mark used for the purpose of arriving at decisions on progress or the final degree classification will be the minimum pass mark for the module. The mark actually achieved in any re-assessment will however be recorded on the student's transcript.

12.3.10 following unsuccessful re-assessment of a failed module, the mark used for arriving at decisions on progress or the final degree classification shall be the higher of the two fail marks achieved, at initial assessment and at re-assessment.

12.3.11 No opportunity is normally provided to redeem failure in a module in the final stage of a classified honours degree programme: the fail mark is taken into account in determination of the award. Unless specified otherwise in programme requirements and approved by the Senate or delegated authority, the only exceptions to this will be Health Sciences and Architecture programmes.

12.4 Examination Malpractices:

Examination offences shall include the following:

12.4.1 The invigilator or any examiner shall report to the Academic Office as soon as practicable, any instance of a breach of examination regulations.

12.4.2 The Disciplinary Sub-Committee in charge of examination malpractices shall review all reports received in connection with an examination malpractice or an offence and impose appropriate sanctions.

12.4.3 Sanctions for examination malpractices shall include barring candidates from taking the University examination for a stated period, suspension or expulsion from the University.

12.4.4 Any Invigilator/teacher/staff of the University who aids and abets in examination malpractice shall be dismissed after the disciplinary committee has proved their guilt.

12.5 Rules for the Conduct of Examinations:

12.5.1 No person will be allowed into an examination room during an examination except the candidates concerned and those supervising the examination.

12.5.2 Candidates must appear at the examination room at least twenty minutes before the commencement of the examination.

12.5.3 Candidates shall bring their student photo identification cards and place them in a conspicuous place on their desks.

12.5.4 Bags and books are to be deposited in areas designated by the Chief Presiding Officer and are not to be taken to the examination desk or table. Students may place their purses on the floor under their chairs.

12.5.5 The Chief Presiding Officer has authority to assign seats to candidates.

12.5.6 Candidates shall not communicate with one another in any manner whatsoever during the examination.

- 12.5.7 No materials or electronic devices shall be brought into the room or used at an examination except those authorized by the Chief Presiding Officer or Examiner. Unauthorized materials include, but are not limited to: books, class notes, or aid sheets. Unauthorized electronic devices include, but are not limited to: cellular telephones, laptop computers, programmable calculators, MP3 players (such as an iPod), Personal Digital Assistants (“PDA” such as Palm Pilot or Blackberry), pagers, electronic dictionaries, Compact Disc Players, and Mini Disc Players.
- 12.5.8 Candidates who bring any unauthorized materials or electronic devices into an examination room or who assist or obtain assistance from other candidates or from any unauthorized source are liable to penalties under the Code of Behaviour on Academic Matters, including the loss of academic credit and expulsion.
- 12.5.9 In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, or to leave except under supervision until at least half an hour after the examination has commenced.
- 12.5.10 Candidates shall remain seated at their desks during the final ten minutes of each examination.
- 12.5.11 At the conclusion of an examination, all writing shall cease. The Chief Presiding Officer may seize the papers of candidates who fail to observe this requirement and a penalty may be imposed at the discretion of the instructor.
- 12.5.12 Examination books and other material issued for the examination shall not be removed from the examination room except by the authority of the Chief Presiding Officer.

12.6 Academic integrity:

- 12.6.1 Students at Regent University College of Science and Technology are expected to be uncompromising in integrity and honest in all academic affairs. Lack of academic integrity can occur in any of the following three situations:
- a. Plagiarism – the act of literary theft whereby the other person’s work is presented, as the writer’s own. The offence of plagiarism may be committed in the following manner; when excerpts of thoughts and writings of others are used in essays. When that is done, the author must be acknowledged through footnotes or other acceptable practices.
 - b. Cheating in an examination – this will automatically attract a failing grade “F” for the course.
 - c. Submitting false records or information at the time of admission to the University – this would attract the appropriate penalty of expulsion from the University. Where a degree has already been awarded, the degree shall be withdrawn and the criminal aspect referred to the appropriate state authority.
- 12.6.5 Elaborate information relating to Academic misconduct is found in the University Policy on Academic Misconduct Handbook.

13.0 Appeals and Petitions

13.1 Students are responsible for observing sessional dates, course prerequisites, and exclusion, satisfying the degree requirements and following the rules and regulations in the Calendar and the Registration Handbook and Timetable; failure to inform themselves of the preceding information may result in academic and/or financial penalties. Students should always consult their HODs immediately for guidance if anything happens that interferes with continuing or completing their courses or that appears to be contrary to rules, regulations and deadlines.

13.2 Departmental Appeals:

Issues arising within a course that concern the pedagogical relationship of the lecturer and the student, such as the organization of a course, grading practices, or conduct of instructors, fall within the authority of the department or college sponsoring the course. Students are encouraged to discuss any issues regarding the academic aspects of a course with the lecturer. It is recommended that if appropriate an issue should be documented in writing. The successive stages of appeal after the course lecturer are as follows: the Undergraduate Secretary; the Chair of the Department or the Programme Leader; then the Dean of the School. An appeal must have been reviewed at the departmental level before referral to the Dean; appeals to the Dean **MUST** be in writing.

13.3 Petitions to the School:

13.3.1 Issues relating to degree requirements and administrative regulations may be petitioned to the School within specific time limitations. The School considers petitions to have regulations waived or varied, if a student presents compelling reasons; however, students must convince the School that they have acted responsibly and with good judgment in observing School regulations. The Committee on Standing routinely denies petitions that in its view do not present a valid reason for an exemption from the regulations. Students are encouraged to seek counseling and, if necessary, to initiate a petition through the office of their HOD.

13.3.2 Petitions must:

- a. State the student's request;
- b. The reasons for the request in a clear and concise manner; and
- c. Be accompanied by relevant supporting documentation.

13.3.3 The petition is considered in confidence by the Committee on Standing, which is charged with interpreting and administering the regulations of the School. The Committee has the authority to grant exceptions and to attach conditions to its decisions.

13.3.4 It is the responsibility of the student to provide an accurate address to which a petition decision may be sent. Non-receipt of a decision due to postal error or incorrect address is not grounds for reconsideration.

13.4 Deadlines to File Petitions:

13.4.1 **Semester Work:** The last day of the examination period.

13.4.2 **Examinations:** Within one week of the end of the examination period; end of first week of classes in January for the December examination period.

13.4.3 **Withdrawal**

- a. October Session Courses: the following 15 November
- b. January Session Courses: the following 28/29 February

13.4.4 All supporting documentation must be submitted within three weeks of the date of initiating the petition. Late petitions and petitions with late documentation will not be considered.

13.5 Documentation in Support of Petitions:

The School seeks documentation that provides pertinent evidence for decisions determining whether or not an exception should be made to regulations that are designed to ensure equitable treatment for all students.

13.6 Petitions Regarding Term Work:

13.6.1 Matters concerning term work normally fall within the authority of the lecturer. Students unable to comply with given deadlines must contact their lecturer prior to the deadline if an extension to the deadline is requested. All term work must be submitted by the last day of classes, unless an earlier date has been specified.

13.6.2 Lecturers may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents reasons of illness, etc., with appropriate documentation.

13.6.3 Extensions beyond the last day of the examination period interfere with the University's schedule for the submission of final grades and must therefore be approved by petition. These petitions for an extension of time for term work must be initiated by the last day of the relevant examination period. Late requests will not be accepted. Students must file the petition after consultation with the Lecturer regarding a suitable extension date.

13.6.4 The Committee on Standing consults the department concerned for information about the status of the course work, and the steps, if any, that must be taken to complete the course.

13.6.5 Students seeking an extension of time for term work are expected to continue their course work while they await a decision. They will not be granted additional time after the petition decision has been issued.

13.7 Petitions Regarding Examinations:

13.7.1 Students are expected to write examinations as scheduled. Only in cases of documented debilitating illness or legitimate conflict should a student request a deferral of a final examination. Students who are too ill and/or incapacitated at the time of the examinations should petition to defer the examination they are unable to attend due to their medical condition. Petitions based on travel, employment, or personal plans will not be considered.

