

**THE AFRICAN UNIVERSITY COLLEGE
OF COMMUNICATIONS (AUCC)**

**UNDERGRADUATE
STUDENT HANDBOOK**

Updated: September 2016

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PRESIDENT’S WELCOME

This Handbook for undergraduate students is designed to help guide you as you begin your journey at the African University College of Communications (AUCC).

This Handbook applies to all undergraduate students at AUCC and specifies policies and procedures as well as rules and regulations impacting student life on campus and also within the broader campus community.

All students are encouraged to read this Handbook to familiarize themselves with the contents. As you navigate life at AUCC, this Handbook can be your guide to your academic requirements and code of conduct. Additionally, as members of the AUCC Family, this Handbook shares our values and beliefs, and provides information on the standards and conduct we expect you to honour as an AUCC student.

Everyone at AUCC is here to provide you with support during your stay at AUCC. If we meet in the hallways, introduce yourself! I’d love to personally meet each of you.

Welcome to AUCC!

G. Koryoe Anim-Wright, Ph.D.
President

PREAMBLE

As part of its mandate, this document has been developed and approved by the AUCC Academic Board.

The **Student Handbook** is the official statement of AUCC policies, regulations, and expected standards of student conduct that are applicable to all students.

These regulations, though not exhaustive, set forth standards of behaviour, which protect students' rights as well as outline the responsibilities of students to AUCC.

By attending AUCC, you, as a student, automatically place yourself under the jurisdiction of this Handbook. Therefore, it is important for you to become familiar with the rules and regulations affecting you.

If you violate the contents of this Handbook, general law, or AUCC regulations, you shall, after due process, be subject to AUCC sanctions, which may include probation, suspension, eviction, and expulsion. Violations of regulations outside AUCC are also subject to sanctions external to AUCC.

The provisions in this Handbook constitute a contract, expressed or implied, between any applicant, student, staff and AUCC.

Each student is expected to be familiar with the general information outlined in this Handbook as well as information pertaining to the School in which s/he is enrolled. Students shall therefore be held liable for any lapses. When in doubt, students may make appointments and consult their Head of Department, Dean or Director of Student Affairs for advice.

All students are individually responsible for knowing and following the provisions set forth in this Handbook. Failure to read and comply with policies, regulation and/or procedure will not exempt any of the parties from the penalties mentioned herein.

Questions concerning these provisions should be directed to the Vice President for Academic Affairs.

All rules and regulations are subject to change without recourse to past, present and future students. Changes shall become effective whenever the Academic Board determines and shall apply to both new and continuing students.

The Academic Board reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students.

Students are encouraged to check the website (www.aucc.edu.gh) for updates to this Handbook.

The regulations contained in this Handbook are mostly derived from the AUCC Constitution and policies approved by the AUCC Academic Board and Governing Council.

1.0 AUCC BELIEFS, VISION, MISSION AND CORE VALUES

1.1 Beliefs

- We believe all decisions should be made in the interest of students.
- We believe every student can and will learn with the appropriate opportunity and support.
- We believe students should have the knowledge, skills and attitudes to be successful now and in the future.
- We believe it is the obligation of the college, family and community to work together to guarantee each student the opportunity and support he or she needs to be successful.
- We believe every student and employee should be treated with dignity, caring and respect, and as a valued customer.
- We believe both faculty and staff play a critical role in the success of students, and that they deserve the respect of the students and the community.
- We believe the learner has the final responsibility for his or her behavior and performance.
- We believe everyone in the college community should be committed to continuous improvement.

1.2 Vision

Our **vision** is to become a centre of excellence in communication, business and related areas by providing opportunities for student learning, research, professional and economic development for the progress of the continent of Africa and the global community.

1.3 Mission

The **mission** of AUCC as a higher educational institution is to prepare lifelong learners to become innovative problem-solvers and ethical leaders in the fields of communication, business and related areas through excellence in inter-disciplinary teaching, research, and collaboration at the local, regional and global levels using a Pan-African framework.

1.4 Core Values

Our **core values** are:

- Critical and independent thinking
- Creativity and innovation
- Embrace the African cultural values
- Service to the community
- Ethics and integrity

1.5 Symbol

Our symbol is the Baobab Tree which is the source of our Energy, Vitality, Confidence and Strength.

1.6 Colours

Our colours are Orange and Black. The Orange signifies Achievement (Harvest) and the Black represents our Africanness.

