



**KUMASI TECHNICAL UNIVERSITY**

**STUDENT HANDBOOK**

The Registrar  
Kumasi Technical University  
P. O. Box 854  
Kumasi  
[www.kstu.edu,gh](http://www.kstu.edu,gh)  
+233 (03220) 22388  
+233 (03220) 22387

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# PART 1

## 1.0. Background and Development

Kumasi Technical University was established in 1954 as Kumasi Technical Institute (K. T. I.) to offer craft courses. In 1963, the Institute was converted to a non-tertiary Polytechnic status under the Ghana Education Service to start offering, technician diploma and sub – professional courses.

The Polytechnic Law, 1992 (PNDC L.321) elevated the Polytechnic to a tertiary institution to provide high calibre skilled manpower with reference to manufacturing, commerce, science and technology to act as a catalyst for technological development. As a Polytechnic it was one of the famous, elegant and vibrant Polytechnics in Ghana.

The Technical University Act 2016, (Act 922) converted Kumasi Polytechnic to the present Kumasi Technical University with the aim of providing higher education in engineering, applied arts, science technology based disciplines, technical and vocational training.

It is a spectacularly beautiful institution, which is located at the heart of the Garden City of West Africa, Kumasi the capital city of the Ashanti Region. It has within the period of its existence become an important training centre not only for Ghana but also for other African countries.

## 2.0. Vision Statement

To be a world-class technical university devoted to science, technology and entrepreneurship education..

### **3.0. Mission Statement**

We provide quality teaching, learning and research in engineering, science, technology and entrepreneurship to promote industrial development in Ghana.

### **4.0. Institutional Management**

The University Council is the highest decision-making body of the University, followed by the Academic Board. The Vice-Chancellor is the Chief Executive Officer, Academic and Administrative Head and Chief Disciplinary Officer of the University.

He is assisted by the Pro Vice-Chancellor, the Registrar, the Director of Finance, the Director of Internal Audit, Director of Works and Physical Development, the Librarian and the Heads of the Academic Units (i.e Faculties/Schools/Institutes and Departments) in the management of the Institution.

### **5.0 Key Officers of the University**

- Vice-Chancellor
- Pro Vice-Chancellor
- Registrar
- Director of Finance

#### **5.1 Directorates**

- Planning and Quality Assurance Directorate
- Information Communication and Technology Directorate
- Health Services Directorate
- International Affairs and Institutional Linkages

- Finance Directorate
- Internal Audit Directorate
- Works and Physical Development Directorate

## **6.0. Members of the University**

There are four (4) categories of members of the University:

**(a) Senior Members**

Senior Academic, Administrative and Professional Staff.

**(b) Senior Staff**

Administrative and Technical staff equivalent to the rank of Chief Administrative Assistant and below.

**(c) Junior Staff**

Administrative and technical staff below the rank of Administrative Assistant.

**(d) Junior Members**

Students enrolled in the University and registered with an academic department for a programme of study.

## **7.0. Office of the Dean of Students' Affairs**

The Office of the Dean of Students' Affairs is under the central administration of the University. It maintains a cordial relationship with the SRC, its organs and other student groups through dialogue; thereby maintaining peace and order on campus.

The SRC, however, has the freedom to exercise its leadership role over the student body as per the SRC constitution. The office

organises special orientation in leadership for SRC members in areas of discipline, violence, conflict resolution on campus, student administration and role of the office of Dean of Students.

The Office has four units, namely:

- i. Guidance and Counselling Unit
- ii. Halls of Residence
- iii. Chaplaincy Board
- iv. Sports Unit.

## **Objectives**

The objectives of the Office of the Dean of Students' Affairs are to:

- i. Provide welfare services for students with the support of the entire community
- ii. Co-ordinate the activities of the SRC and the various student groups on campus.
- iii. Serve as the link between Central Administration and the SRC.

## **Activities**

The principal activities are focused through the following:

- i. Guidance and Counselling Unit
- ii. Students Representative Council
- iii. Students' Housing and Residence Life
- iv. Sports Unit
- v. Students' Conduct and Discipline
- vi. Students' Support Services

## **7.1. Guidance and Counselling Unit**

The Guidance and Counselling Unit was established to supplement other facilities in the University that promote the welfare and optimum development of students.

The aim is to provide comprehensive programmes and activities to enable students to pursue and achieve both academic and personal success toward their career goals.

The Unit provides professional assistance for students with personal, educational and vocational problems. It is intended to supplement the advisory duties performed by lecturers, and assist students in formulating and achieving their educational and personal goals.

### **7.1.1. Highlights of Counselling Services**

#### ***Academic Counselling***

Provides support and direction for students to develop academic skills through appropriate learning techniques.

#### ***Career Counselling***

- Guides students in career choices and job placement.
- Provides students with information on job opportunities, consideration of services, prospects of training etc.

#### ***Emotional/Psychological Counselling***

Assists students to resolve and overcome their interpersonal issues.

#### ***Peer Counselling/Mediation***

Each year the Unit selects and trains students as Peer Counsellors/ Mediators who will guide and persuade their colleagues to seek professional help from the Counselling Unit.

## **7.2. Students' Conduct and Discipline**

Any student who flouts the rules of the University shall face disciplinary action. This shall be done in consultation with the Chief Disciplinary Officer (Vice- Chancellor) in accordance with the statutes and other policies of the University.

## **7.3. Students' Health Services**

The Office, among its activities, follows up on new students medical examination results as a basis for identifying students with special counselling needs.

It also follows up on sanitation issues on campus affecting students' life and draws attention of management to them.

## **7.4. The Chaplaincy Board**

The Chaplaincy Board is made up of the University Chaplain as the chairman, and a Vice Chaplain. The other members are as follows:

- a. The Dean of Students
- b. The Counsellor
- c. The Estate Officer
- d. The Welfare Officer
- e. The Hall Masters
- f. Academic Board Representative
- g. Christian Students Chaplain
- h. Muslim Students Chaplain

The aim of the Chaplaincy Board is to co-ordinate all the religious activities on campus to bring about harmony.



## **8.0 Faculties/Institutes/Schools and Centres**

The University has 6 faculties, 2 schools, 2 institutes and 7 Centres. They are:

- Faculty of Applied Sciences and Technology
- Faculty of Built and Natural Environment
- Faculty of Creative Arts and Technology
- Faculty of Engineering and Technology
- Faculty of Health Sciences
- Faculty of Entrepreneurship and Enterprise Development
- Business School
- Graduate School
- Institute of Distance Learning and Continuing Education
- Institute of Research, Innovation and Development
- Centre for Research and Development for Technology Incubation
- Centre for Business Development and Consultancy Services
- Centre for Technology Transfer and Skills Development
- Centre for Social Science Research
- Centre for Competency-Based Learning and Development
- Centre for Renewable Energy and Energy Efficiency

Table 1 shows the Departments and the programmes under the Faculties/Schools/Institutes.

Table 1: Departments and the programmes offered under the Faculties/Institutes/Schools.

<b>Faculty of Engineering and Technology</b>	
<b>Departments</b>	<b>Programmes Offered</b>
Mechanical Engineering	HND Automobile Engineering HND Foundry and Metallurgical Engineering HND Plant Engineering HND Production Engineering
Chemical Engineering	BTech Chemical Engineering HND Chemical Engineering
Electrical/Electronic Engineering	HND Electrical and Electronic Engineering
Civil Engineering	BTech Civil Engineering HND Civil Engineering
<b>Faculty of Applied Sciences and Technology</b>	
<b>Departments</b>	<b>Programmes Offered</b>
Hotel, Catering and Institutional Management (HCIM)	BTech Hospitality Management and Catering Technology HND Hotel, Catering and Institutional Management

Mathematics & Statistics	BTech Environmental Statistics BTech Health Statistics BTech Financial Statistics HND Statistics Higher Diploma in Health Statistics
Computer Science	HND Computer Science
Information Science	BTech Library and information Science
<b>Faculty of Built and Natural Environment</b>	
<b>Departments</b>	<b>Programmes Offered</b>
Estate Management	HND Estate Management
Building Technology	HND Building Technology
Interior Design and Materials Technology	HND Interior Design and Technology
<b>Faculty of Creative Arts and Technology</b>	
<b>Departments</b>	<b>Programme Offered</b>
Fashion Design and Modelling.	HND Fashion Design and Textiles Studies.
<b>Faculty of Health Sciences</b>	
<b>Departments</b>	<b>Programmes Offered</b>
Pharmaceutical Sciences	HND Dispensing Technology
Laboratory Technology	HND Medical Laboratory Technology HND Science and Industrial Laboratory Technology

<b>Faculty of Entrepreneurship and Enterprise Development</b>	
<b>Departments</b>	<b>Programmes Offered</b>
Entrepreneurship and Enterprise	HND Entrepreneurship and Finance
Agropreneurship	HND Agribusiness and Entrepreneurship
<b>Business School</b>	
<b>Departments</b>	<b>Programmes Offered</b>
Accountancy and Accounting Information Systems	HND Accounting with Computing
	HND Accountancy
	Professional/Diploma in Computerized Accounting
	Postgraduate Certificate in Computerized Accounting
Marketing	HND Marketing
	Professional/Diploma in E-Marketing
	Diploma in Public Relations
Procurement and Supply Chain Management	BTech Procurement and Supply Chain Management
	HND Purchasing and Supply
Management Studies	BTech Secretaryship and Management Studies (4-Year)
	HND Management Studies
Banking Technology and Finance	Higher Diploma in Banking Technology and Finance
Liberal Studies	Servicing Department

## 8.1 Institute of Distance Learning and Continuing Education (IDCE)

The Institute of Distance Learning and Continuing Education (IDCE) provides flexible learning opportunities which satisfy every circumstance and requirement.

The Institute has four main divisions, namely:

- Distance Learning
- Parallel Programmes
- Continuous Professional Development Programmes
- Diploma and Technician Programmes

All Diploma, Parallel, Weekend BTech (Top up) programmes as well as professional and Technician programmes are handled by the Institute as shown in Table 2.

Table 2: Diploma, Parallel, Weekend BTech (Top up) programmes.

<b>Departments</b>	<b>Programmes Offered</b>
Parallel Programmes	BTech Electrical & Electronic Engineering (Top up)
	BTech Building Technology
	BTech Civil Engineering (Top up)
	BTech Library and information Science (Top-Up)
	BTech Applied Statistics (Finance Option-Top-Up)
	BTech Fashion Design and Modelling (Top up)
	BTech Procurement Management

<b>Departments</b>	<b>Programmes Offered</b>
Parallel Programmes <i>Cont'd</i>	BTech Estate Management (Top up, Weekend)
	BTech Marketing (Top up)
	BTech Accounting with Computing (Top up)
	BTech Secretaryship & Management Studies
	BTech Entrepreneurship (Top up)
	BTech Procurement and Supply Chain Management (Top-Up)
	BTech Procurement and Supply Chain Management (4yrs -Evening)
	BTech Secretary ship and Management Studies (Top-Up, Weekend)
	BTech Secretary ship and Management Studies (4yrs -Evening)
	BTech Hospitality Management and Catering Technology (4yrs -Evening)
	BTech Hospitality Management and Catering Technology (Top-Up)
	HND Accounting With Computing
	HND Accountancy
	HND Entrepreneurship
	HND Marketing
	HND Hotel Catering & Institutional Management
	HND Secretaryship & Management Studies
HND Purchasing & Supply	
Distance & E-Learning Programmes	BTech Marketing
	BTech Accounting With Computing
	BTech Building Technology
	BTech Civil Engineering
	BTech Applied Statistics
	BTech Electrical & Electronic Engineering
	BTech Fashion Design and Modelling

Departments	Programmes Offered
Diploma and Non-Tertiary Programmes	Diploma in Health Statistics
	Diploma in Electronic Marketing
	Diploma in Computerized Accounting
	Diploma in Procurement & Materials Management
	Diploma in Banking Technology and Finance
	Diploma in Business Administration
	Diploma in Information Technology
	Diploma in Web Application and Database Mgt.
	Diploma in Hardware and Networking
	Diploma in Library & Information Science
	Diploma in Electrical/ Electronic Engineering
	Diploma in Fashion & Textiles Designs
	Diploma in Agribusiness & Finance
	Diploma in Banking & Small Business Mgt.
	Diploma in Mass Communication
	Motor Vehicle Technicians (Part 1)
	Motor Vehicle Technicians (Part 2)
	Motor Vehicle Technicians (Part 3)
	Mechanical Engineering Technician (Part 1)
	Mechanical Engineering Technician (Part 2)
	Mechanical Engineering Technician (Part 3)
Construction Technicians Course (Part 1)	
Construction Technicians Course (Part 2)	
Construction Technicians Course (Part 3)	

## 8.2 Graduate School

The School gives further specialised training to graduates to improve their competencies, gain better industrial standing, and enhance their personality and opportunities on the job market. Additionally, the School has a mandate to provide a platform to foster academic work and also collaborate with other institutions.