- 13.7.2 A deferred special examination at a subsequent examination period or the regular offering of the examination when next taught may be granted at the discretion of the School. Satisfactory written evidence must be provided to corroborate the illness. Students with chronic illnesses must provide medical documentation for the specific date on which the illness was acute. Students must submit a petition within one week of the end of the examination period through the HOD.
- 13.7.3 There is a fee of GH¢20.00 per deferred examination. In the petition decision students are notified of the examination period in which the deferred examination will take place, and if the examination will be a regular or special examination. They must register and pay the fee by a given deadline, in order that arrangements can be made, an examination requested, etc. The School will notify those who do not register by the deadline that they have lost their privilege of a deferred examination and will revert the grade to one that includes a “0” for the final examination. No further consideration will be given. The University sends written notification to the students who have registered for deferred examinations of the specific date (within the already specified examination period), time and location of a deferred examination, as well as the reserved seating (if a special examination).
- 13.7.4 Letters are mailed as early as possible, but due to the constraints of scheduling with the regular examinations, the mailing will occur five working days after the release of the regular August examination schedule, and ten working days after the release of the April/May and December examination schedules. Those who do not respond lose the privilege of a deferred examination and their grade reverts to one that includes a “0” for the final examination.
- 13.7.5 Students who must write a deferred examination in a course that serves as a prerequisite for subsequent courses may enroll in those courses with the approval of the department concerned and provided that the semester mark in the prerequisite (deferred) course is at least 60%.
- 13.7.6 Students who are granted Deferred Standing (i.e., the notation of “DS”, for an extension of time for semester/trimester work or for a deferred examination) and who have earned an Average of less than ‘D’, will not be permitted to enroll in further courses until the outstanding course work has been completed and final cumulative and sessional WPAs/GPAs and status for the session have been assessed.
- 13.7.8 If students decide to write an examination which does not go well, they **MAY NOT PETITION FOR A REWRITE**. Post hoc arguments claiming an inability to function at full potential or to exhibit full knowledge of the subject matter will not be accepted as grounds for consideration of a petition concerning performance on an examination. Furthermore, students who choose to write an examination against medical recommendation should do so knowing that they will not be given consideration after the examination has been written. Students must not only take responsibility for making appropriate judgments about their fitness to attend examinations, but also must accept the outcome of their choices.
- 13.7.9 Students who miss a deferred examination receive a grade of “0” for the examination in the calculation of the final grade. If the School accepts the

student's reasons for missing a deferred examination as legitimate, a further deferred examination may be permitted. Students are charged a further fee for each subsequent deferred examination. Note that in such situations of further deferrals the Committee on Standing regularly prohibits registration in further sessions until the outstanding course work has been completed.

13.8 Appeals against Petition Decisions:

Appeals against petition decisions progress as follows:

13.8.1 First petition must be to the Committee on Standing by appropriate deadline submitted through the Academic Secretary.

13.8.2 Appeal to the Committee on Standing within ninety days of the first decision; second petition must be submitted through the Academic Secretary

13.8.3 Appeal to the Academic Appeals Committee within ninety days of the second decision; written request for a hearing must be submitted through the Academic Secretary

13.8.4 Appeal to the Academic Appeals Committee of Senate within ninety days of the decision of the Academic Appeals Committee.

13.9 Reassessment of Marks:

13.9.1 Re-read of Final Examination:

- a. If a student believes that a final examination has been incorrectly marked in its substance, he/she may request a "re-read."
- b. The student must first purchase a photocopy of the final examination from the Office of the Academic Secretary, for a fee of GH¢10.00 per course. The student must then fill out a "Request for Re-read of Final Examination" form, which is available at the Office of the Academic Secretary. The student must demonstrate that his/her answers are substantially correct by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc. The student must do more than simply assert that "I disagree with the marking," or that "I believe I deserve more marks."
- c. The Department concerned will re-read the examination in the light of the arguments presented. There is a GH¢10.00 fee for this procedure, which is in addition to the fee of ₵100,000 charged for the photocopy of the final examination. The fee must be submitted, with the completed form, to the Accounts Department within six months of the final examination period.
- d. If the mark is changed as a result of this review both the photocopy and re-read fees will be refunded. It should be noted that when a course is failed, the examination must be re-read before the mark is reported.

13.9.2 Re-check of Course Mark:

- a. If a student believes that there has been an arithmetical error in calculating the course mark, he/she may request a “re-check.” This can be done with or without purchasing a photocopy of the final examination.
- b. The student must fill out a “Request for Recheck of Course Mark” form, which is available at the HOD. The Department concerned will check that all answers have been marked, and that the marks have been added correctly; the examination will not be re-read. The Department will also check that all term work marks have been correctly calculated.
- c. There is no charge for this procedure.
- d. The completed form must be submitted to the HOD within six months of the final examination period. If the mark is changed as a result of this review, the photocopy fee will be refunded.
- e. A re-read or re-check may result in a raised mark, a lowered mark, or no change.

13.9.2 Deadlines for requesting a photocopy of a final examination, a re-read or a re-check:

- a. February examinations: the following August 31
- b. April/May examinations: the following November 15
- c. June examinations: the following January 15
- d. August examinations: the following February 28/29
- e. December examinations: the following June 30

14.0 University Grading Practices Policy

14.1 Purpose:

The purpose of the University Grading Practices Policy is to ensure:

14.1.1 That grading practices throughout the University reflect appropriate academic standards

14.1.2 That the evaluation of student performance is made in a fair and objective manner against these academic standards

14.1.3 That the academic standing of every student can be accurately assessed even when courses have been taken in different departments of the University and evaluated according to different grade scales.

14.2 Application of Policy:

The Policy applies to all individuals and committees taking part in the evaluation of student performance in degree, diploma, and certificate credit courses.

14.3 Amendment to Policy:

Amendments to the Policy shall be recommended to the Senate. Changes to the departmental regulations on grading practices shall be forwarded to the Committee on Academic Policy and Programmes.

14.4 Distribution of Policy:

A copy of the Grading Practices Policy as well as the description of the grade scales shall be published in the Calendar of the department. Similarly a copy shall be given to all students upon initial registration and to all instructors and others, including teaching assistants, involved in the evaluation of student performance. The Policy is part of the Assessment Policy of the University.

15.0 Discipline: Code of Behaviour on Academic Matters

15.1 The Senate has approved a Code of Behaviour, which sets out clearly the standard of conduct in academic matters expected of members of the University community. The Code is enforced by the Provost and the Disciplinary Tribunal. Below are extracts from the Code, covering offences, sanctions and procedures as they apply to students. The full text is available from the office of the VPAA, the Offices of the Deans, and the Academic Office.

15.2 The University and its members have a responsibility to ensure that a climate that might encourage, or conditions that might enable, cheating, misrepresentation or unfairness not be tolerated. To this end all must acknowledge that seeking credit or other advantages by fraud or misrepresentation, or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work or record of a student.

15.3 Wherever in the Code an offence is described as depending on “knowing”, the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.

15.4 Offences

15.4.1 It shall be an offence for a student knowingly:

- a. To forge or in any other way alter or falsify any document or evidence required for admission to the University, or to utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form.
- b. To use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work.
- c. To impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work.
- d. To represent as one’s own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism.
- e. To submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere.

- f. To submit for credit any academic work containing a purported statement of fact or reference to a source which has been concocted.

15.4.2 It shall be an offence for a School member knowingly:

- a. To approve any of the previously described offences
- b. To evaluate an application for admission or transfer to a course or programme of study by other than duly established and published criteria
- c. To evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed.

15.4.3 It shall be an offence for a School member and student alike knowingly, to engage in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

15.4.4 A graduate of the University may be charged with any of the above offences committed intentionally while he or she was an active student, when, in the opinion of the Senate, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time it was.

15.5 Parties to Offences

15.5.1 Every member is a party to an offence under this Code who knowingly

- a. Actually commits it;
- b. Does or omits to do anything for the purpose of aiding or assisting another member to commit the offence
- c. Does or omits to do anything for the purpose of aiding or assisting any other person who, if that person were a member, would have committed the offence
- d. Abets, counsels, procures or conspires with another member to commit or be a party to an offence or
- e. Abets, counsels, procures or conspires with any other person who, if that person were a member, would have committed or have been a party to the offence.

15.5.2 Every party to an offence under this Code is liable upon admission of the commission thereof, or upon conviction, as the case may be, to the sanctions applicable to that offence.

15.5.3 Every member who, having an intent to commit an offence under this Code, does or omits to do anything for the purpose of carrying out that intention (other than mere preparation to commit the offence) is guilty of an attempt to commit the offence and liable upon conviction to the same sanctions as if he or she had committed the offence.

15.5.4 When a group is found guilty of an offence under this Code, every officer, director or agent of the group, being a member of the University, who directed, authorized or participated in the commission of the offence is a party to and guilty of the offence and is liable upon conviction to the sanctions provided for the offence.

15.6 Departmental Procedures:

15.6.1 Where a student commits an offence, the School in which the student is registered has responsibility over the student in the matter.

15.6.2 Where lecturer has reasonable grounds to believe that an academic offence has been committed by a student, the instructor shall so inform the student immediately after learning of the act or conduct complained of, giving reasons, and invite the student to discuss the matter. Nothing the student says in such a discussion may be used or receivable in evidence against the student.

15.6.3 If after such discussion, the lecturer is satisfied that no academic offence has been committed, he or she shall so inform the student and no further action shall be taken in the matter by the lecturer, unless fresh evidence comes to the attention of the instructor, in which case he or she may again proceed.

15.6.4 If after such discussion, the instructor believes that an academic offence has been committed by the student, or if the student fails or neglects to respond to the invitation for discussion, the lecturer shall make a report of the matter to the department chair or through the department chair to the dean.

15.6.5 When the dean or the department chair, as the case may be, has been so informed, he or she shall notify the student in writing accordingly, provide him or her with a copy of the Code, and subsequently afford the student an opportunity for discussion of the matter. In the case of the dean being informed, the chair of the department and the lecturer shall be invited by the dean to be present at the meeting with the student. The dean shall conduct the interview.

15.6.6 Before proceeding with the meeting, the dean shall inform the student that he or she is entitled to seek advice, or to be accompanied by counsel at the meeting, before making, and is not obliged to make, any statement or admission, but shall warn that if he or she makes any statement or admission in the meeting, it may be used or receivable in evidence against the student in the hearing of any charge with respect to the offence or alleged offence in question. The dean shall also advise the student, without further comment or discussion, of the sanctions that may be imposed, and that the dean is not obliged to impose a sanction but may instead request that the Provost laid a charge against the student. Where such advice and warning have been given, the statements and admissions made in such a meeting, if any, may be used or received in evidence against the student in any such hearing.