2.0 HISTORY OF AUCC

AUCC is a private tertiary institution established in 2002 as the Africa Institute of Journalism and Communications (AIJC) by Hon. Kojo Yankah, a former editor of Ghana's widest circulation newspaper, the Daily Graphic, former Director of the Ghana Institute of Journalism, a former

Minister of State, and a former Member of Parliament of the Republic of Ghana. The founder says he established AUCC to “bring to the front row the enormous importance of communication in today’s world.”

The diploma-awarding institute admitted its first batch of 60 students in October 2002, and was formally accredited as a tertiary institution by the National Accreditation Board (NAB) in March 2004.

In November 2007, with a population of 300 students, AUCC was accredited to offer a four-year Bachelor of Arts (B.A.) degree programme in communication studies, under its new name, African University College of Communications; making it the first university in Africa to offer journalism and communication studies as its flagship programmes.

In 2010, AUCC established the business school with 33 students. In 2014, the School was re-named the Sam E. Jonah School of Business after business mogul, Sam Jonah.

By 2015/2016 academic year the Business school could boast of about 582 students, The main campus of AUCC is located in the heart of the city of Accra, Ghana, in Adabraka. AUCC has acquired a 100 acre plot at Winneba to take care of expected expansion in student numbers

AUCC has maintained a multi-national faculty to give exposure to different experiences throughout the world, and provides students with further opportunities to “discover themselves”.

In its short history, AUCC has been recognized by UNESCO as Centre of Reference, and has signed exchange programmes with a number of universities throughout the world. External universities affiliated with AUCC include Simmons College, Emerson College, Clark Atlanta University, Morehouse College, the University of Maryland Eastern Shore and Ohio University all based in the USA and the College of Bahamas on the island of Bahamas in North America. Sam Jonah School of Business is currently affiliated to Ghana Institute of Management and Public Administration to run bachelor programs in Hospitality and Tourism, Project Management, Business Administration, and Entrepreneurship, and to establish a school of technology and run various courses. The school is also affiliated to the Arthur Lok Jack Graduate school of Business, University of West Indies to run graduate programs in Sustainable energy, International MBA, Executive MBA, and International Master of Strategic Management.

AUCC has established several centres and institutions in order to offer opportunities for continuous learning to students and researchers as well as interested members of the general public. These include the Kwabena Nketia Centre for Africana Studies, the AUCC Pensions Academy, the Executive Education Centre, the AUCC/Mo Ibrahim Media Monitoring Centre and the AUCC/World Bank Development and Information Centre. The Komla Dumor Centre for Broadcast Journalism was launched at AUCC on Saturday, October 3, 2015.

In March 2012, a joint radio programme by Level 300 students of the African University College of Communications (AUCC) and their counterparts in Simmons College in Boston, U.S.A. won the “Most Innovative Programming in College Radio” award in New York, USA.

The University College is a member of the Association of African Universities (AAU) and the

Council for Independent Universities.

3.0 GOVERNANCE

The Governing Council serves as the governing body for AUCC, headed by a Chairman. Exclusive of the Chairman and the President of AUCC, the Council consists of no more than 15 distinguished persons from various sectors of the society.

All matters relating to the educational and administrative affairs of the University College are committed to the following bodies:

- . Board of Directors
- . The Governing Council
- . President
- . Executive Management Team
- . Academic Board

Among other responsibilities, the Governing Council governs controls and manages all administrative and academic affairs of the University College. In addition to governance responsibilities, the Governing Council also oversees the purpose, plans and policies of the University College.

3.1 POLICIES AND PROCEDURES

Policies and procedures are set forth in writing in order to give students general notice of community standards. Students who violate campus or community standards may face disciplinary action.

The University reserves broad latitude in defining and interpreting standards of behavior and in construing these policies and procedures.

When in doubt, students may make appointments and consult the Head of Department, Dean or Director of Student Affairs for advice.

4.0 COMMUNICATING WITH STUDENTS

All students are assigned an official AUCC email address where communication of personal nature might be sent. All official notices will be posted on the notice boards. It is the responsibility of all students to read all notices posted.

Official communications demand attention, and often a timely response. For example, communication may refer to matters that are essential for safety or academics. Students are responsible for the failure to receive, or act upon, official communications.

Students are expected to check their official e-mail frequently and regularly in order to stay current with AUCC-related communications, recognizing that certain communications may be time-critical.

AUCC recognizes the importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life on campus. All members of AUCC community are, therefore, free to examine and discuss all questions of interest

to them, and to express opinions publicly and privately. Students are, however, encouraged to channel their grievances through their class representatives, Deans, Director of Student Affairs or Secretariats.