Graduate School	
Departments	Programme Offered
Chemical Engineering	MTech Chemical Engineering
Civil Engineering	MTech Water and Environmental Engineering
Mathematics and Statistics	MTech Health Statistics
	MTech Environmental Statistics
	MTech Financial Statistics

*Students can seek for more information from the Graduate School Handbook.*

## 9.0 Institute of Research Innovation and Development (IRID)

IRID was established as part of the University's expansion drive to provide solutions to problems and challenges facing the communities and industries through research and innovation of new products and services.

The following Centres are under IRID.

- Centre for Research and Development for Technology Incubation
- Centre for Business Development and Consultancy Services
- Centre for Technology Transfer and Skills Development
- Centre for Social Science Research



- Centre for Competency-Based Learning and Development

## **10.0. International Affairs and Institutional Linkages (IAIL)**

The International Affairs and Institutional Linkages Directorate was created to gain synergies between the University and other local and international institutions.

The Directorate has two divisions namely:

- International Affairs
- Institutional Linkages.

## **11.0 Information Communication Technology Directorate**

The University has a well-established ICT Directorate consisting of four Divisions, namely:

- ICT Infrastructure
- ICT Services
- Academic Computing and
- Software Development

## **12.0 Halls of Residence**

The University has five Halls of Residence. They are:

### **•Male – Main Campus**

Liberty Hall and

Ashanti Hall

•**Female – Main Campus**

Pat Carless Hall

•**Mixed – Adako Jachie**

GetFund Hall and

SRC Hall

### **13.0 Guidelines for Observing Faculty/Hall/Society Week Celebration**

#### ***Faculty and Departmental Week***

Should a Faculty or Department want to celebrate its week, the following officers must be served with a letter for approval.

Letter for approval should be sent to the following officers:

- Dean of Faculty
- Head of Department
- Copy of the letter should be sent to the Dean of Students.

**NB:** The letter should include the budget and programme line-up.

#### ***Hall Week***

Any Hall that wants to organize its week must submit a letter for approval through the Hall Master to the Dean of Students' Affairs.

#### ***Society***

Any society that wants to organize its week must submit a letter for approval through the Dean of Students.

## **14.0 Public functions within the University**

- (a) Permission to hold public functions within the University shall be obtained from the Registrar through the Director of Works and Physical Development.

The applicant must satisfy the following conditions:

- i. Date, time and venue of the function.
  - ii. Names and description of lectures, speakers or artistes at the function.
  - iii. Fulfilling any requirements prescribed by University Statutes and Regulations in relation to the holding of such public functions.
- (b) An application should be communicated in writing through the S.R.C and Dean of Students to the Registrar at least three days before the function takes place. The Registrar may impose such other requirements and conditions as may be deemed necessary.
  - (c) For the purpose of this section, a public function is one to which persons other than University Staff, Students and/or persons outside the University Community are invited or entitled to attend.
  - (d) The Auditorium and other rooms within the University are available under certain conditions for use by clubs and societies. In all cases, permission for use shall be obtained from the Registrar.

## **15.0 Clubs and Societies**

- (a) Students shall have freedom of association. However, certain clubs like secret societies, etc. shall not be allowed in the University.

- (b) Only Clubs/Societies recognized by the (Institution) Residence Committee shall be entitled to use the University facilities. Every society/club which collects or receives official funds must account for its financial operations in accordance with the University Financial and Stores Regulations.
- (c) Club and Society Secretaries are required, at the beginning of each academic year to submit to the Residence Committee, through the Dean of Students, a certified copy of their approved constitution and the particulars of Principal Officers and Committee members of their clubs and societies.

## **16.0. Academic Gown**

Academic gowns shall be worn by students on occasions to be specified by the Registrar.

## **17.0 Demonstrations and Processions**

- (a) Any student or students wishing to organize a procession/demonstration within the University shall notify the Vice-Chancellor in writing. The Registrar and the Dean of Students shall be copied.
- (b) Such notice shall be given to the Vice-Chancellor 48 hours before the procession/demonstration begins.
- (c) The notification shall state the purpose for the procession/demonstration and the name(s) of the organizer(s).
- (d) No procession/demonstration shall be held between the hours of 6.00pm and 6.00am except special processions like candlelight procession for which special permission shall be given.

- (e) During the procession/demonstration, nothing shall be done and said that might give rise to violence or cause a breach of peace.
- (f)
  - i. The organizer(s) shall be held responsible for any acts of violence that may occur during the procession/demonstration.
  - ii. Notwithstanding sub-paragraph (i) any individual who commits an act of violence or breach of University/Hall or Residence Regulations during any procession/demonstration shall be held responsible for his/her action.
- (g) The Vice-Chancellor may prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- (h) If in the Vice-Chancellor's opinion, the procession/demonstration shall be likely to lead to a breach of the peace or cause serious interference with the work of the University, he may forbid the procession/demonstration.
- (i) The fact that a procession/demonstration is not prohibited does not mean that the University has either approved or is in sympathy with its objectives.
- (j) The Police/Army shall be alerted by the Vice-Chancellor as soon as an emergency occurs. If the situation gets out of hand or threatens to get out of hand and/or degenerates into violence the Vice-Chancellor shall ask the Police/Army or Regional Security Council to assist to restore order.
- (k) Where the procession/demonstration will involve students going outside the university, the organiser(s),

after obtaining the necessary permission from the Vice-Chancellor shall also adhere to the requirements of the Public Order Act.

- (l) The procession/demonstration shall follow a route approved by the Ghana Police Service and keep as close to the left side of the road as to facilitate free passage of vehicular and pedestrian movement. It shall do nothing to obstruct traffic.

### **18.0. Penalty for Unauthorized Processions/ Demonstrations**

Where students are involved in unauthorised procession/demonstration, the appropriate disciplinary actions shall be taken against the students as stipulated in the University statutes.

### **19.0. Students Newsletters/other Publications**

- (a) The Vice-Chancellor shall be informed of the intent to produce any student publication within the University and his approval shall be obtained for such publications.
- (b) A copy of each issue shall be lodged with the Vice-Chancellor and the Librarian on the day of publication.
- (c) Each issue shall state the name of the Editor, the membership of the Editorial Board and the Publisher. The membership of the Editorial Board shall be held jointly and severally responsible for the whole contents of each issue of the publication. A memorandum for the guidance of student journalist is available at the Public Relations Office.

## **20.0 Use of University Transport**

All requests for use of University transport must be submitted in writing to the Registrar through the Student Representative Council (S.R.C.) and Dean of Students at least seven (7) days before the date of the journey. Each requisition must contain the following:

- (a) The destination and purpose of the journey.
- (b) The date and time when the transport will be required.
- (c) The names of students who wish to travel.
- (d) Exeat or written permission from Dean of Faculty/Heads of Department

## **21.0. Communication with Outside Establishments and the Press**

- (a) Students communicating with the Press or outside establishments shall do so in their own private capacity only.
- (b) Official Information: No student shall communicate either directly or indirectly to the Press or to any unauthorized person of any official University information without authority from the Vice-Chancellor.

## **22.0. The University Library**

The University Library consists of the Lending and Reference Libraries located on the First and Second Floors of the Administration Block. Another library is located at Adako Jachie campus of the University. The function of the library is to provide resources, facilities and services needed for studying, teaching and research in the University. The Library provides access to electronic resources to users. Bindery services are also provided by the Library. The Library is a member of the Consortium of Academic and Research Libraries in Ghana

(CARLIGH) and has access to a number of electronic journals and databases through CARLIGH.

## **22.1 Membership**

The membership of the Library is open to all students and staff of the University. It is also open to external users, notably members of the University's Alumni Association.

## **22.2. Services Offered**

The various activities undertaken by the Library to promote the effective use and exploitation of the available information resources include borrowing, referencing, photocopying, E-Resources, etc. It remains the central location of collections on all disciplines pursued in the University and also has in stock standard reference sources including encyclopedias, dictionaries and Vice-Chancellors' Reports. There are also collections of unpublished students' project works.

## **22.3. General Regulations and Information**

### ***Use of University Library by Students***

- (a) Students are required to make themselves familiar with the regulations of the Library.
- (b) All final year students shall ensure that library books borrowed are returned and cleared by the library before leaving the University.
- (c) Bags, briefcases, hats, raincoats, umbrellas and other carriers are not allowed into the Library. They should be handed over to the Janitor who shall issue a baggage tag for identification and place them in pigeon holes for safe-keeping.



- (d) Eating, drinking and smoking are forbidden within the Library.
- (e) The use of any naked light, including candles, is not allowed in the Library.
- (f) Silence should be maintained in the Library, and any other behaviour likely to disturb or inconvenience other users should be avoided.
- (g) Books consulted should not be returned to the shelves. They should be left on the tables.
- (h) Marking, mutilation and misappropriation of library materials is a serious offence and severe disciplinary action shall be taken against offenders.
- (i) Readers must submit any book(s) and materials they are carrying while leaving the Library for inspection at the Security Check Point.
- (j) All library materials and equipment must be treated with care. Any damage occurring must be reported at once. The Librarian may require any reader to pay for the cost or repair of any damaged property.
- (k) No book may be removed from the Library unless a loan form has been duly completed and properly checked out by the officer in charge of the Circulation Desk.
- (l) Students and lecturers should obtain a clearance certificate from the Library before they finally leave the University.
- (m) The use of Mobile phones is prohibited in the Library.
- (n) The electrical sockets in the Library are not meant for charging of mobile phones.

The Librarian or his deputy shall be responsible for maintaining order in the Library and may require any person who exhibits disorderly or improper conduct or of any breach of regulations may be suspended from the use of the library for a stated period.

## **22.4. Sanctions**

### ***a) Failure to Return Books on due Date***

A member who commits this offence shall be liable to pay a fine at the prevailing rates determined by the library per day up to seven (7) days. Thereafter, a fine at the prevailing rate determined by the library plus loss of borrowing rights shall be imposed until the books are returned.

### ***b) Misplacement of Books***

A member who reports of misplacement of a borrowed book shall be given up to fourteen (14) days to produce it. Thereafter a fine at the prevailing rate determined by the library shall be imposed until the books are returned.

### ***c) Loss of Books***

A member who commits this offence shall be liable to pay double the prevailing price of the book plus servicing charges.

### ***d) Stealing of Books/Periodicals***

A member who commits this offence shall be punished per the rules and regulations of the University.

**e) Mutilation of Books/Periodicals**

A member who tears pages, sections and illustrations from library materials shall be punished per the rules and regulations of the University.

**f) Writing in library books or underlining sentences**

A member who commits this offence shall pay the prevailing market price of the book and shall lose borrowing rights for one semester.

**g) Overdue Books**

Students who fail to return borrowed books on due dates shall be punished per the rules and regulations of the University.

**22.5. Registration of readers**

Students wishing to borrow books shall be registered and issued with a borrower's card which must be shown at the issuing desk.

Students are, however, requested to present their identity card/admission letters and a passport size photograph for the registration to be effected.

Registration is valid for the duration of a registered programme. A reader shall be issued with a Borrower's Card which must be shown at the Issue Desk whenever a book is being borrowed from the Library.

**22.6. Borrowing of books**

Students are entitled to borrow two books at a time from the Library.

## 22.7. How to Borrow A Book

Students shall be requested to fill in borrower's form for the officer in charge to permit the student to borrow the book. See Figure 1

**KUMASI TECHNICAL UNIVERSITY**  
**BORROWER'S FORM**

Library No..... 20.....

Class ..... Accession  
Number..... Number.....

Author.....

Title.....

Borrower's Name.....  
*(In capital)*

Borrower's Signature.....

Borrowed Date.....

Returning Date.....

Figure 1: Borrower's Form

- (a) Borrower's Forms are in duplicate and these are interleaved with carbon paper. Make sure that the carbon paper is in a good position for the writing to appear on the duplicate.
- (b) Fill in separate forms for each book. Tear off the slips for each book after you have finished filling the information required and take these together with the books to be borrowed to the Assistant at the Issue Desk.
- (c) The latest due date on which the books should be returned shall be stamped on the due date slip inside the book issued.

## **22.8. Duration for keeping borrowed books**

- (a) The normal period for keeping a borrowed book is fourteen (14) days.
- (b) Borrowers must note that a book may be renewed on the application for only one period of a fortnight, provided no one else wants it.

## **22.9 Opening Hours**

When the University is in session, the Library opens as follows:

- Mondays – Fridays: 9:00 am – 10:00 pm
- Saturdays: 9:00 am – 3:00 pm

Examination Period

- Monday – Saturday: 9:00 am – 10:00 pm
- Sundays: 3:00 pm – 10:00 pm

During vacations, the Library opens as follows:

- Monday – Friday: 9:00 am – 5:00 pm

## **23.0 Social Life on Campus**

Students' social life on University campus is regulated by the Junior Common Room Committees (J.C.R). The JCR Committee coordinates activities of the student body and the authorities in their respective Halls.

The SRC executive appointed from campus-wide election, is responsible for the coordination of the activities of the various J.C.R Committees.