15.6.7 If the dean, on the advice of the department chair and the instructor, or if the department chair, on the advice of the Lecturer, subsequently decides that no academic offence has been committed and that no further action in the matter is required, the student shall be so informed in writing and the student's work shall be accepted for normal evaluation or, if the student was prevented from

withdrawing from the course by the withdrawal date, he or she shall be allowed to do so. Thereafter, the matter shall not be introduced into evidence at a Tribunal hearing for another offence.

15.6.8 If the student admits the alleged offence, the dean or the department chair may either impose the sanction that he or she considers appropriate or refer the matter to the dean or VPAA, as the case may be, and in either event shall inform the student in writing accordingly. No further action in the matter shall be taken by the Lecturer, the department chair or the dean if the dean imposes a sanction.

15.6.9 If the student is dissatisfied with a sanction imposed by the department chair or the dean, as the case may be, the student may refer the matter to the dean or Provost, as the case may be, for consideration.

15.6.10 If the student does not admit the alleged offence, the dean may, after consultation with the Lecturer and the department chair, request that the Provost lay a charge against the student. If the Provost agrees to lay a charge, the case shall then proceed to the Trial Division of the Tribunal.

15.6.11 normally, decanal procedures will not be examined in a hearing before the Tribunal. A failure to carry out the procedures referred to in this Section, or any defect or irregularity in such procedures, shall not invalidate any subsequent proceedings of or before the Tribunal, unless the chair of the hearing considers that such failure, defect or irregularity resulted in a substantial wrong, detriment or prejudice to the accused. The chair will determine at the opening of the hearing whether there is going to be any objection to defect, failure or irregularity.

15.6.12 No degree, diploma or certificate of the University shall be conferred or awarded, nor shall a student be allowed to withdraw from a course from the time of the alleged offence until the final disposition of the accusation. However, a student shall be permitted to use University facilities while a decision is pending, unless there are valid reasons for the dean to bar him or her from a facility. When or at any time after an accusation has been reported to the dean, he or she may cause a notation to be recorded on the student's academic record and transcript in a course and/or the student's academic status is under review. A student upon whom a sanction has been imposed by the dean or the department chair or who has been convicted by the Tribunal shall not be allowed to withdraw from a course so as to avoid the sanction imposed.

15.6.13 A record of cases disposed of and of the sanctions imposed shall be kept in the academic unit concerned and may be referred to by the dean in connection with a decision to prosecute, or by the prosecution in making representations as to the sanction or sanctions to be imposed by the Tribunal, for any subsequent offence committed by the student. Information on such cases shall be available to other academic units upon request and such cases shall be reported by the dean to the Secretary of the Tribunal for use in the VPAA's annual report to the Senate. The dean may contact the Secretary of the Tribunal for advice or for information on cases disposed of.

15.6.14 Where a proctor or invigilator, who is not a School member, has reason to believe that an academic offence has been committed by a student at an examination or test, the proctor or invigilator shall so inform the student's dean or

department chair, as the case may be, who shall proceed as if he or she were an Lecturer, by analogy to the other provisions of this section.

15.7 Departmental Sanctions:

15.7.1 In an assignment worth 10 percent or less of the final grade, the department chair may handle the matter if:

- a. The student admits guilt;
- b. The assignment of a penalty is limited to at most a mark of zero for the piece of work;
- c. The student does not admit guilt, or if the department chair chooses, the matter shall be brought before the dean.

15.7.2. One or more of the following sanctions may be imposed by the dean where a student admits to the commission of an offence:

- a. an oral and/or written reprimand
- b. an oral and/or written reprimand and, with the permission of the instructor, the re-submission of the piece of academic work, in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence
- c. assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed
- d. assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed
- e. denial of privileges to use any facility of the University, including library and computer facilities
- f. a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed
- g. assignment of a grade of zero or a failure for the course in respect of which the offence was committed
- h. Suspension from attendance in a course or courses, a programme, an academic division or unit, or the University for a period of not more than twelve months. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed.

15.7.3 The dean shall have the power to record any sanction imposed on the student's academic record and transcript for such length of time as he or she considers appropriate. However, the sanctions of suspension or a notation specifying academic misconduct as the reason for a grade of zero for a course shall normally be recorded for a period of five years.

15.7.4 The Provost shall, from time to time, indicate appropriate sanctions for certain offences. These guidelines shall be sent for information to the Senate.

16.0 Conduct: Code of Student Conduct

16.1 Summary of Code of Student Conduct:

16.1.1 Non-academic offences are defined in the University's Code of Student Conduct (2006), the full text of which may be obtained from the Office of the Vice-President for Academic Affairs. A summary of the Code is provided below.

16.1.2 Extracts from the Code are printed here in ordinary type, and additional comments etc., are in italics. References in square brackets are to original section numbering in the Code.

16.2 Offences:

16.2.1 The following offences constitute conduct that shall be deemed to be offences under this Code, when committed by a student of the Regent Ghana, provided that such conduct:

- a. Has not been dealt with as failure to meet standards of professional conduct as required by a School;
- b. is not specifically assigned to the jurisdiction of the University Tribunal, as in the case of offences described in the Code of Behaviour on Academic Matters, or to another disciplinary body within the Regent Ghana, as in the case of sexual harassment as described in the Policy and Procedures: Sexual Harassment; or to a divisional disciplinary body, such as a residence council or a recreational athletics disciplinary body; or is covered under these policies but which is deemed by the head of the division to be more appropriately handled by the Code of Student Conduct;
- c. Except as otherwise provided herein, occurs on premises of the Regent Ghana or elsewhere in the course of activities sponsored by the Regent Ghana or by any of its divisions;
- d. Has not been dealt with under provisions for the discipline of students with respect to University offices and services whose procedures apply to students in several academic divisions, such as University residences, libraries or athletic and recreational facilities.

16.2.2 Offences against Persons:

- a. No person shall assault another person sexually or threaten any other person with sexual assault.
- b. No person shall otherwise assault another person, threaten any other person with bodily harm, or knowingly cause any other person to fear bodily harm.
- c. No person shall knowingly create a condition that unnecessarily endangers the health or safety of other persons.

- d. No person shall threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property.
- e. No person shall engage in a course of vexatious conduct that is directed at one or more specific individuals, and that is based on the race, place of origin, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, handicap, receipt of public assistance or record of offences of that individual or those individuals, and that is known to be unwelcome, and that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to, those explicitly adopted.

16.2.3 Vexatious conduct that is based on sex or sexual orientation is considered an offence under the University's Policy and Procedures: Sexual Harassment. If the Sexual Harassment Officer believes, after consultation with relevant parties, that a complaint based on sex or sexual orientation would be better handled under the Code of Student Conduct, the Officer may refer the matter to the appropriate head of division.

16.2.4 No person shall, by engaging in the conduct described in subsection (ii) below, whether on the premises of the University or away from the premises of the University, cause another person or persons to fear for their safety or the safety of another person known to them while on the premises of the Regent-Ghana or in the course of activities sponsored by the Regent-Ghana or by any of its divisions, or cause another person or persons to be impeded in exercising the freedom to participate reasonably in the programmes of the University and in activities in or on the University premises, knowing that their conduct will cause such fear, or recklessly as to whether their conduct causes such fear.

16.2.5 The conduct mentioned in sub-section 16.2.4 consists of:

- a. Repeatedly following from place to place the other person or anyone known to them;
- b. Repeatedly and persistently communicating with, either directly or indirectly, the other person or anyone known to them.
- c. Besetting or repeatedly watching the dwelling-house, or place where the other person, or anyone know;
- d. Engaging in threatening conduct directed at the other person or any member of the family, friends or colleagues of the other person.

16.2.6 Disruption:

No person shall cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organized by the Regent Ghana or by any of its departments, or the right of another member or members to carry on their legitimate activities, to speak or to associate with others.

For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent. And silent or symbolic protest is not to be considered disruption under this Code. But noise that obstructs the

conduct of a meeting or forcible blocking of access to an activity constitutes disruption.

16.2.7 Offences Involving Property:

- a. No person shall knowingly take, destroy or damage premises of the Regent Ghana.
- b. No person shall knowingly take, destroy or damage any physical property that is not her or his own.
- c. No person shall knowingly destroy or damage information or intellectual property belonging to the Regent Ghana or to any of its members.
- d. No person, in any manner whatsoever, shall knowingly deface the inside or outside of any building of the Regent Ghana.
- e. No person, knowing the effects or property to have been appropriated without authorization, shall possess effects or property of the Regent Ghana.
- f. No person, knowing the effects or property to have been appropriated without authorization, shall possess any property that is not her or his own.
- g. No person shall knowingly create a condition that unnecessarily endangers or threatens destruction of the property of the Regent Ghana or of any of its members.
- h. Where such damage is done, the offender(s) shall be required to make good the damage as deemed necessary by the authorities of the University. The police may be called in for prosecution.

16.2.8 Causing Damage to the Name of the University:

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the University College or incite others to cause such damage.