5.0 APPLICATION PROCEDURES

The applicant is solely responsible for presenting their full credentials on or before the deadline date for the semester/year of expected entry whereupon the application shall be processed.

Applicants who submit false information shall be denied admission. The afore-mentioned notwithstanding, a student shall be expelled forthright where false information with regard to claims in the application for admission is found. .

5.1 Retaining Academic Records

The Academic Registry maintains the permanent records and academic documents that pertain to each admitted student. All the credentials shall become part of the official record for the particular student and shall remain the property of the university college.

5.2 Applicants from Foreign Countries

As a Pan - African University, the inclusion of continental and international students enhances the academic life of the student body and AUCC as a whole. AUCC therefore welcomes applications from non-Ghanaians with the appropriate documentation from the Ghana Immigration Service.

- a) All applicants must meet all requirements for admission to AUCC as spelt out in the admissions form.

5.2.1 English Proficiency

English is the medium of instruction at the AUCC. All students shall be required to demonstrate a standard command of spoken and written English.

5.2.2 Information on Visas/Resident Permits

The Registry issues letters of introduction for non-Ghanaian students to facilitate resident visas.

6.0 REGISTRATION AND ENROLMENT

Only students with official admission letters signed by the Registrar may enroll at the University College. Note that registration is not complete until all fees have been paid. Additionally, students are not allowed to attend classes until they are officially registered. Upon registration, the student's name will appear on the registered students list and the official class roll. Only students whose names appear on the official class roll are officially registered and will be eligible to write the prescribed examination and be graded accordingly. It is the responsibility of all students to check with their Schools' Secretariat to ensure their names are on the class roll. Any questions regarding this should be directed to the Schools Secretariat.

Students are required to register for courses every semester. The Deans reserve the right to cancel courses for insufficient enrolment; to limit enrolments in any class; and to assign students to split sessions at the same time.

Any student who is not able to complete the degree programme within the specified programme duration may be allowed to re-register for an additional two years.

6.1 Interrupting your Programme

Students who wish to interrupt their academic programme must write to inform the University College and seek its approval. The approval request should include the period of time the students want to be away and the programmes they are pursuing.. The student applicant is/would be deemed to have been granted the approval only on receipt of the said written approval.

Exemption from any of these general regulations may be granted only by express permission of the Academic Board and on the recommendation of the Dean.

7.0 STUDENTS' RIGHTS AND RESPONSIBILITIES

As a university community, all members are encouraged to engage in its primary objectives — teaching, learning and research. This is subject to the AUCC established standards of personal conduct.

It should be understood that every student shall abide by all the rules, regulations and policies of the University and of their specific departments as may be decided and or instructed from time to time.

AUCC would apply sanctions or take other appropriate action(s) when the conduct of individuals obstruct teaching, learning, research and overall functioning of the university college..

8.0 ETHICS POLICY/CODE OF CONDUCT

AUCC aims at providing a framework of administering student related affairs by complying with the Constitutional requirement for the protection of rights and prosecution of liabilities of students and employees of AUCC. Therefore, AUCC will not compromise any person (student or staff) who breaches the standards set or exhibits behaviour that is unacceptable. These include but are not limited to:

- illegal possession of and use of firearms/weapons or illicit drugs,
- unlawful entry or trespassing;

8.1 Misconduct

Disciplinary action will be taken against any student found guilty of misconduct. The College may suspend or expel such offenders. Misconduct includes:

- Behaviour which is disruptive to teaching, learning, research and other activities of the college
- Failure to follow reasonable instructions given by staff
- Smoking on the college premises
- Failure to follow Health and Safety Regulations
- Disorderly behaviour or the use of abusive language
- Vandalising college buildings, equipment or furniture
- Misusing college resources and facilities such as the library, software and computers.

- Using or selling illegal drugs and disruptive behaviour related to the abuse of alcohol and/or narcotics on the college premises
- Attending lectures under the influence of drugs or alcohol
- Displaying tribalistic, religious or sexually offensive behaviour
- Violence or threat of violence.
- Any illegal act on or off the college's premises, which may harm the reputation of the college.

8.2 Gross Misconduct

Any behaviour involving violence, threat of violence, deliberate damage to property, bullying, harassment, intimidation, dishonesty (including cheating and theft), or other illegal activities will be treated as 'gross misconduct'. These are only examples and not a complete list of the types of behaviour which the college may treat as 'gross misconduct'. Anyone found guilty of gross misconduct will either be suspended or expelled from the University. A thorough investigation will be conducted in every case and the Disciplinary Committee's decision will be communicated to the student, subject to the right of appeal.