### **23.1. The Sports Complex**

The Sports Complex comprises volleyball, basketball, tennis and badminton courts. It is designed to enable students to enjoy extra curricula activities and help them to develop their sporting skills.

### **23.2. The School Gymnasium**

The School has a gymnasium which is close to the Sports Complex and it is designed to enhance the health and fitness of staff and students.

However, it is open to the public at a fee. Students and Staff have to subscribe and pay monthly dues at a reduced rate. The gym is equipped with modern gym facilities and has a massaging centre.

### **23.3. Restaurant and Canteen Services**

The University has a canteen at the ground floor of the S.R.C building and another behind the Old Great Hall, which provide meals from Monday to Saturday.

The Hotel, Catering and Institutional Management Department of the University also provides restaurant services to members of the University as well as the general public from Monday to Friday.

## **24.0. Regulations for Students**

### **24.1. General Academic Regulations**

#### **24.1.1 The Semester Calendar**

The academic year consists of two semesters. The first semester commences in September and ends in

December while second semester runs from February to May. There are sixteen weeks in each semester.

There shall be a break for vacation of 3 – 4 weeks between the end of first semester and the beginning of second semester.

### **24.1.2. Industrial Attachment**

All students enrolled on the Higher National Diploma and Bachelor of Technology programmes are required to undergo experiential training or industrial attachment during vacation.

#### ***a) Arrangement for industrial attachment***

Students are encouraged to find industries close to their residential areas in order to avoid problems with accommodation and transportation.

Students are further encouraged to contact the Industrial Liaison Office team for support and advice.

Industrial Liaison Office shall also arrange industrial attachment for students who are unable to find their own.

#### ***b) Time and duration***

The industrial attachment starts in June and ends in August for the first and second academic years. The duration for each industrial attachment shall not be less than eight (8) weeks. The cumulative period for the two sessions of the programme shall not be less than sixteen (16) weeks for HND students. (Some Departments

have special arrangements for other categories of programmes).

### **c) Assessment**

The industrial attachment is assigned certain number of credit hours and each student shall be required to write a report at the end of each session of attachment. Students who shall satisfy the required number of credit hours shall in addition to the reports from the industry be graded for the award of diploma/degree.

## **25.0 Orientation and Registration**

New students are required to undergo orientation at the beginning of the academic year. The orientation programme shall involve the faculties, departments and other recognized bodies of the institution.

The purpose of the orientation shall include the following:

- (a) To welcome the fresh students and help them to adjust and settle down in the University.
- (b) To guide the students through the registration procedure.
- (c) To introduce the various facilities of the University to the Students.
- (d) To create awareness of the rules and regulations with regard to students rights, privileges, obligations and responsibilities.

## **26.0 Matriculation**

A matriculation ceremony is held every year during the first semester to formally initiate freshmen/women into the University.



- (a) All fresh students, except alumni of the University, shall be matriculated on the date advertised.
- (b) All matriculates shall sign the matriculation cards at their Departments.
- (c) Any student who does not undergo the matriculation ceremony and sign the matriculation card is not a bona fide student of the University.

### **27.0 Identification Card (ID)**

Each student shall possess a University identification card and must visibly displace such ID card at all times. In the event of loss of the ID Card, a report must immediately be made to the Registrar through the Head of Department for replacement at a fee.

### **28.0 School Fees**

School fees are determined annually by the Academic Board subject to approval by the University Council. All students are required to pay their fees in full within the first week of the first semester. Failure to pay school fees within the stated period may lead to the loss of student's status.

### **29.0 Reading of Notices**

All official communication from the University Authorities are posted on designated notice boards, official bulletins and website of the University. It is the responsibility of each student to read such notices and adhere to its content.

### **30.0 Enforcement of Regulations**

Members of the Academic Staff, the Academic Board, Residence and Housing Committee, the Senior Administrative Officers, Hall Officers and all other staff, so authorized for the purpose, shall

maintain order and proper conduct and take appropriate disciplinary action against any student for breach of regulations.

### **31.0 Misconduct of Students**

It shall be a misconduct for a student of the University to:

- (a) Be absent from lectures and other prescribed assignments without permission or reasonable excuse.
- (b) Be insubordinate.
- (c) Indulge in any anti-social activities such as stealing, smoking, gambling, fighting, stalking, drunkenness, molestation and harassment which shall bring the image of the University into disrepute either on or outside all our campuses.
- (d) Cheat in examinations.
- (e) Be absent from industrial attachment.

### **32.0 Penalties**

A student who is deemed to be in breach of discipline shall be liable to one or more of the following penalties:

- (a) Warning
- (b) Reprimand
- (c) Suspension for a stated period.
- (d) The requirement to make good to the satisfaction of the University any damage caused to the property of the University or an institution attended as a part of a University programme.
- (e) Rustication for a stated period.
- (f) Withdrawal from the University.

(g) Expulsion from the University.

Penalties (d – g) are major penalties.

All major penalties imposed on students shall be subject to the approval of the Vice-Chancellor in writing.

The Vice-Chancellor shall appoint a Committee per Statute 67 of the University Statute.

### **33.0 Misconduct at the Hall/Hostel**

The Hall Council responsible for the management of each Hall or residential facility shall be responsible for taking disciplinary action against students with respect to breach of discipline at the Hall. In a major breach of discipline, the matter shall be referred to the Vice-Chancellor for his decision.

The Vice-Chancellor may appoint an Ad-Hoc Committee which may comprise the following:

- Hall Master – Chairman
- One person representing the JCR Committee – Member
- Head of Department of the student involved – Member
- One person representing the S R C – Member
- The Director of Finance or his representative – Member
- The Registrar or his representative – Member/Sec.

As a fact finding committee in a disciplinary case likely to attract a major penalty. The report and recommendations of the Ad-Hoc Committee shall be forwarded to the Vice-Chancellor for his necessary action.

### **34.0 Names of Students**

- (a) All students shall be known only by names they have signed in the matriculation register. Students are known by those names only in the sequence in which they were signed. However, female students who marry during the course of their studies and wish to be known by the name of their spouse shall have their names changed upon producing all the legal documentation.
- (b) Students may apply to the Registrar for recognition by the University of acquired new names. The University shall publish any such change of name if it is satisfied that there were valid grounds for the proposed change.

### **35.0 Registration and Admission of Students**

#### **35.1 New Students (freshmen)**

- (a) On arrival on campus, new students are required to register at the ICT Directorate, assigned department and their Halls of Residence.
- (b) Students shall pay the necessary charges/fees as shall be determined by the Academic Board.

#### **35.2 Continuing Students**

Continuing students shall also register at their respective Departments and Halls of Residence after the necessary formalities at the Administration have been completed.

#### **35.3 Payment of Fees**

All students who owe the University are required to pay their fees to banks approved by the University before they register. Halls shall not admit any student who has not paid his or her fees.

### **35.4 Fraud/Misrepresentation**

A student found to have gained admission into the University through fraud or misrepresentation may be liable to prosecution.

### **35.5. Voluntary Withdrawal**

- (a) Students who voluntarily wish to withdraw from the University before the completion of their studies must serve written notice of their intentions to the Registrar through the Heads and Deans of their respective Faculties.
- (b) A minimum period of four (4) weeks is required for such notice before the intended date of leaving the University.
- (c) Failure to comply with the above procedure may result in the preclusion of such student from pursuing any programme in the University.
- (d) A student in good standing who withdraws from the University, and wishes to return to it, shall indicate his intention in writing through the Head of Department and Dean to the Registrar. A minimum period of one semester is required for serving notice before the proposed date for returning to the University.

### **36.0. Halls of Residence Regulations**

#### **(a) Management of Halls of Residence**

- i. The Hall Council shall be the Governing Body of the Halls of Residence.
- ii. The Hall Council shall be established, subject to the University Statutes.

- iii. The Hall Master/Mistress shall be the chairman of the Hall Council and shall be responsible for the administration of the halls.

**(b) Provision of Accommodation**

- i. Admission to the University does not entitle any student at any time to University accommodation. Places in Halls shall be allocated to students in accordance with policy determination for that purpose from time to time by the Residence and Housing Committee of the Academic Board.
- ii. Students shall report to residence on the first day of every semester except where permission has been granted by the Registrar.
- iii. In cases where return is unexpectedly delayed, the Hall Master must be notified not later than the seventh day of the semester.
- iv. Students who fail to sign the Residence Book shall be deemed to have reported late.
- v. Students who report after two weeks of the semester without permission may be refused admission by the hall authorities.
- vi. This is without prejudice to whatever action that shall be taken by the Faculty, should the student fail to register with the Faculty.

**(c) Admission to the Halls of Residence**

- i. Students in University accommodation shall at the beginning of the academic year for the amount due and sign the Residence Book placed at the Porters' Lodge.

- ii. Semester dates shall be published through the University Notice Board. Students must come into residence on the first day of every semester unless special permission has been granted by the Registrar.
- iii. It shall be a misconduct for a non-resident student to be found lodging in a student cubicle in a Hall of Residence.

**(d) *Registration of Resident Students***

- i. Every resident student shall report at the Porter's Lodge of the Hall of Residence to which he/she has been assigned.
- ii. The student shall present his/her receipt to the Porter on duty who shall assign to him or her a cubicle.
- iii. He/she is required to sign the Residence Register at the Porter's Lodge.

**(e) *Freedom of movement within the University premises***

- i. Students have freedom of movement within the precincts of the University except as stated below.
- ii. The men's rooms shall be out of bounds to women and the women's rooms shall be out of bounds to men before noon and after 10pm.

**(f) *Loss of Property***

- i. The University accepts no responsibility for the loss of students' property.
- ii. A student who destroys or loses the key to his cubicle shall pay for its replacement.

- iii. Students shall hand over keys to the rooms to the Porter on duty whenever they go out.
- iv. Students shall be required to sign an inventory of the furniture and fixtures and any other University property in their cubicles and shall be accountable for such at the end of each semester.
- v. No commercial activity is permitted in students' cubicles, e.g. photocopying, typesetting, CD burning, scanning, sale and repair of mobile phones, sale of phone cards, pens, etc.
- vi. Plumbing and electrical fittings, door locks furniture (louvre blades, beds, mattresses, etc) remain the property of the Hall and should be handled with extreme care.
- vii. Faults found with any Hall facility or item should be reported and recorded in the Fault Occurrence Book at the Porters' Lodge for attention. Under no circumstance should any occupant force a door lock open if they lock themselves out. Duplicate keys are obtainable at the Porters' Lodge.
- viii. "Perching" or allowing a non-resident student to share your room violates University Regulations and is therefore prohibited. Residents of a room caught with a "percher or perchers" shall be expelled from the Hall.
- ix. Excessive noise making from sound systems, shouting, etc. is prohibited. Students who persistently play their sound systems loudly shall have the system seized after two warnings from the Hall Master, or the Porter on duty or any official of the Hall.



- x. Smoking and drunkenness in the Hall is strictly prohibited.
- xi. No student should throw rubbish or litter in the form of pieces of paper, empty water sachets, polythene bags, food wrappers, etc., over their balconies or onto the compound and the surroundings of the Hall.
- xii. Rubbish should be disposed of in the bins provided at the floor corridors and emptied as often as possible into the main dustbins provided at the ends of each floor.
- xiii. Throwing of waste water over the balcony or the veranda is strictly forbidden.
- xiv. Posting of bills and notices on the walls in the Hall is strictly prohibited.

***g) Visitors to Halls of Residence***

Visitors shall be received at the reception or Television Rooms of the Halls of Residence

***h) Arrangement at end of Semester***

- i. No student may vacate his/her cubicle before the end of semester without the written permission from his Dean or Hall Master.
- ii. A student granted such permission must sign the Residence Book.
- iii. Any student who contravenes this rule shall be liable to a suspension from the Hall for a period not exceeding two weeks.
- iv. Students are expected to leave for their vacation

### ***j) Arrangement for final completion of programme***

Where a student has completed his programme of studies in the University or leaves the University for any other reason, he shall obtain clearance certification from his Dean, Librarian, Hall Master and Director of Finance for presentation to the Hall Master who shall issue him with a final exeat in case of resident students and to the Dean of students in the case of non-resident students.

A final year student who is not cleared will not have his/her certificate released to him/her and no academic transcript will be issued on his/her behalf.

### ***j) Use of Hall of Residence during vacation***

- i. All students shall vacate the halls of residence during vacation.
- ii. Students who want to stay in any Hall of Residence during holidays/vacation on academic grounds shall apply to the Hall Authorities through their Heads of Department or Deans.
- iii. However, if it is on a private matter, such a student shall be required to directly apply to the Hall Master.
- iv. It shall be the prerogative of the hall authorities to decide which part of the Hall shall be used during the vacation.
- v. All University and hall regulations shall continue to be in force during the vacation. Infringement of any such regulations shall make a student liable to disciplinary action.