16.2.9 Using or Peddling Narcotics and Other Drugs:

- a. It is an offence for a student to be in possession of, or peddle any kind of narcotics and hard drugs. Narcotics include Indian hemp, Coca Leaves, Cocaine, Morphine, Opium, etc. Offenders will face the Disciplinary Panel for appropriate punishment, (this may include expulsion and police prosecution).
- b. It is an offence for a student to drink alcoholic beverages or offer alcoholic beverages to another person to drink.
- c. Smoking is forbidden anywhere on the University Campus.

16.2.10 Unauthorized Entry or Presence:

No person shall, contrary to the expressed instruction of a person or persons authorized to give such instruction, or with intent to damage or destroy the premises of the Regent-Ghana or damage, destroy or steal any property on the premises of the Regent Ghana that is not her or his own, or without just cause knowingly enter or remain in or on any such premises.

16.2.11 Unauthorized Use of University Facilities, Equipment or Services:

- a. No person shall knowingly use any facility, equipment or service of the Regent Ghana contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause.
- b. No person shall knowingly gain access to or use any University computing or internal or external communications facility to which legitimate authorization has not been granted. No person shall use any such facility for any commercial, disruptive or unauthorized purpose.
- c. No person shall knowingly mutilate, misplace, misfile, or render in-operable any stored information such as books, film, data files or programmes from a library, computer or other such information storage, processing or retrieval system.

16.2.12 Making of Undue Noise:

- a. Making of undue noise within the University precincts is forbidden. In particular, the hours between 10.00 p.m. – 05.00 a.m. are to be regarded as hours of quiet. This rule shall not apply where permission to organize a function has been granted by the Dean of Societies.
- b. Members are expected not to make noise likely to disturb fellow members' work anywhere on campus, whether in the Laboratories, libraries, lecture halls and offices at any time and to use stereo equipment with discretion and consideration. Students who like playing music loudly should use headphones. Members who contravene this rule will be required to surrender their equipment or instrument. Request for quiet at any time must be upheld. No noise must be audible during lecture hours.
- c. Large and noisy parties are not allowed on campus and will be closed down. Parties may be held on campus by arrangement with the Chaplain. Request forms are available in the Office of the Chaplain and need to be completed a week in advance.

16.2.13 Immoral Behaviour:

- a. No student shall indulge in illicit sexual behaviour of any kind. It is an offence for a student to practice fornication, adultery, lesbianism or homosexuality, or be in possession of any pornographic material either on campus or in any of the Societies.
- b. Gambling, stealing, fighting, abusive language, cursing and profane songs are prohibited whether on the campus or off-campus.

16.2.14 False Charges:

No person shall knowingly or maliciously bring a false charge against any member of the Regent Ghana under this Code.

16.2.15 Aiding in the Commission of an Offence:

No person shall counsel, procure, conspire with or aid a person in the commission of an offence defined in this Code.

16.2.16 Refusal to Comply with Sanctions:

No person found to have committed an offence under this Code shall refuse to comply with a sanction or sanctions imposed under the procedures of this Code.

16.3 Procedures:

16.3.1. General:

- a. If a student violates any University regulation, s/he shall be reported to the Dean of Societies (who is the chairman of the Disciplinary Committee), for the appropriate sanctions.
- b. The University's Hearing Officers shall be available to the divisions, at the discretion of the head of the division, if that is considered appropriate or preferable for any reason.
- c. Each division shall appoint a Hearing Officer, who may be a student, staff or School member from that division.
- d. Whether the incident is investigated locally or centrally, every effort shall be made to conclude the case through to delivery of a final decision within the University within one year from the alleged incident or misconduct.
- e. For purposes of confidential and central record keeping, a one-page summary of the outcome of all investigations, whether or not they have proceeded to a Hearing, shall be copied to the Judicial Affairs Committee Chair, also a member of the University Council.
- f. Whenever possible and appropriate, informal resolution and mediation shall be used to resolve issues of individual behaviour before resort is made to formal disciplinary procedures.

16.3.2. Specific:

- a. A Hearing Officer shall be appointed for a term of up to three years by the principal, dean or director (hereinafter called "head") of each School, college or school in which students are registered (hereinafter called "division"), after consultation with the elected student leader or leaders of the division, to investigate complaints made against student members of that division. Hearing Officers shall hold office until their successors are appointed.
- b. A Hearing Officer shall be appointed for a term of up to three years by the council of each division to decide on complaints under this Code made against student members of that division. Hearing Officers shall hold office until their successors are appointed.
- c. If the Hearing Officer is unable to conduct a hearing, or where the head of the division believes on reasonable grounds that the appointed officer is inappropriate to conduct the particular investigation or chair a particular hearing, then the head

of the division shall seek an appointment from the central pool for that particular case. If the head of the division intends to request either suspension from registration or expulsion from the University as a sanction in a particular case, or if the case appears to the head of the division to require a Hearing Officer with legal qualifications, then the Senior Chair of the University Tribunal may, on the application of the head of the division, appoint a legally qualified person as Hearing Officer for that particular case.

- d. Where the head of the division has reason to believe that a non-academic offence as defined in this Code may have been committed by a student member or members of the division, the Investigating Officer will conduct an investigation into the case. After having completed the investigation, the Hearing Officer shall report on the investigation to the head of the division. If the head of the division concludes, on the basis of this report, that the student or students may have committed an offence under the Code of Student Conduct, the head of the division shall have the discretion to request that a hearing take place to determine whether the student or students have committed the offence alleged.
- e. The hearing will be chaired by the Hearing Officer. The case will be presented by an investigating officer, who may be assisted and represented by legal counsel. If the right to a hearing is waived, or after a hearing, the Hearing Officer will rule on whether the student or students have committed the offence alleged and may impose one or more sanctions as listed below. The accused student or students may be assisted and represented by another person, who may be a legal counsel.
- f. Appeals against decisions of bodies acting under authority from the council of a division to hear cases arising out of residence codes of behaviour may be made to the Hearing Officer of the division, where provision therefore has been made by the council of that division.
- g. Appeals against the decision of the Hearing Officer may be made to the Discipline Appeals Committee of the University Council.
- h. Where the head of a division has reason to believe that a non-academic offence may have been committed by a group of students including students from that division and from another division or divisions, the head may consult with the head of the other division or divisions involved and may then agree that some or all of the cases will be investigated jointly by the Investigating Officers of the divisions of the students involved and that some or all of the cases will be heard together by the Hearing Officer of one of the divisions agreed upon by the head and presented by an Investigating Officer agreed upon by the heads.

16.4 Interim conditions and measures:

16.4.1 Interim Conditions: Ongoing Personal Safety

In those cases where the allegations of behaviour are serious and, if proven, could constitute a significant personal safety threat to other students or members of the University community, the head of the division is authorized to impose interim conditions that balance the need of complainants for safety with the requirement of fairness to the respondent student. The interim conditions are in no way to be

construed as indicative of guilt, and shall remain in place until the charges are disposed of under the Code's procedures.

16.4.2 Interim Measures: Urgent Situations

In some circumstances, such as those involving serious threats or violent behaviour, it may be necessary to remove a student from the University. Where the head of the division has requested an investigation by the Hearing Officer and the investigation is pending, the Vice-President for Academic Affairs (or his delegate) may, on the advice of the head of the division, suspend the student or students temporarily for up to three working days if, in the opinion of the Vice-President for Academic Affairs (or his delegate), there is reasonable apprehension that the safety of others is endangered, damage to University property is likely to occur, or the continued presence of the student(s) would be disruptive to the legitimate operations of the University. The student(s) shall be informed immediately in writing of the reasons for the suspension and shall be afforded the opportunity to respond. Any such temporary suspension may be reviewed by the Vice-President for Academic Affairs (or his delegate) within the three-day temporary suspension period, following a preliminary investigation, and either revoked or continued. If the suspension is continued, the student(s) may appeal to the Chair (or delegate) of the University Tribunal, who shall hear and decide on the appeal within five days.

16.5 Sanctions:

16.5.1 The student who does not observe the rules and regulations, or commits any act that brings discredit upon the University or refuses to perform his/her duties, may be punished by a warning, or reprimand, or rustication for a limited period, or outright expulsion from the University.

16.5.2 Students who break regulations or endanger the safety of others will be subjected to disciplinary action. Depending on the severity of the offence this may be a written or verbal warning and could result in suspension. In exceptional circumstances, or if behaviour is repeated, a student may be required to leave the university.

16.5.3 The Dean of Societies and Student Development in consultation with the Wardens of Societies/Chaplains of the Societies has a special responsibility, under the Provost for the discipline of students. It is therefore an offence to disobey these officers in the discharge of their duties.

16.5.4 Certain sanctions involve either temporary or permanent removal from the University. The Disciplinary Committee shall determine such sanctions.

16.5.5 The following sanctions or combinations of them may be imposed upon students found to have committed an offence under this Code. In addition, students found to have committed an offence may be placed on conduct probation for a period not to exceed one year, with the provision that one or more of the following sanctions will be applied if the conduct probation is violated.

- a. Formal written reprimand.
- b. Order for restitution, rectification or the payment of damages.

- c. Denial of access to specified services, activities or facilities of the University for a period of up to one year.