9.0 ACADEMIC RESOURCES AND STUDENT SERVICES

9.1 Student ID Cards

Each student of AUCC will be issued with an official identification card after registration and payment of fees. The ID is valid up until graduation. Students are required to carry their Student ID cards on campus **at all times** and produce it on demand. Lost or stolen ID cards should be reported to the Registry for replacement.

9.2 Health and Accident Insurance

The University College does not provide health and accident insurance for students. Where needed, the University College may assist students by proposing a health facility from where such coverage may be obtained.

9.3 Library Services

The Sam Quaicoe Library is the main library of the African University College of Communications located on the ground floor of the campus main building. The library's collections include almost ten thousand books (print and electronic), CD's, tapes and impressive holdings of rare books, prints and archives. The library is also preparing to offer access to extensive E-resources. The Library is the nerve centre for academic work in the University College. All academic-related functions such as teaching, research and learning find their support-base in the library where documents are organised for easy access to members of the University community. The library offers user education and orientation to students on how to access materials and relevant information for their studies and research. Special training programmes are also to be organised for students on how to access information in electronic format, such as the CD-ROM, the internet and other on-line databases.

The library houses books, periodicals, CDs, tapes and impressive collection of rare books and the prestigious Kwabena Nketia Collection, which includes recordings, books, notes and awards of the renowned ethnomusicologist.

To better serve our students, this office offers extended hours to accommodate our evening and weekend students.

9.4 Computer Services

Computer services at AUCC are administered and maintained under the jurisdiction of the Vice President of Finance and Technology. AUCC provides designated wireless areas within the campus but also maintains computing laboratories to support its programme offerings. You are encouraged to make full use of these facilities. Services from the IT department include issuing incoming students with an AUCC email address. Contact the IT Department regarding procedures for connecting to the network. Photocopying services are available at a nominal fee.

To better serve our students, this office offers extended hours to accommodate our evening and weekend students.

9.5 Student Housing

There are no residential halls on the AUCC campus to accommodate undergraduate students. However, AUCC operates a student hostel close to the campus, in the heart of Asylum Down. The hostel boasts of single and double rooms, among others, and houses both male and female students. The AUCC has plans of expanding hostel facilities as and when possible. Interested students should contact the Admissions Office for information on hostel costs, rules and location.

9.6 Student Publication

The Baobab Post was launched in 2010. It is a comprehensive training newspaper, which covers news and features of interest to the University College and wider community. Students who wish to serve on the editorial board of the newspaper can contact the Journalism Department.

9.7 Radio Discovery

Radio Discovery is AUCC's in-house radio station. Radio Discovery was established to equip students of the University with practical / field experience in the industry. Students are allowed to practice at the studio whenever the need arises but under supervision. For more information, contact the Director of Radio Discovery or Director of Student Affairs.

9.8 Students Affairs Office

The Students Affairs office is the venue for formal and informal extracurricular activities for students on campus. The office coordinates student clubs and activities and is responsible for student affairs. Specifically, the unit provides the following services:

- Counseling services: This unit provides counseling services to students on request. The counseling unit provides the needed assistance to students on personal, relational, family, academic and other issues.
- Career development: The Students' Affairs office also provides assistance to undergraduate students in developing strategies for effective job search.

- Internships: Students are assisted to carry out industrial attachments to enable them learn practical knowledge and skills on the job. Some organisations forward notices of internship placements for undergraduate students to developing strategies for effective job searches.
- Students with special needs: The Students Affairs Office provides and coordinates services to students with special needs. The Office is to help ensure that students with special needs have equal access to AUCC programmes and to help provide an environment in which they can be successful while enrolled at AUCC.

9.9 The Registry

The Office of the Registrar is responsible for matters relating to academics for both students and faculty. This office is responsible for but is not limited to the following services:

- School Calendar and Semester Schedules
- Course Registration
- Academic Records
- Verification of Student Records
- Examination Timetables
-

To better serve our students, this office offers extended hours to accommodate our evening and weekend students.

9.10 Accounts Office

The Accounts Office is responsible for the billing and collection of all monies due the University, and is responsible for the collection of student fees. The office is located on the first floor, next to the Library. To better serve our students, this office offers extended hours to accommodate our evening and weekend students.

9.11 Schools Secretariats

The School of Communication Studies and the Sam Jonah School of Business operate Secretariats to serve the students. Students may visit the Secretariats for information relating to their faculty, courses, class schedules, etc. To better serve our students, this office offers extended hours to accommodate our evening and weekend students.