- vi. Accommodation in the Halls may be given out for conferences during vacation, students are therefore required to leave the cubicles and rooms tidy.
- vii. Students leaving personal belongings in the cubicles shall be deemed to be using the room and shall be made to pay the prevailing rate upon their return.
- viii. Students not returning to the University or students leaving for the long vacation are not permitted to leave their property behind in the Hall. Any property left behind without permission is liable to be disposed of at the discretion of the Hall Authorities.

***k) Banned Activities***

The following activities are banned at the Halls of Residence, and it shall be a misconduct for any student to indulge in them.

***i. Sub-letting of rooms in the Halls of Residence***

The practice whereby students who have been allocated rooms in the halls of residence sub-let them to non-resident students for a fee is prohibited. This practice is not only unauthorized but also illegal.

***ii. Indecent Exposure***

The act of exposing a part of the body especially the genitals, publicly as to make it offensive to modesty or propriety is prohibited. The practice of students embarking on procession naked or even half-naked is, thus, anti-social and reprehensible and is proscribed.

***iii. Ponging***

“Ponging” in any form is banned in the University and it shall be a punishable offense for any student or group of

students to indulge in it. The University does not accept liability for any injury or injuries from “ponding” and shall hold the student or group of students liable to any such offence.

**iv. Possession of Fire Arms**

It shall be a breach of the University Rules/Regulations for any student or group of students to be found in possession of firearms on campus.

**v. Possession and use of bombardier**

It shall be an offence to possess and use fireworks/bombardier (carbide bomb) in and around the campus.

**vi. Narcotic and Illicit Drugs**

It shall be an offence and a breach of University rules and regulations to use or be in possession of any narcotic and illegal drugs.

**vii. Smoking and Drunkenness**

It shall be an offence for any student to be found drunk and or smoking in and around the campus.

**viii. Sale of Cigarette and Alcoholic Beverages**

It shall be an offence for students to sell cigarette and alcoholic beverages on campus.

**ix. Commercial Activities**

- It shall be an offence for a student to trade in the Halls of Residence.
- Hawkers are not allowed to sell in the halls.
- No food items should be sold in the cubicles.

**x. Gambling**

It shall be an offence for any student to be found gambling in and around the halls of residence.

**37.0. University Properties**

- (a) University properties shall include all properties of the University and properties acquired by student's association recognized by the University.
- (b) Students shall be liable to pay for any loss or damage of University property of any kind.
- (c) Students shall not make any alteration to University property including furniture or fixtures. No transfer of any kind shall be made of University property including furniture and fixtures from any part of the University including halls, classrooms and auditorium without prior permission from the appropriate authority. This includes SRC property.
- (d) Students must not tamper with electrical and other installations in their cubicles, halls or any other part of the University.

**38.0 The Student Representative Council**

- (a) Subject to the University Statutes and regulations, the University recognizes the Students Representative Council (S.R.C.) and the Graduate Students Association of Ghana (KSTU Chapter) as the legitimate representative organ of the student body.
- (b) Apart from the two associations, the University shall not recognize anybody purporting to be the mouthpiece of the student body.

- (c) The Students Representative Council (SRC) shall make representation to the authorities of the University on matters affecting students.
- (d) The SRC shall be governed by a constitution promulgated by the Academic Board on the recommendation of the Residence Committee with the prior approval of the University Council.

### **39.0. University Committees on which SRC is Represented**

- a) Security Services Committee
- b) Residence and Housing Committee
- c) Industrial Relations Committee
- d) Welfare Services Board
- e) Library Committee
- f) Research, Conference and Innovative Committee
- g) ICT Committee
- h) Sports and Recreation Committee
- i) Students' Affair Committee

### **40.0. Sports Unit**

- (a) The Sports Unit is the body responsible for the regulation of all students sporting activities in which the University participates. The Sports Unit of the Students' Affairs Office co-ordinates all the Sport Unit affairs. The Sports Unit, in addition to the University Statutes and Regulations shall be governed by its own constitution the promulgation of which shall be with the Residence Committee of the Academic Board.

- (b) Penalty for Withholding Sports Equipment
  - i. Students in possession of any sports equipment shall hand over such equipment to the Sports Manager immediately the semester's activities end.
  - ii. A list of names of students in possession of such equipment shall be posted on the notice boards of all Faculties.

## **PART 2**

### **EXAMINATION AND ASSESSMENT POLICY**

#### **1.0 Preamble**

This policy deals with the systems, infrastructure, invigilation responsibilities, student responsibility and other aspects of the examination process for examinations within Kumasi Technical University (KsTU). It aims to achieve coordinated and consistent examination practices across the University (KsTU). Academic staff are responsible for setting the appropriate assessment through formal examinations that will foster learning and meet the overall teaching objectives.

While the focus of this policy targets the end of semester examinations, which are administered outside the normal teaching periods, the following basic principles shall apply to all tests and examinations. The framework of this policy rests to a considerable extent on four principles.

- (c) The examination environment in which examinations are conducted should be one in which students are able to concentrate, reflect, and generally demonstrate what they have learned, with a minimum of disruption and distraction.
- (d) The integrity of the examination process depends upon the willingness of everyone involved to respect some basic rules of conduct and to accept certain responsibilities, and to do so in a consistent manner.
- (e) The examination process, which is inherently stressful, should be managed in such a way as to minimize extraneous sources of confusion and uncertainty.



- (f) Every effort must be made to ensure that the responsibilities, rules of conduct, and regulations governing the administration of examinations are well publicized so that the responsibilities of Examiners, Students, Invigilators, Faculties, Departments, and the University as a whole are clearly understood before the examination period begins.

This document is divided into sections that outline procedures, responsibilities and roles of various stakeholders.

## **2.0 Policy Scope**

This policy applies to all forms of assessments and examinations that are part of the assessment process for the University's award programmes.

## **3.0 The University's Responsibilities**

The University has ultimate responsibility for the successful completion of the examination session, the maintenance of examination integrity, and for assisting students, examiners, invigilators, departments and faculties/institutes to carry out their respective roles.

The University will:

- (a) Develop and communicate clear policies and procedures to deal with examinations;
- (b) Take actions to maintain academic integrity, in cases where the examination policy is breached, whether by cheating, disruptive behavior, or in any other way deemed unacceptable by this policy or the University Statutes;

- (c) Make every effort to ensure that examination rooms are supportive environments that are:
  - i. Quiet and free from unnecessary and unreasonable disruption; and
  - ii. Suitable in terms of temperature, work spaces, cleanliness, safety and configuration.

#### 4.0. Definitions

All definitions provided for in the University Statutes and Student's Handbook shall apply to this policy. However, for the purposes of this policy, the following definitions shall apply to the following specific terms:

**Assessment** - any form of student activity in a course to which a grade is to be granted by the Instructor/ Examiner.

**Assignment** - refers to any form of assessment other than the mid-semester and the end of semester examinations.

**Continuous Assessment** - refers to all forms of interim examinations aside the end of semester examinations. It includes mid-semester examinations, assignments, class tests, quizzes, etc.

**Course** - means any educational activity for which credit may be earned by a student.

**Examination** - is defined as a comprehensive form of testing for the purpose of assessing a student's level of proficiency in some combination of the following domains: knowledge, comprehension, application,

analysis, synthesis, and evaluation.

**Examination centre** - means a collection of examination venues in the same classroom block/ building. For instance, all examination venues in the C-Block shall form one Examination Centre

**Examiner** - means the member of the academic staff (including contract academic staff) who is responsible for the mode of assessment and the grades to be granted in a course.

## 5.0 The University Examination

- (a) A University examination shall be:
- Set to curricula and syllabuses approved by the Academic Board;
  - Taken at the times prescribed by the Academic Board, normally December for the First Semester and May for the second Semester;
  - Assessed by examiners approved previously by the Academic Board.
- (b) A programme indicating period of examination and arrangement for examination shall be suggested at the beginning of each Semester.

## 6.0 Programme of study

Programmes of study for the award of Higher National Diploma/ Degree shall consist of courses each of which a number of credit hours shall be prescribed. With the exception of project work, each module shall cover a period of not more than one semester.

Heads of Departments shall submit to Academic Board through the Faculty/Institute Boards, details of course credit hours and total credit hours for the courses on their programmes classified as required courses and open electives.

## 6.1 Structure of Programme

- (a) A programme shall be divided into semesters with each course falling within one semester only. Courses in each semester shall consist of:
  - i. Required Courses
  - ii. Open Electives (e.g. as on the Entrepreneurship programme)
- (b) Open electives may be selected from any Department of the University while required courses have to be selected from the Department where the programme is offered for approval by the Academic Board.

## 6.2 Required Credit Hours

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

<b>Programme</b>	<b>Minimum</b>	<b>Maximum</b>
1 <sup>1/2</sup> - 2 Year Top-up degree	63	84
4-Year Degree	120	168
3-Year Higher National Diploma	90	126
2-Year Diploma	*	*
1-Year Certificate	*	*

\* Refer to the Departments as approved by Academic Board.

- (b) The above credit hours are inclusive of lecture time, practical work, Industrial visits/attachment, projects, thesis writing, seminars and workshops. Two hours of practical work is equal to one credit hour.

### 6.3 Duration of Studies

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

<b>Programme</b>	<b>Maximum Number of Extra Semesters allowed</b>
1 <sup>1/2</sup> - 2 Year Top-up degree	2
4-Year Degree	4
3-Year Higher National Diploma	4
2-Year Diploma	2
1-Year Certificate	2

- iii. A student who fails to qualify for the award of the certificate after exhausting the maximum number of extra semesters allowed shall be deemed to have been withdrawn.

### 7.0 Registration

- (a) Every student must be admitted into a 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 courses in consultation with his/her Head of Department.

- (b) Students shall report on the day that the University re-opens and register within two (2) weeks from that day. It shall be permissible for those who are unable to register within the said period to undergo late registration with a fine.
- (c) A fine to be determined by the Academic Board shall be imposed on students for late registration. No registration shall be allowed after two weeks of closure of registration.
- (d) (i). 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 Medical Officer of the University's Clinic be allowed to register within five (5) working days from the day of closure of formal registration.  
  
(ii). In the event of the inability of such a student to register within the five (5) working days stipulated in paragraph 'd (i)' above, he/she will be allowed a deferment for a semester. In a situation where some of the first semester courses, are prerequisite for the second semester courses, the deferment shall be for the whole academic year (i.e. two (2) semesters).
- (e) (i) There shall be no registration by proxy.  
  
(ii) A student who does not duly register within the registration period shall lose his/her student status.
- (f) (i) Registration for the appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination,

the student shall be deemed to have failed the course unless reasons acceptable to the Faculty Board and the Academic Board can be advanced. In this case, the student shall be graded incomplete ('I') and be expected to take part in the next available main examination.

(ii) Students shall not be permitted to change their elective courses after one (1) month of re- opening.

(iii) In order to qualify as a full-time student, the student must take courses equivalent to the following range of credit hours, both limits inclusive, per semester. In this case the total credits per semester shall end at 18/19 to make room for the open electives. The total credit hours will be prescribed by the Department with the approval of the Faculty/Centre and Academic Board.

<b>Programme</b>	<b>Credit Hours</b>
1 <sup>1/2</sup> - 2 Year Top-up degree	15 - 21
4-Year Degree	15 - 21
3-Year Higher National Diploma	15 - 21

(iv) A student shall attend at least 75% of lectures, seminars, workshops and practical sessions prescribed for the courses for which he/she has registered as a precondition for writing an examination.

## **8.0 Attendance at Lectures**

- (a) Attendance books shall be kept by all lecturers.
- (b) A student shall be expected to attend lectures, tutorials, seminars, practical and other activities prescribed for the course for which he/she has registered, and to execute all assignments given as approved by the University.

- (c) A student who absents himself/herself for eight (8) cumulative lecture sessions, tutorials, practical and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the end of semester examinations in that course. He/she is deemed to have failed the paper and would have to write it as a main paper.
- (d) A student who absents himself/herself for four (4) consecutive lecture sessions shall be cautioned by the Head of Department.

## **9.0 Deferment of Programme**

- (a) A student could interrupt his/her programme for whichever reason for a maximum period of one year by applying through his/her Head of Department to the Registrar. He/she shall be granted permission by the Registrar based on the recommendation of his/her Dean and Head of Department. The decision of the Registrar shall then be communicated to the student and copied to the Dean and Head of Department.
- (b) Such request for interruption of the programme will normally be granted within the first four (4) weeks of the start of the semester.
- (c) After the first four (4) weeks, a student shall give a good reason for the deferment to be granted.
- (d) Where the interruption is for one semester, the student shall be required to defer for a whole academic year.
- (e) A first year student shall only defer his/her programme on medical grounds.



## **9.1. Deferment of Programme by fresh students**

- (a) An applicant who has been offered admission is required to take up the offer in that particular academic year to which he/she has been admitted.
- (b) An applicant offered admission but desires to commence study in a year other than that in which an offer has been made shall be required to apply afresh for admission.