16.5.6 The following two sanctions, which would directly affect a student's registration in a programme, may be imposed only where it has been determined that the offence committed is of such a serious nature that the student's continued registration threatens the academic function of Regent Ghana or any of its divisions or the ability of other students to continue their programmes of study. Where the sanction of suspension and/or expulsion has been imposed on a student, the Vice-President for Academic Affairs (or his delegate) shall have the power to record that sanction on the student's academic record and transcript for such length of time as he or she considers appropriate.

16.5.7 A sanction of suspension shall be recorded on the student's academic record and transcript up to five years. The following wording shall be used: "**Suspended from the Regent Ghana for reasons of non-academic misconduct for a period of [length of suspension], [date].**"

16.5.8 Expulsion or Dismissal:

- a. The strongest form of discipline the University can exercise is dismissal. This will occur when it becomes obvious that the student is not in harmony with the University's purposes and regulations.
- b. Attendance at Regent University College of Science and Technology is a privilege. The Administration therefore reserves the right to dismiss any student whose conduct is deemed harmful to the best interest of the University at any time from any course, or from the University, irrespective of his academic record.
- c. A sanction of expulsion shall be permanently recorded on a student's academic record and transcript. The following wording shall be used: "**Expelled from the Regent University College of Science and Technology for reasons of non-academic misconduct, [date].**"

16.5.9 Students who are aggrieved by any disciplinary sanctions may appeal to the President for a review. The President may set up a Disciplinary Review Committee that will look again at the matter and come out with the final decision.

16.7 Disciplinary Committee:

16.7.1 In all cases of misconduct, the student will appear before a Disciplinary committee or any other appropriate body.

16.7.2 Membership:

- a. Dean of Societies – chairman
- b. Wardens of affected student(s)
- c. RGSU representative
- d. Four other members appointed by the President

16.7.3 In attendance:

- a. The Head of Department concerned
- b. Quorum: Fifty percent of the Membership.

17.0 Miscellaneous Regulation for Students

17.1 The President in consultation with the University Council shall make regulations affecting students. In addition to these regulations, the Schools, Institutes, Departments and Units of the University may issue their own rules governing the conduct of students within their precincts. Such regulations must be consistent with the general regulations made by the University Council.

17.2 There shall be copies of all regulations deposited at the offices of the Provost, Vice Presidents, Academic Secretary, Dean of Societies and Student Development, and Deans & Heads of academic departments and Office of the Speaker of the Students' Parliament.

17.3 Every student on enrolment shall be required to obtain a copy of the regulations. Ignorance of the regulations shall not be accepted as an excuse for any breach of discipline.

17.4 Students shall pursue their academic work with all diligence and shall observe all such regulations as may be made for the efficient administration of the University.

17.5 Formation of Clubs:

17.5.1 Students' Clubs in the University shall be formed at the request of at least twelve interested students. The Patron/Matron of the Clubs must be a University staff member.

17.5.2 The interested party/club should submit the request for the formation of the club to the Provost for approval.

17.5.3 The request documents to the Provost should have the goals and aims of the club/party and its target segment or students. If the club/party is affiliated to any external body, that should be stated in the document and any other necessary document i.e. constitution, etc, etc.

17.5.4 After the approval is given, the University Newsletter shall then formally promulgate the proposed club.

17.5.5 The Secretary of the Club shall submit the names of the principal officers of the Club to the Dean of Societies at the beginning of every academic year.

17.6 Intellectual Property:

All students must comply with the University's procedures for notifying any invention, device, material, product or process, computer software or other potentially valuable result which it is considered might have commercial significance, whether patentable or not, developed or invented during the course of students' research or study at the University. All students must make assignment of rights in such intellectual property to the University. Details of the

University's procedures involving sharing of revenue from exploitation are available from Schools and Departments, or the Vice President (Administration and Development) and Secretary.

17.7 Physical Recreation:

A Physical Recreation Scheme, with a wide variety of options, is provided for students in their first year in the University. In the departmental timetables of many students, times are set aside for the courses offered. At the beginning of the session first-year undergraduate students are required to consult the Health and Fitness Unit about any choice of physical recreation activity and may register for one of the courses offered.

17.8 Dressing:

17.8.1 All students are required to wear the academic dress appropriate to their status on the following ceremonial occasions:

- a. Matriculation
- b. Graduation

17.8.2 Formal dress is required from Monday to Thursday; on Fridays casual/traditional clothes are permitted, keeping in mind that students are expected to dress so as not to offend in any way the sensibilities of the University community. Moderation and decency should be the cardinal guiding principle.

17.8.3 Attendance to the University's premises strictly requires formal dressing. Every student is required to put on either (a) African Wear or (b) Women in Suit plus skirt or pair of trousers and men in tie. Students who violate this dress code may be refused entry into the premises of the Campus.

17.9 Health and Safety:

Procedures are in place in the University aimed at achieving compliance with the University Safety Policy Statement, its Codes of Practice and relevant legislation. The University is committed to developing health and safety arrangements by reviewing existing plans and procedures in order to achieve improvements. Members of the University are reminded that they must take reasonable care of their health and safety and that of other persons who may be affected by their acts. They should not interfere with or misuse any items provided in the interest of health, safety and welfare. Any member of the University concerned about safety should contact the Office of the Vice President (Administration and Development). The aim is to have the highest possible standards within the constraints of the financial resources available.

17.9.1 Health:

- a. Medical Superintendent: There shall be a Health Post to see to the physical health of students on campus. Students should refer all health-related problems to the Medical Superintendent/University Health Post. Cases beyond the University Health Post shall be referred to the nearest hospital.
- b. Medical: Students are not automatically registered with the University's Health Service. Though everyone is permitted a free choice of medical practitioner.

- c. When you begin your first semester with the University you will normally be required to register with the University Health Centre. If you are ill and miss lectures or tutorials you should submit a medical certificate.
- d. The Health Service will provide information about consulting hours at the Health Bay. Students who feel too ill to visit the Bay should telephone the Health Service (Tel: 021 32 45 66). If they are too ill to do this they should ask a friend, who has full knowledge of their symptoms, to inform the Health Service, the Campus Nursing Sister or the Office of Guidance and Counseling, and arrangements will be made for the Sister to see them if necessary in their hostels. The student must then remain in his/her room until visited by the Nurse.
- e. You can collect a medical form from the Office of the University Nurse to take to your selected clinic/hospital if you are ill and are unable to sit an exam or submit an assignment. This should be signed by the Senior Mentor before you visit your doctor for the medical certificate.

17.9.2 Safety:

a. **Accidents:**

In case of an accident, the casualty should be treated appropriately (see section on First Aid) and then a member of staff informed. All accidents resulting in injury (except trivial ones such as small cuts) must be reported immediately to the University Safety Officer. Similarly, any dangerous incident (one in which, although there was a risk of accident or injury, this did not actually occur) should be reported to a member of staff of the Office of the Vice President (Administration and Development).

b. **Fire:**

Every student is expected to read the "Action in Case of Fire" notice in their flats and make sure they have familiarized themselves with fire exit routes from their flats and from communal parts of the Hall. In the event of the fire alarm sounding, students and staff must leave the building at once and assemble in the car park. No one should wait to pick up personal belongings.

- c. The University's corridors and offices are equipped with fire and smoke alarms, and with fire fighting equipment. This equipment must not be tampered with. Students should note that damage to or misuse of fire alarms, fire-fighting equipment or detectors is viewed as a serious disciplinary offence.
- d. All lecture hall, libraries and meeting rooms are equipped with smoke detectors. These are very sensitive and are easily set off. The Fire Brigade attends whenever the alarm activates and clearly does not want to be called out unnecessarily. Everyone Students and Staff must do everything possible to limit false alarms. Under no circumstances must anyone attempt to cover or remove the smoke detector as this activates the alarm, (and is against University regulations). If the alarm goes off, everyone must evacuate the building immediately and make sure that the head of department or any other member of staff is informed, so that they can deal with the matter and deactivate the alarm. Never should anyone assume an alarm is a false alarm.

- e. Fire exit doors/routes must be kept free from obstruction at all times. Corridors and stairways should not be obstructed. These must be clear at all times so that in the event of a fire, rapid exit from buildings would be possible. This is one reason why bikes are not to be brought into buildings.
- f. Highly inflammable or dangerous substance must not be brought into any building. Fire alarms are tested periodically. It is not necessary to evacuate during fire alarm testing.
- g. Students are required to comply with the safety provisions applicable to the University and to undertake such safety training as their programmes of study may necessitate.
- i. They must follow the safety instructions issued by the Dean of School and other authorized persons and observe the safety rules appropriate to any particular part of the University premises.
- i. All students shall conduct themselves and work in a safe manner so as not to endanger themselves or others and shall not misuse or interfere with any item provided for safety purposes.

17.10.1 Publications:

- a. The President's approval shall be obtained before any student publication shall be produced within the University.
- b. Request for approval of any such publication shall be sought through the Dean of Societies and Student Development
- c. A copy of each issue of the publication will be lodged with the President and the University Librarian after the publication is produced.

17.10.2 Public Functions and Demonstrations:

- a. A public function is one to which persons other than Staff members and students of the University College are invited or entitled to attend.
- b. No public function may be organized by students, whether within or outside the campus without prior permission from the President through the Dean of Societies and Student Development.
- c. The information required for permission to organize a function should include the following:
 - i. Date and time of the function
 - ii. Place where the function is to take place
 - iii. Names and description of University College officials, speakers, or performers at the function
 - iv. The information with regard to the public function should be provided at least one week before the date of the function.
- d. The President may impose such other requirements and conditions as may appear to him/her to be necessary or desirable.