## **9.2. Deferment of Programme on grounds other than ill-health**

- (a) A student who wishes to defer his/her programme shall first discuss the matter with his/her Head of Department.
- (b) He/she may then apply in advance to his/her Dean of Faculty/Director of Institute through the Head of Department stating reasons why he/she wants to defer his/her programme. Such letters should be signed by the applicant.
- (c) The decision of the Dean of the Faculty/Director of the institute shall then be communicated to the student and copied the Registrar.
- (d) A student may defer his/her programme but may not defer for more than two (2) continuous semesters.
- (e) A student who defers his/her studies for more than two (2) continuous semesters shall be deemed to have lost any accumulated credits. Consequently his/her studentship shall be cancelled.
- (f) Any student who returns to the University after deferring a programme shall continue from where he/she left off.

## **10.0 Submission of registered candidates and courses**

- (a) Departmental Examination Officers shall submit all registered Candidates and courses to the Academic Affairs Office with a copy to the Faculty Examinations Officer and University Examination Officer two weeks after the close of registration.
- (b) The list shall include students who failed courses during the re-sit and are rewriting as main papers; as well those redeeming papers within their grace periods in the Department.
- (c) The Department shall ensure that all first year students have laminated Examination Cards (with passport pictures) using a standard format from the Publication Unit. These cards are strictly for candidate placement in Examination rooms and not to be issued out to students as identity cards.

## **11.0 Appointment of Examiners**

- (a) University examinations shall be conducted by University Examiners comprising Internal examiners/Moderators and External Examiners where appropriate.
- (b) An Internal Examiner must be an academic staff of Senior Member Status appointed by the Appointments and Promotions Board of the University.
- (c) An External Examiner/Moderator must be an experienced academic staff member of a recognized academic institution which is not part of the University.
- (d) An experienced professional or consultant may also be engaged as an external examiner.

- (e) Lists of internal and external examiners/moderators shall be presented to the Academic Board for approval on recommendation from a Faculty Board before the main semester examinations.
- (f) In nominating an External Examiner for the first time, a brief indication of the background of the examiner shall be provided to the Faculty Board.
- (g) An External Examiner may serve for three (3) consecutive years after which the examiner shall not be engaged again till a period of three years has elapsed.
- (h) A person who has retired or resigned from the University may not be appointed external examiner until a period of three (3) years has elapsed since leaving the service of the University.

## **12.0 The Setting, Submission and Review of Papers**

- (a) Each Faculty shall designate one senior member as Faculty Examination Officer and his/her duty shall be to assist the Dean in examination matters (Section 32.2).
- (b) Each Department shall designate one senior member as the Examination Officer for the Department and his duty shall be to assist the Head of Department in examination matters (Section 32.3).
- (c) The draft examination questions shall be typed personally by the examiner using University formats (Appendix A).
- (d) The draft End of Semester questions and marking schemes (hard and soft copies) shall be submitted by the examiner to the Head of Department personally or

through the Examination Officer, in line with the date stated in the Academic Calendar.

- (e) If the soft copy of the draft question is to be sent to the department through email or on any storage device, the document shall be password protected.
- (f) The questions shall be reviewed by the First and Second Internal Examiners together in the Department. The Second Internal Examiner shall ensure that questions are clear, concise, understandable, and unambiguous; and are fairly distributed according to the syllabus.
- (g) The reviewed questions shall be approved by the Department and the Head of Department shall countersign each question paper to signify endorsement by the Department.
- (h) The drafts, where applicable shall be delivered by the Head of Department or representative, who is a senior member, to the Dean of Faculty or the designated representative for transmission to the Academic Affairs Office of the University.
- (i) The Academic Affairs Office shall be responsible for the transmission of the draft question papers to the External Examiners/Moderators for moderation.
- (j) The External Examiner/Moderator shall review the draft questions submitted, providing comments as appropriate and both internal examiners shall be invited through the Head of Department to review the external examiner's comments and approve the draft.

### **13.0 Venue of Examinations**

- (a) University examinations shall be taken only at approved premises. Practical or oral examination will normally be conducted in the Departments concerned.
- (b) Approval by the Academic Board may be given for University examinations to be taken outside the University for the benefit of a student in hospital or others who cannot report at the University.
- (c) The Faculty Examination Officer (FEO) shall liaise with Municipal Services Department to ensure that there are enough seats in each Examination Room for the number of Candidates for the scheduled paper and shall organize the seating arrangement in the Examination Room.

### **14.0 Time-Tables/Scheduling for Examinations**

- (a) The Composite examination time-table shall be prepared by the University Examination Officer in consultation with the Faculty/Departmental Examination Officers.
- (b) The draft examination time-tables for the end of semester examinations shall be put up on the University Notice Board not later than the eighth week of every semester.
- (c) Candidates will be advised to consult these notice boards for the details of their Examinations.
- (d) Suggestions for amendment may be made through the Heads of Department.
- (e) The final composite time-tables indicating day and hour of each examination shall be posted on the University

Notice Board normally at least three (3) weeks before the commencement of the end of semester examinations.

- (f) The timetable for the end of semester examinations shall be such that, no student shall write more than one (1) paper in one examination session. Mid-semester examinations shall be conducted at a period prescribed by the Academic Board (mostly the seventh week of the semester).
- (g) For the duration of the examination, a daily timetable indicating day, hour and venue of each examination will be issued at least twenty-four (24) hours in advance.
- (h) Notice of at least forty-eight (48) hours shall be given if the venue, time and hour given on the general timetable has to be changed on the time-table.
- (i) The University's Examination may be rescheduled under the following conditions, among others:
  - i. Leakage of examination question paper
  - ii. Strike action/demonstrations
  - iii. Force majeure/natural disaster
  - iv. Political instability
- (j) The Academic Board shall in the event of (j) above, shall constitute an emergency meeting for the purpose of determining modalities for same.
- (k) The date, duration and venue of each paper shall be indicated on the examination time-table and must correspond to that on the sealed envelope containing the questions. If there is a discrepancy between these dates, time and venue, the one indicated on the

examination time-table must be accepted as correct and the examination arranged accordingly.

### **14.1 Re-sit Examination**

- (a) Re-sit examinations shall be conducted once every academic year. It shall be organized at the end of the academic year (mostly during the long vacation in August).
- (b) Only those students who failed papers in the end of semester examinations for that particular academic year shall qualify to write the re-sit examination. Such students must register for the trailed course(s) within the re-sit registration period suggested on the Academic Calendar, after paying the required fee per paper.
- (c) Without prejudices to (b) above, the Academic Board has the power to allow a student who is unable to take the end of semester examinations on grounds of ill health, to take the re-sit examination as his/her main examination.
- (d) The final time-tables indicating day and hour of each examination shall be posted on the University Notice Board at least one (1) week before the commencement of the re-sit examinations
- (e) Where a student has to write more than one (1) paper in one examination session due to clash of papers per the re-sit timetable, such a student shall be given the chance/time to write those papers. The time shall be equal to the total duration of the paper.
- (f) Re-sit examinations shall be marked as 100%,

- (g) A student who fails to redeem a paper in a re-sit examination must meet all preconditions to qualify to take the paper during the respective End of Semester Examinations in the ensuing Academic Year.

## **14.2 Special Examinations Requirement**

- (a) Candidates who have a disability and/or medical conditions and who may require special examination arrangement must ensure that they have registered with the Office of Dean of Students' Affairs at least two (2) weeks after re-opening of the semester.
- (b) Failure to register with the Dean of Students' Affairs prior to these deadlines may result in the examination officer being unable to provide the candidate with special examinations arrangements.
- (c) (i) It is the responsibility of the Office of the Dean of Students' Affairs to liaise with the Head of Department of the student about arrangements for candidates with special needs. The Dean of Students' Affairs will supply the Head of Department with information about each candidate with special needs.
- (ii) The Dean of Students' Affairs will inform the Head of Department of the arrangements which candidates may be granted during the course of the examinations.
- (iii) The student with special needs may be granted any of the following special arrangements;
- Extra time for course work and examinations
  - Rest periods
  - A reader



- An amanuensis/scribe/ stenographer
- Enlargement of the font on the question paper/ an aid to enlarge the font (magnifying glass)
- Alternative venues/invigilator

## **15.0 Deferment of Examination**

A student who wishes to defer his/her examination shall first discuss the matter with his/her Head of Department.

### **15.1 Deferment of examination on grounds of ill-health**

- (a) A student who is unable to take the end of semester examinations on grounds of ill-health shall, apply through the Head of Department, to the Dean/Director, copied to the Registrar; such a student shall provide a medical certificate issued or endorsed by a Medical Officer of a Government Hospital or a recognized Medical Officer or the University's Medical Officer, shall take the re-sit examination as his/her main examination.
- (b) Where the number of courses involved are not many (up to 4 courses), and without prejudices to (a) above, the department shall in consultation with the Dean organize special examination for the student involved and report to the Academic Board.
- (c) Subsequent application for deferment, on grounds of ill-health, shall be subjected to a medical certification issued by the Medical Officer of the University. She/ he may consult other specialists if need be.

## **15.2 Deferment of examination on grounds other than ill-health**

- (a) A student who wishes to defer his/her examination shall apply, in advance, to the Academic Board, through the Head of Department and the Dean/Director, and copied to the Dean of Students Affairs, stating reasons why he/she wants to defer his/her examination. It shall be the student's responsibility to satisfy the University beyond any reasonable doubt why he/she wishes to defer the examination. Permission should be duly granted before he/she leaves the University.
- (b) The decision of the Academic Board shall then be communicated to the student before he/she leaves the University.

## **15.3 Illness in the Course of Examination**

- (a) If a candidate is prevented by illness from taking the entire or part of an examination paper, he/she should immediately report to the University Clinic for a medical report on the state of his/her health.
- (b) The Medical Officer shall state in the report to the Registrar, the name and the examination number of the candidate, the nature of the illness and whether, in his/her opinion, the candidate is capable of taking the examination at the examination hall or clinic. Where so recommended, the University Examinations Officer, on the advice of the Medical Officer, will arrange for the candidate to take the examination at the examination hall or clinic under the supervision of an invigilator.

## **16.0 Guidelines for Examination Candidates**

### **16.1 Admission to Examinations**

- (a) A candidate for a University examination must have registered and studied for the course over the required period.
- (b) Since attendance at lectures, tutorial, laboratory and workshop practical, studio sessions etc., is compulsory, all such candidates are required in addition to actively participating in class, to have a minimum of 75 percent class attendance, in the course to be examined to qualify for examination.
- (c) A candidate shall not be admitted to a University examination if:
  - i. The candidate has not registered for and followed the course in accordance with the University regulation.
  - ii. The candidate owes fees to the University.
  - iii. The candidate is under suspension or has been dismissed from the University.
- (d) Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of Department shall be submitted to the Head of Academic Affairs not later than six weeks before the commencement of the semester examination.

### **16.2 Identification of Candidates (ID)**

- (a) Candidates are obliged to have their University Identification Card (ID) with them at every examination session.

- (b) A candidate shall, for the purpose of identification by the invigilator, place the University ID card on the examination table to enable the invigilator ascertain the identity of the person writing the examination.

### **16.3 Attendance at all Examinations**

- (a) It is the duty of the candidate to consult the daily timetable regularly to ascertain the papers to be written each day.
- (b) Any candidate who receives any information through social media, SMS, etc. concerning the University examination should verify the information from the Department as soon as possible.
- (c) All students shall present themselves at the examination hall thirty (30) minutes to the commencement of all examinations.
- (d) A candidate shall not enter the examination room until the candidate is invited or requested to do so by the invigilator.
- (e) A candidate must ensure to be properly seated at least thirty 30 minutes before the start of the session. (No candidate shall be allowed to enter an examination room later than thirty (30) minutes after the beginning of a session).
- (f) The candidates shall sit where their respective examination cards have been placed by the invigilator.
- (g) A candidate taking an examination shall sign his/her name in the register of candidates for the examination.
- (h) A candidate who fails to be present at an examination without satisfactory reason shall be deemed to have

failed the paper. A mark of zero and grade X shall be awarded to the student and he/she shall not qualify to write the re-sit. The award of grade X in a required paper means a failure not just in that paper but in the examination as a whole.

- (i) The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
  - i. Mis-reading the time-table
  - ii. Forgetting the date or time of examination;
  - iii. Inability to locate the examination hall;
  - iv. Inability to rouse oneself from sleep in time for the examination;
  - v. Failure to find transport;
  - vi. Loss of a relation; or
  - vii. Pregnancy

#### **16.4 Materials Not Allowed in Examinations**

- (a) A candidate who enters the Examination Centre must be decently dressed. Caps/hats, slippers, tattered jeans, shorts, etc., shall not be entertained.
- (b) No student shall be allowed to enter into any examination hall with unauthorized materials such as bags, books, papers or electronic aids unless specially authorized by the Examiner.
- (c) Unauthorized material(s) shall not be deposited at the entrance or corridors of the Examination room or the washroom.
- (d) Candidates bringing pencils, pens, and other such items have the option to carry them in a transparent

pencil case or bag. Other pencil cases must be left in designated areas.

- (e) No candidates may bring any food and drink into the examination venue, with the exception of water in a transparent plastic bottle from which all labels have been removed (unless specific arrangements have been made by the Office of the Dean of Students Affairs with the Examinations Officer).
- (f) Smoking or drinking of alcoholic beverages is not allowed in the examination room.
- (g) The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted at examinations unless requested by the Examiner.
- (h) Any unauthorized material will be removed by invigilators and may be retained at the end of the examination as evidence in any potential academic misconduct case.
- (i) A candidate who is seen with notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized material in the examination centre shall be deemed to have engaged in examination malpractice and appropriate sanctions may apply if found. A candidate who is suspected of hiding unauthorized material on the candidate's person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. (Section 19.2)

## **16.5 Electronic Devices prohibited in Examinations**

- (a) Electronic device/gadgets prohibited within the examination hall include (but are not limited to) mobile phones, music players, bluetooth devices and smart watches.
- (b) Candidates are not permitted to keep any electronic devices on them during examinations (unless with the prior written permission of the Examinations Officer).
- (c) The University accepts no responsibility for any loss or damage to mobile phones or other electronic devices while in the examination venue. For this reason, the University recommends that students do not bring any electronic devices to the examination venue at all.
- (d) It is a breach of the examination rules for candidates to have in their possession any form of electronic device during an examination, even if the device has not been accessed during the examination. If any candidate breaches this rule, this conduct will constitute academic misconduct/examination malpractice and will be dealt with under the Statutes and/or any other relevant policy documents of the University (Section 19.2).

## **16.6 Handling of Examination Question papers and Answer booklets**

- (a) Candidates are obliged to fill in all the information on the front page of the Examination answer booklet as well as on the question paper.
- (b) The names and signatures of Candidates are not required on the Examination answer booklet.

- (c) Candidates are also obliged to write their index numbers and sign (in ink) on the question paper at designated spaces.
- (d) During the Examination session, supplementary sheets may be issued to Candidates on request. Special materials, such as statistical tables, graph sheets etc. specified in the question shall be issued to Candidates.
- (e) Candidates should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the invigilator.

### **16.7 Communication between Candidates in the examination hall**

- (a) Communication between candidates in any form is not permitted in the examination hall.
- (b) A candidate shall not pass or attempt to pass information or an instrument from one to another during examination.
- (c) A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity
- (d) A candidate shall not disturb or distract any other candidate during an examination.
- (e) There shall be no lending or borrowing at any time between candidates during an examination.

### **16.8 Candidates leaving the Examination Room**

- (a) No candidate shall be allowed to leave an examination room earlier than thirty (30) minutes after the beginning of a session.



- (b) Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. In which case the invigilator shall be satisfied personally that a candidate does not carry along any unauthorized material.
- (c) A candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an invigilating assistant designated by the invigilator.
- (d) A candidate who finishes an examination ahead of time may leave the examination room after submitting his or her answer booklets. Such a candidate shall not be allowed to return to the examination room.
- (e) At the end of each examination, candidates should ensure that they do not take away any answer booklet, whether used or unused, from the hall. No material supplied for examination shall be taken out without authorization.

## **16.9 Breach of a provision**

- (a) A breach of a provision of the regulations made for the conduct of University examinations may attract one or more of the following sanctions (Section 19.2):
  - i. A reprimand;
  - ii. Loss of marks;
  - iii. Cancellation of a paper in which case zero shall be substituted for mark earned;
  - iv. Withholding of results for a period;
  - v. Award of score zero marks
  - vi. Suspension from the University, and

vii. Expulsion from the University.

- (b) A candidate may be excluded from the Examination if the examination authorities are satisfied that a candidate is behaving in a manner that prejudices the quiet and orderly conduct of the examination. The Disciplinary Committee based on a written report by the immediate examination authority (e.g. an invigilator) to the Vice-Chancellor must review such incidents which must subsequently be endorsed by the Academic Board.

## **17.0 Invigilation**

University examinations shall be held under the supervision of appointed invigilators.

### **17.1 The University Examinations Officer**

- (a) A University Examinations Officer, who is a senior academic member with considerable experience of the administration of University examinations, shall be appointed by the Academic Board to coordinate all examination activities in the University.
- (b) He shall serve as the Head of Examinations in the University.
- (c) He shall be responsible for preparing and publishing the timetable for the end of semester examinations in accordance with the prescribed schedule of the Academic Board.
- (d) He shall be the head of the invigilators and shall be responsible for keeping the records of all appointed invigilators.

- (e) He must be present at the Examination hall at least one hour to the examination and ensure that the examination begins and ends on time.
- (f) He shall ensure that the examination is effectively supervised from the beginning to the end.

## **17.2 Chief Invigilators**

- (a) A Chief invigilator, who is a senior member with considerable experience in invigilation, shall be appointed for each examination centre.
- (b) The Faculty Examination Officer shall serve as the only Chief invigilator, if only one examination centre is involved in the examination; however, where two or more centres are involved, the University Examinations Officer shall in consultation with the Dean of Faculty and the Faculty Examination Officer, appoint others.
- (c) He must be present at the Examination hall at least one hour to the examination and ensure that the examination begins and ends on time.
- (d) He shall be responsible for the collection of examination questions, answer scripts, attendance registers, mark sheets, etc. from the Dean at least thirty (30) minutes before the examination.
- (e) He shall ensure that the students sign the attendance register before the end of the examinations.
- (f) He shall ensure that all blank spaces on the attendance register are crossed out for accurate records.

- (g) He shall receive answer scripts and other materials from invigilators for onward submission to the Dean of Faculty.
- (h) In the event that a student is caught cheating or found in any form of examination malpractices, the related material(s) shall be taken away from him/her and the appropriate procedure shall begin as per section 19.0 of this policy.
- (i) The Chief Invigilator is expected to submit a daily report to the Dean of Faculty and the University Examinations Officer on the examination written at the examination centre under his/her charge.

### **17.3 Guide for Invigilators**

- (a) An Invigilator, who is a senior member, shall be appointed to each examination room and shall be required to:
  - i. Check ID cards bearing examination number and student's name and class.
  - ii. Arrange the examination cards and ensure that the candidates sit where their index numbers are placed.
  - iii. Ensure that candidates are searched and assigned to their seats.
  - iv. Ensure that candidates have the materials required for each examination including the correct question papers and answer booklets.
  - v. See to it that candidates are seated in such a way that they are not tempted to copy one another's work or make use of any unauthorized aids.

- vi. Ensure that any printed or written matter, which may assist the candidates in their examinations, are removed from the room before the examination.
- vii. Invite candidates to start work allowing a 5-minute preview of the questions; but in the objective structured questions no time shall be allowed for preview.
- viii. Ensure that verbal warnings are issued to discourage students from copying and remind them of the implication of examination malpractice.
- ix. Ensure that no borrowing of any kind is allowed (invigilators should make sure this is enforced to the letter). Any invigilator caught not enforcing this order shall be queried.
- x. Ensure that no student shall be allowed to leave the examination hall within the first 30 minutes or the last 10 minutes to the end of the examination.
- xi. Ensure that no talking or whispering is allowed. A student wishing to ask for any explanation shall raise his/her hand to attract the attention of the invigilator who will offer the required assistance, if necessary.
- xii. Ensure that the attendance sheet is taken to every student to sign and must confirm that the student signs against his/her number.
- xiii. Ensure that the register agrees with the physical count of the candidates present.
- xiv. Write the names and index number of candidates whose names do not appear on the lists and submit

a full report to the Chief Invigilator immediately after the end of the paper.

- xv. Collect the answer scripts from students who finish before the end of the examination and make sure he/she signs the attendance register a second time as evidence that he submitted his answer script.
  - xvi. See to it that candidates stop work at the appointed time.
  - xvii. Ensure that, at the end of the examination, all candidates remain on their seats while the invigilator collects the answer scripts; this must be resolved before permitting the candidates to leave the examination hall.
  - xviii. Remind candidates about the expiration of time allowed for examination at intervals of 10-15 minutes before the scheduled end of the examination.
  - xix. Remove any answered scripts utilized outside the examination room. In such an event, the script must be marked in writing by the invigilator in the presence of the candidate involved.
  - xx. Submit the answer scripts arranged in a chronological order and return other examination materials to the Chief invigilator.
- (b) The invigilator is responsible for ensuring that a candidate does not have unfair advantage in the course of the examination, for which purpose, the invigilator:
- i. Will need to walk round the examination hall periodically;
  - ii. Should be personally satisfied that a candidate who needs to leave the examination room temporarily does

- not carry any notes to which the candidate can refer while outside the hall;
- iii. Will accompany or designate an invigilating assistant to accompany a candidate who has permission to leave the examination room temporarily;
  - iv. Without stopping a suspect from completing the examination, shall submit a report on an instance of examination malpractice to the Academic Affairs Officer through the Chief Invigilator; and
  - v. Shall report any other unusual incidents that come to his attention to the University Examination Officer.
- (c) An invigilating assistant who may be a teaching assistant or any other person approved by the Dean shall be appointed to assist the invigilator.
- (d) For the avoidance of doubt, it is the responsibility of all academic senior members to provide invigilation services, when so required by the University.
- (e) The following instructions shall be observed by invigilators:
- i. An invigilator shall not under any circumstances intimidate candidates;
  - ii. An invigilator shall not abandon his invigilation duties by leaving his/her designated venue, unless with express permission from the Chief invigilator;
  - iii. An invigilator shall not engage in any activity that may distract his/her attention from doing proper invigilation. Such activities include marking of scripts, reading newspapers or books, playing with electronic gadgets,

long conversations with colleague invigilator(s) or on mobile phone etc.; and

- iv. No staff shall be allowed to enter any examination centre without the prior approval of the Invigilator of the venue.

## **18.0 Handling of Examination Scripts**

- (a) The examination scripts shall be sent to the Dean's Office by the Chief invigilator immediately after the end of the examination.
- (b) The Faculty Examination Officer or Assistant Registrar shall receive and secure the examination scripts on behalf of the Dean. This shall be recorded in an 'Examination Script Submission Form' and signed by both the Invigilator and the Faculty Examination Officer or Assistant Registrar.
- (c) The examination scripts shall not be handled or submitted to the Dean's office by the invigilating assistant.
- (d) The Head of Department shall ensure the collection of scripts from the Dean's office for marking.
- (e) The scripts collected for marking shall be kept under security at the Head of Department's office to be released to the examiner immediately.
- (f) Marking of scripts shall be the sole responsibility of the examiner.
- (g) All scripts shall be marked according to the approved marking scheme.
- (h) All computer-based practical examinations shall be kept on external drive and submitted to the Head of



Department for safekeeping and onward submission to the Planning and Quality Assurance Directorate.

- (i) Marked scripts shall be sent to the Head of Department by the examiner along with the results/scores (duly signed) for the course. Hard and soft copies of all submitted results must be properly filed at the Department for easy retrieval.
- (j) The marked scripts showing the marks may be passed directly to the external examiner, if visiting, or sent to the external examiner through the Dean of Faculty and the Academic Affairs Officer.
- (k) The marked scripts shall be audited by the Planning and Quality Assurance Directorate.
- (l) The Department Examination Officer shall ensure that all marked scripts are properly kept in a secured place for at least five (5) years.

## **19.0 Procedures for Handling Examination Malpractices**

The following steps shall be adhered to when handling examination malpractice:

- (a) As soon as any examination official (invigilator) suspects a candidate of having resorted to any form of examination malpractice, the relevant evidence(s) shall be seized by the invigilator.
- (b) The invigilator and the candidate shall record any relevant materials found on the candidate immediately.
- (c) These should be attached to a written statement.

- (d) The invigilator shall make a written statement immediately on the examination malpractice and ask the student also to make a written statement.
- (e) The two statements together with the other material(s) found on the student and a photocopy of the student's ID card shall then be forwarded through the Chief Invigilator to the University Examination Officer.
- (f) The University Examination Officer shall compile a list of all examination malpractices and report to the Registrar as soon as practicable and in respect of offences occurring outside the precincts of an examination room.
- (g) The Registrar shall forward the compiled list and reports to the respective Dean(s) who shall cause an enquiry to be made into the reports through a constituted Faculty Examination Malpractices Committee (Section 19.1).
- (h) The Faculty Examination Malpractices Committee shall submit the report of its finding together with necessary recommendations to the Registrar within ten (10) working days after the completion of the whole examination.
- (i) The University's Examination Board shall review the reports received in connection with an examination malpractice or an offence.
- (j) On the basis of its review, the University's Examination Board may impose a sanction involving loss of marks in a particular paper.
- (k) A grade Z shall be awarded where it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper and the candidate may

be debarred from taking a University examination for a stated period or indefinitely or expelled from the University.