- e. The Dean of Societies must be notified in writing, at least three days before the procession/demonstration is due to begin. Where it is necessary to inform the Police, the Dean of Societies will advise the organizer(s) to do so.
- f. The Dean of Societies/police may prescribe the necessary conditions or restrictions as may be appropriate for the organization of the demonstration/procession.
- g. The content of the notification shall include the purpose of the procession/demonstration and the name(s) of the organizer(s).
- h. The perpetrators of any act of violence or breach of the peace as well as the organizers of the procession/demonstration will be held jointly and severally responsible.
- i. Permission of a procession/demonstration does not necessarily mean approval.

18.0 The Collegiate System

18.1 One of the many advantages of studying at Regent-Ghana is the opportunity to enjoy the benefits of a large University community whilst belonging to a society. In Regent University of Science and Technology (Regent-Ghana), community living is an essential core of our life. Regent-Ghana believes that in addition to enriching the curriculum, it also has to enrich student life. This is made possible in an environment where the university is divided into smaller communities designated as colleges or 'societies'. This collegiate system is a major part of the Regent-Ghana experience; making it imperative for all staff (academic and non-academic) to be members of both the University community and for that matter an assigned society.

18.2 Society membership is a lifetime affair. Annual society Festivals shall bring together alumni from all over the world to focus on the employability of society members, scholarship awards, honorary awards and recognition for outstanding contributions, business incubation, university ratings, endowment fund, etc.

18.3 For now, the university is composed of five smaller communities, designated as 'Societies'. Each Society shall comprise junior members (students) and senior members (academic, senior administrative and professional staff). Faculty members (academic, senior administrative and professional staff) are also members of the societies for the purpose of providing strong leadership, pastoral care and the desired transformative impact on the students. Regent-Ghana's society model of university structure thereby decentralizes the social and religious oversight of the university. These small communities (societies) are expected to foster a better interaction between the young and the old, employed and unemployed, staff and student, affluent and poor, and people from different faculties and disciplines. This is aimed at achieving the university's core values, especially, its diversity (social, spiritual and intellectual). Without very vibrant societies (smaller communities), the benefits of university education will be restricted only to the acquisition of knowledge.

18.4 The five Regent-Ghana Societies (Mckeown Society, Stott Society, Nkrumah Society, Anim Society, Ubuntu Society) are not teaching bodies, neither are they

residential. They are to foster interdisciplinary contact among staff, postgraduate and undergraduate students, and provide a social network for every section of the student body. Information about Regent-Ghana societies is available on the University's Website or from the Office of the Dean of Societies and Students Development. All successful applicants to the university will be sent society information with their admission letters.

18.5 Societies Council and Officers

18.5.1 Societies Council:

- a. The Societies Council shall decide the strategies for the organization and the smooth running of the Societies and shall have the final decision on all matters related to it. It shall meet once in a semester to discuss matters of concern to the Societies. Membership of the council shall include:
 - The Dean of Societies and Students Development,
 - The wardens,
 - Deputy Wardens,
 - Chairs of SCRs and JCRs,
 - Three elected representatives of each society,
 - Senior Mentors of the Societies,
 - Representatives of the International Office
 - Appointees of the University Senate.
- b. Each Society shall be governed by a Council comprising members elected by persons belonging to the Society. The Warden is the Head of the Society. The Warden shall be assisted by a Deputy Warden. The Committee of Wardens chaired by the Dean of Societies and Students' Development shall have oversight responsibility for all the Societies.

18.5.2 The Dean of Societies and Students Development:

- a. The Dean of Societies and Students Development shall be responsible for the administration of the Societies and the overall welfare and discipline of students.
- b. The Dean shall be assisted by the Wardens of the Societies. In the absence of the Dean, the most Senior Warden shall act as Dean.

18.5.3 Wardens:

- a. The Wardens shall be responsible for the overall direction, management and administration of their Societies. They shall be responsible for the strategic leadership of the Societies and shall represent the best interests of the Societies within the university. A central part of this role shall be the creation of a supportive and rewarding environment during the students' first year in the University
- b. All matters pertaining to the welfare of students shall be referred, initially, to the Wardens of Societies and the chaplains.

- c. The Warden shall be available to discuss issues with individual students and appointments to that effect shall be made through the Society's Office.

18.5.4 Deputy Warden:

- a. The Deputy Wardens (DW) shall be responsible to their respective Wardens with regard to welfare and academic issues.
- b. The Deputy Wardens (DW) shall lead the Senior Common Rooms (SCRs).
- c. They shall also help the Junior Common Rooms (JCRs) to organize social and religious activities.

18.5.5 Bursars:

- a. On a day-to-day basis, the Bursars shall be responsible for the maintenance of the Societies.
- b. They shall be responsible to their Wardens for support staff, property, services and finance.

18.6 Society Office and Mentor System:

18.6.1 The Warden's Secretary shall be responsible for the administrative duties of the Society. The Society officers shall be available to help the University community with all enquiries. If anyone needs to report damages or require maintenance, it must be done at the Office of the Warden.

18.6.2 Society Mentor System:

- a. The Society Mentor System has been designed to provide academic and pastoral support, normally involving a Mentor who is independent of the department in which the student is pursuing studies. The Society Mentorship relationship is a key feature of Society membership.
- b. In each Society, the 'Mentorial' system shall offer an opportunity for supervising and counseling members, and ensuring their academic, social and spiritual well-being is well catered for. Apart from the weekly chapel services organized by the university and coordinated by the chaplaincy board, each society shall organize chapel services or musical programmes every semester.
- c. In addition to the formal Student Services on the campuses, the responsibilities of the Mentors shall include counselling, financial advice, health and welfare services and guidance in personal development.
- d. The representatives of the University Chaplain in each Society are usually the mentors who are also members of the society who may offer advice and support regardless of faith or denomination. The Senior Mentor may spend a lot of time seeing students and addressing their concerns.

18.6.5 Society Mentors:

- a. All students (both local and international) shall each be assigned a Society Mentor in their first year. The mentors shall endeavour to meet with their

assigned students informally and be available from time to time to help with advice on living and studying in Regent-Ghana.

- b. Each student, upon admission to the University will be served with a letter informing him/her of his/her mentor's name and an invitation to meet the mentor.
- c. Students will be expected to be in regular contact with their mentors, endeavouring to see them at least twice in a semester.
- d. A mentor may ask his/her mentoree to attend a society function to meet other students and mentors
- e. Society Mentors shall be responsible for the pastoral concerns of the students. They are senior members and should be contacted as the first point of call in case of any difficulty or emergency. They will be happy to talk over and help with any problems of a more personal nature. A Mentor on duty shall be available from 8.00a.m. to 8.00p.m.; from Monday to Friday.
- f. The names of all Mentors and their contact details shall be displayed in the Societies' Office.

18.7 The Society's role:

18.7.1 The Society's role is to provide a friendly, safe and stimulating environment for academic work at the various campuses of Regent University College of Science and Technology. The Societies are there to support and develop all aspects of University life - academic, social, sporting and cultural - and to do so in a way that is relevant to the needs of students and staff from a wide variety of social backgrounds, and with a wide variety of future career expectations.

18.7.2 The Societies exist to create the right environment for the exploration of new ideas among members of the University community. The Societies are meant to add an extra dimension to the specific Department-based learning involved in the academic programmes of Regent Ghana.

18.7.3 The Societies shall run counseling services for all members of the University. They shall offer safe places in which student can resolve personal and emotional difficulties.

18.7.4 The Societies shall be concerned about the students' academic lives as well as where they will attend meetings or tutorials for most of their lives in Regent-Ghana.

18.7.5 They shall also serve as the nerve centres of the social lives of both students and staff, i.e. entertainment, sports, music and drama, religious services and events. In the societies, friends are made quickly and there are many opportunities to add to Society life in several different ways.

18.7.6 In case a member of a society will be consistently absent from, i.e. non-attendance to society programmes and activities, a written permission must be obtained from the Warden of the Society.

18.8 Society Meetings: Common Hour

18.8.1 The academic calendar includes a block of time called “Common Hour,” which shall take place twice a month (every other Thursday mornings and evenings), during which no lectures or committee meetings shall be scheduled or held. It is a period reserved solely for societal activities and events.

18.8.2 The venue for these events shall vary, depending on their content and genre, but their regularity throughout the academic year shall not. The intended audience is the entire University community; students, faculty, and staff. The purpose will be to rejoice in our collegiate system, to interact with each other, and to deepen our common understanding, concern and delight.

18.8.3 The Common Hour is expected to advance the academic purposes of the Societies. Its events should broaden and provide fresh angles of vision for members of the Society in which most such events are scheduled by individual academic departments acting in isolation. The Common Hour can thus be a means through which new avenues of interdisciplinary discourse can be opened and broadened.

18.8.4 In addition, it is hoped that the Common Hour will enable new opportunities for community-building among faculty, students, and staff outside the classroom. If the Common Hour is to grow and flourish, and attract the entire University community to share experiences and concerns that relate to contemporary life and culture, a wide and diverse range of campus constituencies will need to propose events.