- (l) In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable by the Examination Board.
- (m) The Academic Board may review all the reported cases and may vary the sanctions as it deems fit.
- (n) Any candidate(s) charged with any examination malpractice shall be required to remain on campus and be available to the Examination Malpractices Committee until the investigation is completed.
- (o) In the event of misconduct likely to threaten the quiet and orderly course of the examination, the attention of the University Disciplinary Committee shall be drawn to this for a suitable action to be taken. A candidate may be excluded from the examination when it is considered necessary by the Chief Invigilator or University Examinations Officer.
- (p) Sanctions applied to any student shall be communicated to him/her immediately after the Academic Board meeting.

## **19.1 Faculty Examination Malpractice Committee**

### **(a) Membership**

- i. A senior member from Cognate Faculty – Chairperson
- ii. A senior member of the Faculty
- iii. A senior member from Cognate Faculty

- iv. HOD of the affected student (Co-opted member)
- v. Assistant Registrar - Secretary

**(b) Meetings and Quorum**

Fifty percent (50%) of the membership

**(c) Functions**

- i. To conduct investigation into reported Examination Malpractices.
- ii. To recommend sanctions in line with provisions of the statutes.

## **19.2 General Disciplinary Action for Examination Malpractices or Offences**

Examination offences include an attempt on the part of a candidate to gain an unfair advantage and a breach of the Examination Regulations and Instructions to candidates.

Participation or candidates who indulge in any part or combination of parts of the following offences shall constitute a malpractice.

Categories of specific examination malpractices by students before, during and after examinations and the corresponding categories of sanctions are spelt out in the Table 1.0.

Table 1.0 Categories of specific examination malpractices and the corresponding sanctions

<b>No</b>	<b>First Category Offences</b>	<b>Sanctions for First Category Offences</b>
1	Engaging in unauthorized communication (oral, verbal and non-verbal, written, sign etc.), while examination is in progress.	Reprimand resulting in the student signing a bond of good behaviour.
2	Writing anything apart from the candidate's index number, on the question paper(s) except instructed otherwise.	Reprimand resulting in the student signing a bond of good behaviour.
3	Changing of one's sitting position in the examination hall without permission.	Reprimand resulting in the student signing a bond of good behaviour.
4	'Giraffing', disturbing, noisemaking and leaving the examination room without the permission of the invigilator.	Reprimand resulting in the student signing a bond of good behaviour.
5	Using pencil to answer questions with the exception of diagrams, drawings etc. that require the use of pencil.	Reprimand resulting in the student signing a bond of good behaviour.
6	Copying from other candidates during examinations and allowing or exposing one's work to be copied with or without collaboration.	Cancellation of Paper(s) amounting to failure i.e., Award of Grade Z.

7	Any attempt to influence any examination official (s) with a view to gaining an undue advantage (e.g. writing (un) authorized names, marks or notes, etc. on answer booklets)	Cancellation of Paper(s) amounting to failure i.e., Award of Grade Z.
	<b>Second Category Offences</b>	<b>Sanctions for Second Category Offences</b>
8	Disobeying lawful instructions from examination officials.	a. Rustication for one year
9	Refusing to give a written statement when engaged in examination malpractice(s).	b. If the offence for which the student refused to write a statement merits expulsion then it shall apply.
10	Repeated first category offence(s)	c. Withholding candidates results for one year in the case of final years if the offence was committed in the second semester.
	<b>Third Category Offences</b>	<b>Sanctions for Third Category Offences</b>
11	Being in possession of mobile phones, programmable calculators, smart watches, bluetooth devices etc., in the examination Hall.	Expulsion from the University.

12	Being in possession of any written or photocopied notes or any printed material(s) or notes written on any part of the body, clothing, and instruments such as set-square or drawing board during the examinations.	Expulsion from the University.
13	Consulting unauthorized notes or books inside or outside the examination hall during examination	Expulsion from the University.
14	Passing on of examination questions and their solutions thereof to other candidates during examinations.	Expulsion from the University.
15	Being in possession of, or transmission of examination questions or solutions.	Expulsion from the University.
16	Influencing any staff or examination official with a view of gaining more marks.	Expulsion from the University.
17	Assisting another candidate in execution of a practical work.	Expulsion from the University.
18	Illegally possessing, or smuggling in or out an answer booklet/sheet.	Expulsion from the University.
19	Impersonation.	Expulsion from the University.
20	Failure to submit an answer booklet/sheet.	Expulsion from the University.

	<b>Third Category Offences</b>	<b>Sanctions for Third Category Offences</b>
21	Tampering with one's or another's answer booklet(s) or its content.	Expulsion from the University.
22	Insults, assault and threats to invigilators or others before, during and after the examination.	Expulsion from the University.
23	Stealing or taking away a colleague's answer script.	Expulsion from the University.

### **19.3 Right of Appeal**

- (a) Any candidate against whom the Examination Malpractices Committee makes an order, may within seventy-two (72) hours after receiving the order appeal to the Academic Board.
- (b) However, any candidate who is not satisfied with any decision carried out in accordance with the rules and regulations on examination malpractices by the Academic Board shall have the right to appeal to the University Council.
- (c) Any student who has any grievance on the conduct of any examination is free to make representation to the Dean/Director through the Head of Department within 24 hours of the examination. Such representation must state clearly the facts.



## 20.0 Assessment

- (a) Assessment of candidates' work in a University Examination shall include continuous or interim assessment where provided for.
  - i. Mid-semester examination shall be part of the continuous assessment and shall be conducted at the middle of the semester.
  - ii. No mid-semester examination shall be conducted a month to the main examination.
- (b) Marks from continuous or interim assessment shall be submitted to the Head of Department before the commencement of the main end of semester examinations.
- (c) The weightings for the two modes of assessment are as follows:
  - i. Continuous Assessment (Class Assignments, Quizzes and Tests, Mid-semester examination) .....40% (Mid-Semester: 20%; others Continuous Assessment: 20%).
  - ii. End of Semester Examination .....60%
- (d) A student who does not earn a Continuous Assessment mark does not qualify to take part in the End of Semester Examinations.
- (e) Apart from these general weightings, Faculties/Institute may have modification according to the programmes and this must be approved by the Academic Board.
- (f) The overall assessment reflecting marks earned from continuous or interim assessment and the main examination, paper by paper, shall be approved by

the Departmental Board and signed by the examiner before they are forwarded to the Faculty Examiners Board.

- (g) A print-out of details of candidates performance indicating averages, appropriately weighted, the grade point average and provisional classification wherever applicable shall be made available to each Department at least twenty-four hours before the meeting of the Board of Examiners, the details of which shall be kept under the strictest confidentiality.

### 20.1 Assessment and evaluation (Grading System of Courses) for Diploma/Higher Diploma/Degree

Student performance in a course shall be graded as follows:

Letter Grade	Mark Range	Numerical Equivalence
A+	85 – 100	5
A	80 – 84	4.5
B+	75 – 79	4.0
B	70 – 74	3.5
C+	65 – 69	3.0
C	60 – 64	2.5
D+	55 - 59	2.0
D	50 - 54	1.5
F	Below 50	0
X		0
Z		0

**Pass Grades:** Grade A to D constitutes Pass grades.

**Failure Grades:** Grade 'F' and 'X' constitute Failure grades.

**Grade Z** constitutes cancellation of results due to examination malpractice.

**Each grade** is assigned a numerical equivalence as indicated above.

**Grade Point (GP)** is computed as a product of credits for the course and the numerical grade obtained in the course.

**Cumulative Grade Point Average (CGPA)** is calculated by dividing the total number of grade points obtained, up to any specific time, by the number of credits of all courses for which the student has registered up to that time.

### 20.1.1 Non-Completion of Course

- (a) A grade 'I' (for Incomplete) shall be awarded to a student who is unable to complete a course for medical reasons adjudged by the Faculty/Institute Board as satisfactory. Such a student shall be expected to take the course as a main paper the next time the course is available.
- (b) A grade 'F' shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty/Institute Board as unsatisfactory. It shall be deemed that she/he has failed the course.
- (c) A grade 'X' shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty Board as satisfactory.

### **20.1.2 Disqualification**

- (a) A grade Z denotes Disqualification from an examination as a result of examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in an end of semester examination or continuous assessment or any other mode of assessment.
- (b) A candidate awarded a grade Z shall be debarred from taking any of the University examinations for a stated period, or indefinitely, or may be expelled from the University altogether.
- (c) A grade Z may be awarded only by the Faculty/Institute Board and subsequently approved by the Academic Board.

### **21.0 Progression from year to year**

- (a) For progression, the student is required to maintain a minimum cumulative grade point average (CGPA) of 1.50.
- (b) All semester examination results including supplementary examinations shall be taken into account in the computation of Cumulative Grade Point Average (CGPA).
- (c) The Cumulative Grade Point Average of less than 1.50 at the end of a semester shall attract probation. If a student has to be put on probation a second consecutive time after re-sit, he/she shall be withdrawn from the programme.
- (d) A student who obtains a CGPA of less than 1.0 at the end of the first year after re-sit shall be withdrawn from the programme. In subsequent years a student who

obtains a cumulative grade point average (CGPA) of less than 1.5 after re-sit shall be withdrawn from the programme. A CGPA of more than 1.0 but less than 1.50 at the end of the academic year after re-sit shall attract a repetition, if the student is not trailing in four (4) or more courses.

- (e) There shall be only one re-sit examination at the end of every academic year. For a student to qualify for a re-sit examination, he/she should have taken the main semester examination and failed during that academic year.
- (f) A student who trails more than four (4) courses after taking the re-sit examination at the end of the academic year shall repeat the whole academic year. However, if in addition, the cumulative grade point average (CGPA) obtained is less than 1.50 he/she shall be withdrawn from the programme.
- (g) A student who fails four or more courses at the end of any semester (except in the first semester, first year) shall be put on probation provided the cumulative grade point average (CGPA) obtained is not less than 1.50. However, if the CGPA is less than 1.50 he/she shall be withdrawn from the programme.
- (h) Courses in a module designated as prerequisites to more advance courses must be passed before the latter courses are offered.
- (i) Transcripts shall reflect all grades and marks a candidate obtained for all courses. All grades for courses taken shall be used in the computation of a students` CGPA.

## 21.1 Qualification for the award of Higher National Diploma/Degree

- (a) The University and the Faculty require that a pass in every required course shall be obtained by a student to qualify for the award of a Higher National Diploma/Degree.
- (b) A student is expected to earn a minimum CGPA of 1.5 to qualify for certification.
- (c) All semester examination results shall be taken into account in the computation of the Cumulative Grade Point Average (CGPA) for certification.
- (d) A final year student who fails the required course(s) shall have a specific maximum period to redeem himself/herself (refer to 6.3) within which to pass the failed course(s) and qualify for certification. However, if he/she had taken advantage of any deferment, then he/she shall have one academic year.

## 21.2 Classification of Certification for Certificate Degree / Higher National Diploma / Higher Diploma / Diploma

The full scheme of the classification of Degree/Higher National Diploma/Higher Diploma/Diploma shall be as follows:

<b>Classification of Certification</b>	<b>CGPA</b>
First Class	4.0 and above
Second Class (Upper Division)	3.0 – 3.99
Second Class (Lower Division)	2.0 – 2.99
Pass	1.5 – 1.99
Fail	less than 1.50

## **22.0 Definitions: Trail, Deferred, Probation, Repetition, Withdrawal and Grace Period.**

### **22.1 Trail**

A student trails a course when he/she fails to obtain a pass mark or is graded incomplete (I).

- (a) Fail – A student fails a course when he/she obtains a mark of less than 50% or fails to write an examination after registration without any tangible reason.
- (b) Incomplete (I)
  - i. A student is graded Incomplete (I) 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 registered for the course.
  - ii. A student is graded Incomplete (I) for reason(s) other than (a) above which is acceptable to the Academic Board.

### **22.2. Deferred**

A deferred course is an unregistered course which is neither fail (F) nor incomplete (I) and for which the student is required to register.

### **22.3. Probation**

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

- (a) A student with Cumulative Grade Point Average of less than 1.50 at the end of a semester; and

- (b) A student who fails four or more courses at the end of any semester (except in the first semester, first year) with cumulative grade point average (CGPA) obtained not less than 1.50.

#### **22.4. Repetition**

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

- (a) A student on obtaining a CGPA of more than 1.0 but less than 1.50 at the end of the academic year after the re-sit examination. The student must take the cluster of courses in that academic year again. The credits obtained for the failed academic year shall be cancelled.
- (b) A student on trailing more than six courses as incomplete (I) at the end of the first semester examination or a total of more than six courses as incomplete (I) at the end of the re-sit examination.
- (c) A student who trails more than four (4) courses after taking the re-sit examination at the end of the academic year (with CGPA obtained not less than 1.50).
- (d) A student having to do the same semester as a result of deferring his/her programme for one semester.

#### **22.5. Withdrawal**

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

- (a) A student who fails four or more courses at the end of any semester (except in the first semester, first year) with cumulative grade point average (CGPA) obtained less than 1.50.