18.9 Maintaining Contact with your Society:

18.9.1 Though Regent-Ghana students and staff “live-out” (literary go out of the Regent-Ghana community by virtue of graduating or change of job), every one of them shall remain members of their respective Societies and shall be accorded the privileges and responsibilities of the membership of the University community.

18.9.2 In addition to providing a focus for social and recreational life, the Societies are important points of contact with the University on official, academic and social matters. Subsequently, anybody must be able to get information across to any member of any society especially, in emergency situations. It is therefore essential that Societies be kept updated on the correct term time, address and telephone numbers of all their members in and out of the University.

18.10 Society Subscription:

18.10.1 The Society Subscription entitles a member of the society to the rights, privileges and responsibilities of society membership. Subscription for membership may be paid in two installments – at the start of each semester. Members will receive a subscription notice spelling out details of the payments due and how to pay. Members who do not settle their accounts promptly shall incur surcharges. Any member who may have any difficulties or concerns may contact the Bursar of his or her Society.

18.10.2 All monies may be paid in at the Warden's Office. Cheques should be made payable to the Regent University College of Science and Technology and the cheque number submitted to the Bursar and Warden of the Society.

18.10.3 The amount to be paid as Subscription shall be set by the Common Room Chairs in consultation with the Committee of Wardens before the beginning of the October Semester.

18.11 Common Rooms:

18.11.1 Each Society shall have Junior Common Room (JCR) for students and Senior Common Room (SCR) for faculty, staff and other senior members of the University.

18.11.2 The Common Rooms shall provide the fora for interaction between its members as well as interaction between the junior and senior members of the each society; the junior members (students) shall have the privilege of a closer relationship with their mentors and the wider community through various activities organized by the societies.

18.12 Senior Common Room:

18.12.1 Within each society, the Senior Common Room (often abbreviated to SCR) shall consist of the academic officers who hold a degree. The term can refer to both

- a. Actual persons (the scholar and faculty members). Always, this consists of any Senior non-Teaching staff member, Professors, Associate Professors, Assistant Professors, Lecturers, and Fellows (who are individuals holding a Doctoral degree, a Professional Degree or members of the University Council). In many cases it also consists of the Mentors and Teaching Fellows (TFs) or Teaching Assistants (TAs) who teach undergraduates.
- b. The room where they occasionally hold meetings.

18.12.2 The term "Senior Common Room" stands in contrast to Junior Common Room (for undergraduates) and Middle Common Room (for graduate students and all other staff members). However at Regent Ghana, SCR could be said to stand for Senior Combination Room because the Senior Common Room membership is open to members of staff of the University, postgraduate students and others outside the University who are interested in the life of the Society. It shall bring together people from many different walks of life with the aim of contributing to the life of the Society through the organization of a number of academic and social events.

18.12.3 The SCR's main contribution to the life of the Society shall be to present and represent the Society to the wider community beyond the University in Ghana, partly by raising the profile of the Society in the local community and by involving representative members of key local institutions and social structures in the Society. To this end, the SCRs shall organise social and educational events of stimulating programmes.

- 18.12.4 Also, the SCRs shall have pastoral roles, aiming to help enrich the lives of the students in the Society by:
- a. Encouraging their participation in the wider public
 - b. Encouraging academic excellence
 - c. Directly contributing to pastoral and tutorial support for students.

18.13 Junior Common Room:

18.13.1 The term Junior Common Room (JCR) is used to refer to the collection, group or organized body of students in a Society, a constituent part of the University. The term is also used to refer to the physical or public room set aside for the students' use; colloquially, it is also often used as 'shorthand' for the JCR Committee (e.g. "He sits on the JCR"). The Junior Common Room stands in contrast to the Senior Common Room, which refers to the faculty, staff and advisors/mentors in a society.

18.13.2 The function of JCRs is typically to see to the social and welfare aspects of the societies. They may also have representational elements, either to the University or to the students' Parliament which is the ruling council of the Students' Union of the University. They are also often a unit for inter-mural competition within the university, such as sports or quiz competitions. The Junior Common Room provides students with many of their most cherished memories of their time at the University. The JCR helps students to retain a sense of affiliation to their societies while living 'off-campus.

18.13.3 The Junior Common Room (JCR) therefore shall be the platform on which most student welfare services, sporting opportunities, and virtually all entertainment programmes shall be based, as well as the provision of support and resources for a whole range of student activities.

18.13.4 Each JCR shall have an elected committee of officers that shall co-ordinate its sports, social and religious events; the quality of life in a Society shall therefore depend a lot on the hard work of its committee members.

18.13.5 In Regent-Ghana, a JCR shall consist of all undergraduate student members of a society. It is a subset of the Society and the University and shall represent the interests and views of students in the society. One automatically becomes a member of the JCR of one of the Societies in the University when he/she becomes a student of the University

18.13.5 The JCR's income shall come from members' annual subscriptions.

18.13.6 JCR Committees:

- a. The Junior Common Room Committee also referred to as the "JCR Committee" (JCRC), "JCR Bench" or "JCR Exec" (short for "Executive Committee") of a particular society shall be the elected governing body of the JCR of that society.
- b. The JCRCs shall be responsible for the organization of Societal JCR activities and shall offer welfare help to students in the form of welfare representatives who can

offer advice or give contact details of other groups to students through informal drop-in sessions.

18.13.7 JCRC Executive Officers

- a. Normally, yearly elections to each JCRC shall be held in November with student members of the various societies presenting themselves for election to the four key positions of Chair, Vice-Chair, General Secretary and Treasurer. To qualify for election to those four positions, a student must have successfully completed at least one academic year of study in the University.
- b. The above Clause notwithstanding, when JCRC elections should be held at any other time either than November as stated above, nominees in their second semester of level 100 shall qualify to be elected JCR Governors.
- c. However, Officers so elected shall submit themselves to their JCRs for confirmation or rejection at the next polls in the following November
- d. The elected Chair of each society shall also serve as the Junior Common Room Governor of that society.
- e. The JCRC elections shall be held on the Societies Meeting Day where student members of each society shall vote for who they want in the positions within the Society. The elected candidates shall then serve for a whole year.
- f. Any member of the JCR Committee (apart from the Chair) could contest in the Parliamentary elections to represent their Society in Regent Ghana Students' Parliament (RGSP) so as to have a say on issues affecting the whole student population, not just those in their societies.
- g. All elected Parliamentarians who hitherto were not JCRC members automatically become members by virtue of their election to the Students Parliament.

18.13.8 Non-Executive Officers:

The JCRC executive officers shall appoint a team of non-executive officers, not more than twelve in number from among their members to support them in the discharge of their responsibilities. These non-executive officers shall have a diverse range of responsibilities and shall help to ensure the smooth running of the JCRs. The non-executive officers' positions could include but not limited to the following:

- Freshers' Representative
- Welfare Officer
- Employment Officer
- Alumni Representative
- Yearbook Editor
- International Students' Representative
- Projects Officer
- etc.

18.13.9 JCR Chairs:

- a. The JCR Chairs (Governors) of all Regent Ghana societies are automatically members of the Students' Parliament.
- b. There shall be a JCR Chairs' Committee (CHAIRSCOM) that shall meet in the even-numbered weeks of each semester to brainstorm the challenges facing their societies.

18.13.10 JCR Meetings:

- a. These are simply meetings between the JCR Committees and their JCR members where a rough agenda, drawn up and published before the meeting, is discussed. Such meetings are a fundamental part of Society life, and are expected to provide students with the opportunity to ask questions to their JCR officers, air their opinions on any matters relevant to the Society, and vote on JCR policies and positions. Agenda for such meetings must include those concerning future events and students' welfare. JCR meetings are not expected to be formal; however, they must be both interesting and productive.
- b. Minutes of the immediate past JCR meeting and the agenda for the Forthcoming meeting must be posted on the JCR notice boards and on the e-Campus prior to the next meeting.
- c. JCR meetings shall be held twice in a month on Campus during the Common Hour period.

19.0 Students' Union and Parliament

19.1 Regent Ghana Students Union (RGSU):

19.1.1 The Regent-Ghana Students Union (RGSU) shall represent all students within the University's governance structure and shall campaign on issues relating to students. One of its most important roles shall be to provide a wide range of services to students, including an effective and confidential welfare service; its Welfare Department shall offer help on legal, financial, academic and personal matters.

19.1.2 All students of the University College are automatically members of Regent-Ghana Students Union (RGSU).

19.1.3 RGSU shall run various societies that shall give students the opportunity to join with others who share their interests. It shall keep up-to-date information on the various societies for National Student Groups.

19.1.4 The Dean of Societies, Chaplain and Society Wardens may offer help and advice on financial, academic and personal matters to the RGSU.

19.1.5 Every student of the University College shall pay an annual membership fee (subscription) that shall be determined annually by the Students' Parliament to the RGSU.

19.2 Regents-Ghana Students' Parliament (RGSP):

19.2.1 The Regent-Ghana Students' Parliament (RGSP) shall be the governing body of the RGSU. Its equivalent is the Students' Representative Council (SRC) in other Universities in Ghana.

19.2.2 It shall consist of the following:

Twenty elected representatives (four each) of the Five Societies of Regent Ghana:

- a. Five Governors (representing the five societal JCRs)
- b. Six elected Senior Executive Officers of the RGSU:
- c. The Speaker of Parliament (equivalent of SRC President)
- d. Deputy Speaker
- e. The Clerk of Parliament (equivalent to SRC Secretary)
- f. First Deputy Clerk of Parliament (General Services)
- g. Second Deputy Clerk of Parliament (Finance and Development)
- h. Women's Commissioner

19.2.3 The senior executive members of RGSU shall be elected annually by a ballot of all students during the second semester to serve during the following academic year. They shall not necessarily be MPs elected by the JCRs of their societies.

19.2.4 The JCRs of each Society shall elect Parliamentarians to serve as members of the Students' Parliament (MP) also during the second semester.

19.2.5 The Speaker shall chair all parliamentary meetings and the Committee of Commissioners.

19.2.6 The Speaker shall represent the Students' Union and Parliament on the Senatus Academicus and other Boards where the university status requires student representation.

19.2.7 The Students' Parliament shall appoint both from within and outside parliament, commissioners who will be responsible for various administrative functions such as welfare, business and finance, women, academic affairs and sports, technology and employment, judiciary, information and communication, external affairs, alumni affairs, inter-campus relations.

19.2.8 The Clerk shall be the secretary to both Parliament and the Committee of Commissioners.

19.2.9 The decisions of the Committee of Commissioners shall be approved by Parliament before implementation.

19.2.10 The Students' Parliament and the JCR Committees shall organize the religious life and social life of the students, including various kinds of entertainment on campus in consultation with the Chaplain and the Dean of Societies and Students development.

19.2.11 The Students' Parliament shall oversees the activities of the academic, cultural, religious, political and recreational clubs and provide links with organizations outside the University College. The Students' Parliament levies direct income from all students registered at the university to finance its programmes and activities.

19.2.12 The Students Parliament shall meet fortnightly (in odd-numbered weeks of each semester) to decide on virtually all aspects of RGSU's policy. RGSU Council meetings take place.

19.2.13 Every member of Regent Ghana Students' Union shall be designated 'Citizen'. Every member of the Alumni shall be referred to as 'Honorable Citizen'.

19.2.14 The constitution of Regent Ghana Student Union shall clearly define the responsibilities, privileges and right of all officers and Citizens of the Union.

19.2.15 Any change in the constitution of the Regent Ghana Student Union shall first be endorsed by a referendum involving the whole student body.

20.0 General Welfare and Services

20.1 Religion and Worship Services:

20.1.1 Regent-Ghana is a Christian University. However we recognize the fact that amongst Students there are groups who are practicing believers of other religions. Members of other religious persuasions are advised to notify the chaplain concerning their faith. All members are advised to attend the chapel services of the University since these are also the times for assembly and dissemination of information.

20.1.2 The University has the development of the whole person as its basic educational philosophy. To enhance the spiritual development of students and staff, weekly chapel services will be the norm. Chapel service attendance is a requirement for all students. Individual and group prayer meetings will be encouraged. The Chaplains of the societies are in charge of the spiritual welfare of students and staff.

20.2 Chaplaincy:

20.2.1 The University Chaplain is responsible for the spirituality of the University community.

20.2.2 The Chaplain takes the lead in promoting and advocating for the spiritual life of the entire University community. This includes convening the Campus Ministers Advisory Board and providing pastoral care and support during times of crisis and celebration. In addition, the University Chaplain establishes the policies and oversees all of the programming and activities of Campus Ministries.

20.2.3 The Assistant Chaplain initiates, implements and facilitates community service projects, promotes and publicizes the Campus Ministries and assists the

University Chaplain in providing pastoral care and support to the University community.

20.2.4 All members of the University Community may wish to talk to the Chaplain or the University Counselor who is in charge of Guidance and Counseling, and offers a confidential listening service for students wishing to discuss any kind of problem.

20.3 Counseling Services:

20.3.1 The Guidance and Counseling Unit is established with the sole aim of responding to the psycho-emotional and personal needs of members of the Regent Community. Manned by competent personnel, it offers the following services: Individual Counseling; Group Counseling; Crisis Intervention; Workshops and Other Outreaches; Helping Students in Distress; Guidance for Faculty/Staff; Referral Suggestions; Conducting Research into Counseling Services

20.3.2 Counselling hours are between 9.00 am and 1.00 pm and from 2.00 pm to 4.00 pm (Mondays to Saturdays).

20.4 Harassment (personal and sexual):

The University has codes of conduct on harassment, which is on the website of the Societies. The advice is for victims to try to confront the offending person by telling them that their behaviour is unacceptable. If this does not stop the problem, victims are advised to keep a note of all incidents and then make a report to the appropriate person, i.e. a Senior Mentor, RGSU Welfare Officer, Speaker of Students Parliament, and the University Chaplain or the Counselor. If problems of harassments do occur, victims should boldly confide in any of the above mentioned officers. They are all sympathetic, and may have dealt with similar situations before.

20.5 Cultural Diversity and Awareness:

20.5.1 This Society is a multi-cultural community with members from a wide variety of ethnic, national, social and religious backgrounds. Each member should be aware of and tolerant of the cultural traditions and sensitivities of others from different backgrounds.

20.5.2 We expect that members will treat each other with respect. However, if any insensitive, intolerant or bigoted behaviour of a cultural or racially motivated kind does occur, this will be regarded as personal harassment and dealt with as such.

20.6 International Office:

20.6.1 The International Office is located at City Campus, Graphic Road, Accra. If anyone would like additional information about life in Regent-Ghana as an international student please contact the International Students Coordinator in the International Office.

20.6.2 Visa Renewal:

Visa extension forms can be obtained from the International Office. When completed, a letter from the International Office confirming the Student's status must be attached to the form and other requisite documentary evidence and submitted to the Office of the Vice President for Administration and Development

20.7 In-Session English for Academic Purposes:

The Language Centre can help support your studies with its in-session Academic English programme. They offer a programme of 4 hours per week for a small fee that will help with:

- academic writing and reading
- speaking and listening
- grammar and other language problems

20.8 Lost Property:

Lost property may be claimed from the Office of Guidance and Counseling during normal working hours. Property not claimed by the end of each semester will be disposed of.

20.9 Banks:

Regent-Ghana has a range of Banks and Building Societies including SG-SSB Bank, UBA, Ecobank and HFC Bank. Most Banks are opened Mondays – Fridays from 8.30 a.m. to 2.30 p.m.

20.10 Night Services:

The University runs a nightline service for students. Students who would like to stay overnight and use any of the university's facilities on Fridays and Saturdays (e.g. computer lab, Junior Common Rooms, Prayer Rooms) are required to seek written permission from either the Dean of Societies and Students Development or the Registrar at least 48 hours before the date of the use of the facility.

20.11 Sports and Exercise:

There are University approved sports centers and gyms in surrounding locations. Information on this is available in the office of the Dean of Societies.

20.12 Communication with students:

Much communication in the University is by email. Please check your Regent-Ghana email regularly – at least once a week, if possible more frequently. If you do not check your email, this will not be considered a valid reason for not responding to University communications.

20.13 Collection of Mail:

20.13.1 Mail will normally be distributed. All mail will be sent to you via your Campus and Department. Parcels and registered or recorded mail will normally be retained in the Front Office of your Campus for security and a note will be delivered to you. Since this mail will be transferred against a signature, you will have to collect it personally. Please make sure that you give the correct address to anyone who is likely to write to you. Your address must also bear your student number and Campus.

20.13.2 If you finish your course, you should leave a forwarding address at the Front office. Mail will be forwarded to you for up to one month after you leave the University; thereafter, mail will be returned to sender. Whilst every precaution will be taken to avoid problems, the University cannot take responsibility for the safety or security of transferred mail.

20.14 Car Parking:

20.14.1 Only principal officers of the University are allowed to park on the main compound of the University.

20.14.2 The University will not accept responsibility for theft from or damage to cars or other vehicles left on the site. However, the security officers employed by the University will offer students some help from time to time in ensuring the protection of their cars when necessary. All members of the University are encouraged to identify their cars with stickers bearing the logo of the University.

20.15 Rights of Access to the University: Grounds and the Building

20.15.1 All members of the University and employees have the right of access to all land and buildings owned by the University for any legitimate purpose connected with the work, business and social activities of the University, except:

- a. Buildings or space within buildings properly allocated exclusively for the use of particular University employees or otherwise not designated for general access.
- b. Any part of the University access to which is restricted or closed temporarily or otherwise on the authority of an authorised senior officer of the University, or
- c. Where an authorised senior officer has, for good reason and acting within his or her authority, specifically barred an individual from general access to the University or from access to a specific part of it.

20.15.2 Any member or employee entering a part of the University without the specific authorisation of an authorised senior officer of the University or invitation of the person to whom the space has been properly allocated is trespassing and is liable to be proceeded against for a disciplinary offence.

20.15.3 Persons who are not members of the University or employees have no such right of access unless expressly or impliedly invited onto University property (except space access to which is prohibited or restricted as above) for lawful and legitimate purposes by any such members or employees or by a notice authorised by the Director of the Estate Management Office who, in common with the Vice President (Finance & Administration) and Secretary, may decline to give, or if given withdraw any such invitation or license in individual cases without giving reasons.