- (b) A student who obtains a CGPA of less than 1.0 after re-sit.
- (c) A student who obtains a CGPA of less than 1.50 and trailing more than four (4) courses at the end of the re-sit examination.
- (d) A student whose performance is such that he/she has to repeat for the second consecutive time in the programme.
- (e) A repeated student failing to obtain a CGPA of 1.50 or above.
- (f) A student on probation for the second successive time whose CGPA is less than 1.50.
- (g) A student who is expelled from the University on grounds of examination malpractice.
- (h) Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

## **22.6. Grace Period**

It is the maximum period as indicated in Section 6.3(ii), immediately after the second semester examination, granted to final year students to correct their deficiencies in the following situations:

- (a) A final-year student who at the end of the second semester examination still trails any course(s).
- (b) A final- year student whose performance is such that he/she has to repeat the whole third year.

## **23.0 Students' Assessment of Lecturer(s) and Course(s)**

In each semester, students, shall assess lecturers and Courses registered before the End of Semester Examination. A student who fails to do so cannot view his/her semester results. Lecturers are also required to register for their assigned courses per semester.

## **24.0 Processing of Results**

### **24.1 Submission of Results**

- (a) Examiners shall submit the results/scores to the Department on or before the date as scheduled by the Academic calendar.
- (b) Marked scripts shall be submitted to the Department along with the results/scores which have been duly signed by the Examiner.

### **24.2 Upload of scores into the System**

- (a) Examiners shall upload their results through the institutional virtual class system after submitting both hard and soft copies to the Department.
- (b) Heads of Departments shall ensure that all results have been submitted to the Department on or before the deadline.
- (c) Heads of Departments shall see to it that all lecturers or the Examination Officer upload their examination scores online through the institutions virtual class system on or before the deadline.

## **25.0 Board of Examiners**

- (a) There shall be Departmental Board of Examiners consisting of all examiners in the Department chaired by the Head of Department. If present the External Examiner may also attend.
- (b) There shall be a Faculty/Institute/School Board of Examiners consisting of all examiners chaired by the Dean of the Faculty. If present the External Examiner may also attend.
- (c) Faculty and Departmental Examination Boards are responsible for appraisal, determination and provisional approval of the results of University Examinations in accordance with the Regulations approved by the Academic Board.
- (d) The Academic Board shall publish a time-table for Examiners' Board meetings.
- (e) While retaining the final word the Board of Examiners shall give due right to the views of an External Examiner.
- (f) The quorum of a Board of Examiners shall be one-half of the membership of the Board. If however all departments are represented business may proceed.
- (g) A report of the proceedings of the Board shall be submitted to the Academic Board for approval.

## **26.0 Declaration of Results**

- (a) Results of Semester Examinations shall be provisionally approved by the Faculty/Institute/School Board of Examiners.

- (b) The provisionally approved results of each semester's examination shall be published by the Department before the commencement of another semester.
- (c) The Academic Board shall finally approve all semester examination results.
- (d) The results of University examinations shall be posted on the Departments Notice Board, and it is the responsibility of the candidate to consult the Department Notice Board for the results of an examination taken. Alternatively, the candidate may check results online or contact the Departmental Examination Officer to enquire about the results or request details of the results.
- (e) A statement of results indicating a student's performance in the examination shall be made available to the student by the Head of Department before the middle of the following semester.
- (f) Final examination results (end of programme) shall be compiled by the Faculties/Institutes and published during congregation by the Registrar after approval by the Academic Board at the last academic year of the group/batch.
- (g)
  - i. Once the final year results have been approved by the Academic Board, the Registrar shall compile a list of failed students and inform them accordingly.
  - ii. The Registrar shall also remind them of the specific maximum period within which they will be expected to pass the failed courses.
- (h) A student may obtain a transcript from the Faculty/ Institute after the payment of the appropriate fee.

## **27.0 Dissatisfaction with Results of Examination**

- (a) A student has the right to petition the Academic Board for review of his/her examination scripts if he/she believes that his/her academic performance has been wrongly assessed in any part or parts of a course, tests, course work, etc., that form part of an examination.
- (b) A student shall submit a petition with a copy of the receipt showing payment of the review fee through the Head of Department to the Registrar.
- (c) An application for a review shall be submitted to the Registrar not later than twenty-one (21) days after release of the results by the Academic Board and shall state the grounds for review.
- (d) An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
- (e) An action shall not be taken on an application which is submitted outside the time stipulated in subsection (c), and a review shall not proceed unless the review fee is fully paid.
- (f) The grade awarded to the student in the examination shall remain valid until the result of the review is received and approved by the Academic Board if different from the original award.
- (g) The Vice-Chancellor shall appoint an External Assessor, drawn from persons who had not participated in the marking exercise, to review the script.
- (h) The result of the review shall be subject to approval by the Academic Board.

- (i) The Academic Board may authorize the Registrar to amend the results as released in the light of the review.
- (j) Where it emerges that a complaint is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include suspending the complainant for a stated period or an indefinite period.

## **28.0 Procedure for changing examination scores**

- (a) To change any score/results that has been submitted and uploaded, marks amendment form shall be filled by an examiner and forwarded to the Head of Department for consideration.
- (b) The completed form should be submitted to the Head of Department along with supporting document showing the basis for the changes of scores.
- (c) The Head of Department shall recommend for approval or disapproval based on legitimacy of the request, and forward the request to the Dean for consideration.
- (d) The Dean shall approve or disapprove the request based on recommendation(s) made by the Head of Department.
- (e) The Departmental Examinations Officer upon receiving the approval from the Dean shall make the necessary change to the score in the system and file records appropriately.
- (f) The original copy of the endorsed form with marked scripts attached, shall be submitted to the Planning and Quality Assurance Directorate, with a cover letter duly signed.

## **29.0 Request for Transcript**

Academic transcript shall only be given to institutions of higher learning, scholarship boards and employers on request made by students.

- (a) A request for academic transcript shall be honoured only on application by the student on a prescribed form. A student has to pay the prescribed fee determined by the Academic Board.
- (b) A student shall be entitled to statement of result at the end of each semester.
- (c) A copy of each student's transcript and statement of result shall be sent to the Dean of Faculty and the Head of Department, respectively.

## **30.0 Change of Programme of study.**

### **30.1. Transfer/Change of Programme**

Students who wish to transfer from one department to another in the University shall apply at the end of each academic year. Such students must satisfy the following conditions:

- (a) Have a minimum CGPA of 2.50.
- (b) Meet admission requirements for the proposed new programme.
- (c) Must not trail more than two courses. The total work load to be carried as a result of the transfer in any semester shall not exceed 30 contact hours per week.
- (d) Obtain change of programme form from the Academic Affairs Office.
- (e) Complete the relevant sections thereafter.

- (f) Forward the form through the HOD to the HOD of the intending department and thereafter to the Registrar.
- (g) Transfer shall be subject to vacancy existing in the new department.
- (h) The transfer is subject to approval by the Academic Board.

### **30.2. Transfer from Other Institutions**

- (a) Students transferring from other institutions to the University must:
  - i. Meet the University specified admissions requirements.
  - ii. Transfer to the relevant programme.
- (b) Not transfer to the first year of any programme.
- (c) Have a minimum CGPA of 2.0
- (d) Abide by the rules and regulations of the University.
- (e) Submit transcript and clearance certificate from his/her former institution.
- (f) Submit an application to the Registrar who shall refer it to the appropriate Head of Department for action.
- (g) All cases of change of programme/transfer shall be reported to the Academic Board for approval.

### **31.0 Visiting and exchange students**

- (a) The same examination arrangements as adopted for home students shall normally be adopted for visiting students attending the full academic year.
- (b) Special arrangements may be made for visiting/exchange students who study at the University for part of a year,



such that they cannot follow full modules and complete the normal assessment tasks.

- (c) Visiting/Exchange students whose first language is not English are permitted to use a bilingual dictionary during University examinations, except that bilingual dictionaries may not be used in certain examinations in which their use would negate the purposes of the examination. Such examinations will be publicized by the Academic Affairs office.

A bilingual dictionary is defined as a single-volume, non-specialist, general-purpose bilingual translation dictionary covering English and the student's first language. Permitted dictionaries shall give only equivalent words and phrases in English and the first language and shall include further explanatory text or appendices, other than that of a trivial nature. Encyclopedic, pictorial or specialist/subject-specific dictionaries (e.g. legal or business dictionaries) are not permitted.

- (d) The Academic Board may approve requests from departments concerning a variation in assessment method for visiting/exchange students attending for less than a full academic year.
- (e) Once a particular variation in assessment method has been approved for a given module under paragraph 4 above it shall be deemed a precedent for future cases which need not be submitted again
- (f) Examination marks for each visiting and exchanging student shall be approved by the Faculty/Institute/School Board of Examiners. Transcripts of academic records shall be prepared by the appropriate faculty

and forwarded to the Directorate of International Affairs and Institutional Linkages.

- (g) If the examination marks of a visiting or exchange student need to be released to the student's home University before the meeting of the Academic Board, a clear statement shall be included to the effect that these marks are provisional and subject to approval.
- (h) A special re-sit examination shall be organized for visiting and exchange students.

## **32.0 Examinations Officers**

### **32.1 University Examinations Officer (UEO)**

- (a) There shall be an Examinations Officer who shall have oversight responsibility for the functions of the internal examiners.
- (b) The Examinations Officer shall be appointed by the Academic Board with prior approval from Council.
- (c) The Examinations Officer shall not be below the rank of a Lecturer who has served for not less than seven (7) years.
- (d) He/she shall be responsible for the implementation of the decisions of the Examination Board.
- (e) He/she shall submit comprehensive reports to the Examinations Board.
- (f) See to the implementation of the Examination Policy Document.

## **32.2 Faculty Examinations Officer**

Each Faculty shall designate one senior member as Faculty Examination Officer and his/her duty is to assist the Dean in examination matters.

The duties of the Faculty Examinations Officer shall include, but not limited to, the following:

- (a) Responsibility for ensuring that all arrangements for the Faculty Examinations are made;
- (b) Preparation of Faculty Examinations time-table in consultation with the University/Departmental Examinations Officer, allocation of Examination Rooms and assignment of Invigilators;
- (c) Collection and collation of draft Examination Questions from Heads of Department;
- (d) Supervision of proof-reading of processed Examination Questions;
- (e) General supervision of Examinations in the Faculty;
- (f) Assisting in the preparation of Examination Results for submission to the Faculty Board;
- (g) Preparation of Examination Results for Academic Board and
- (h) Any other duties that may, from time to time, be assigned by the UEO/Dean.

## **32.3 Department Examinations Officer**

Each Department shall designate one senior member as the Examination Officer for the Department and his/her duty shall be to assist the Head of Department in examination matters.

The duties of the Departmental Examinations Officer shall include, but not limited to, the following:

- (a) Assist UEO during the End of Semester Examinations;
- (b) Collection and collation of Examination marks from their Heads of Department;
- (c) Computation of GPAs for students in the Department;
- (d) Preparation of Examination Results for Departmental Examiners Board meetings;
- (e) Preparation of Examination Results for Faculty Board meetings;
- (f) Liaison between the Department and Academic Affairs Unit on collation of students data for Examinations and other purposes; and
- (g) Any other duties that may, from time to time, be assigned by the Head of Department.

## **National Anthem**

1. God bless our homeland Ghana.  
And make our nation great and strong;  
Bold to defend forever,  
The cause of freedom and of right;  
Fill our hearts with true humility,  
Make us cherish fearless honesty,  
And help us to resist oppressor's rule  
With all our will and might forever more.
  
2. Hail to thy name O Ghana,  
To thee we make our Solemn vow,  
Steadfast to build together,  
A nation Strong in Unity,  
With our gifts of mind and strength of arm,  
Whether night or day in mist or storm  
In every need whatever the call may be  
To serve thee Ghana now and ever more.
  
3. Raise high the flag of Ghana,  
And one with Africa advance,  
Blackstar of hope and honour,  
To all who thirst for liberty  
Where the banner of Ghana freely flies,  
May the way to freedom truly lie  
Arise, arise, O sons of Ghana land,  
And under God march on forevermore

## **Kumasi Technical University Anthem**

Yɛn gyina so ne Jehova yɛn akokyem ne yesu o  
Yɛ tum bribi yea na ɛyɛ Yesu adom ara kwao na ɛnnye yɛn  
ɛnnye yɛn na ya yɛ o  
Yesu na woa yɛ o  
Kuro ɛda bepɔ so nhunta nti;  
Nimdee hyerɛn ma aman nyinara hu bi o  
A man mme hwe sɛ nim-dee pa bi apue, nimdee pa bi ahyɛn  
Oh mo mme-hwe o  
mo mme tio  
mo mme sua  
Nimdee hyerɛn daa man nyinara hu bi o  
Kumase nsano nnwuma ntetee bea mu asuapɔn  
Kumase Technical University  
Yɛ wɔ nim dee pa osua hunu a bra bɔ pa  
KsTU

Oman Ghana agyi na soɔ nie Ghana mmae  
Oh mo mme hwe o  
mo mme tie o  
mo mɛ sua,  
Nimdee hyerɛn daa ma nyinara hu bi o  
KsTU