9.12 Karibu Café

AUCC has contracted with a food vendor to provide meals and snacks on campus. The vendor provides a variety of local and continental dishes, snacks and non-alcoholic beverages. The vendor is supervised regularly for food quality.

9.13 Business Centre

For your printing and business-service related needs, AUCC operates a business centre on the campus to serve the needs of the university community. From binding, to copying to secretarial services, this on-campus office provides a valuable service to students, especially during the examinations. The centre is located atop Karibu Café.

To better serve our students, this office offers extended hours to accommodate our evening and weekend students.

9.14 Bookshop

There is one privately-owned shop on campus, located near Karibu Cafe. The shop sells stationary and other supplies, including AUCC paraphernalia.

9.15 Health / Clinic Services

Students requiring medical attention may contact the health clinic on campus, located near the side entrance to the building. Service is available weekdays and weekends. **Only limited health services are provided for both staff and students at the AUCC clinic.**

9.16 Security & Public Safety

The Campus Security is located at the Entrance of the AUCC main campus.

All crimes and request for police assistance should be made through the Students Affairs Office to the Head of Security. Students who need escort service while on campus should call the Campus Security for assistance.

10.0 ACADEMIC INTEGRITY

Students enrolled in classes at AUCC are expected to uphold the standards of academic integrity.

This section contains descriptions of the standards of conduct to which students must adhere and the penalties that may be imposed for the violation of those standards.

10.1 Academic Dishonesty

This is among the most egregious offenses a student can commit because it interferes with the University College's primary mission of educating and evaluating students. Academic dishonesty, including cheating, plagiarism, abuse of academic/library materials, dishonesty in the process of completing academic work, stealing and lying, in the preparation of testing, class assignments, or dissertations and theses is no less egregious. In short, academic dishonesty is considered a serious offense.

Students enrolled in any degree, diploma, or certificate program are subject to all rules and regulations of AUCC.

This policy includes all course assessment, related assignments, and all tests. Such dishonesty includes:

- *Cheating*: the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade or the outcome of a standardized assessment
- *Plagiarism*: the act of stealing or passing off as one's own work the words, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source;
- *Miscellaneous*: any other form of inappropriate behaviour which may include, but is not limited to, falsifying records or data, lying, unauthorized copying, tampering, abusing, or otherwise unethically using computer or other stored information, and any other act of misconduct which may reasonably be deemed to be a part of this heading.

10.2 Penalties for Academic Dishonesty

a) Cheating and Plagiarism are dismissible offenses. The Faculty member, upon discovering that a student has committed an act of academic misconduct, shall initiate a disciplinary action or academic misconduct proceedings against the student. Violations of academic integrity include, but are not limited to, cheating, plagiarism, and dishonesty in the process of completing academic work.

b) Whether in the classroom or in the preparation of the project work, academic dishonesty will not be tolerated by the University College. Any undergraduate student found to have engaged in plagiarism in the writing and preparation of course work, research papers and/or in the preparation of project work shall be subject to the full range of penalties at the disposal of AUCC.

c) Following discussion with the student, the faculty member may take one or more of the following actions:

- Verbally warn the student that continuation or repetition of misconduct may be a cause for further disciplinary action.
- Require the student to retake a test or rewrite an assignment
- Fail the student for an assignment
- Refer the student to the Dean for possible suspension or dismissal from the course.
- Bring the student before the College's Discipline Committee.

d) Any undergraduate student at AUCC who is found to have engaged in academic dishonesty, including plagiarism, in the preparation of written assignments or project work, may be subjected to suspension, expulsion and/or revocation of a previously awarded degree. Such sanctions may be imposed even though the accused undergraduate student may never have received a less severe penalty or penalties for previous academic dishonesty. Suspension can be imposed for a specified period, not to exceed two years.

e) Additional sanctions include:

- Rejection of a project work or other work;
- revocation of a certification or not granting a certification; and
- revocation of a degree.

11.0 ACADEMIC GUIDELINES & REGULATIONS

All undergraduate students are subject to the academic regulations of AUCC and the Schools in which they are pursuing their degrees. Students are expected to obtain a degree in accordance with the requirements set forth under regulations in force at the time they enter AUCC or under subsequent regulations published in the most recent undergraduate students' handbook. AUCC reserves the right to make changes in academic policies, regulations, undergraduate requirements, and schedules or courses offered.

According to the AUCC's regulations, each person whose registration has been completed will be considered a student of AUCC during the semester for which s/he is registered unless the student's connection with AUCC is officially severed by withdrawal or otherwise.

The privileges of AUCC are not available to any student until s/he has completed registration. A student who is not officially registered for an AUCC course may not attend the course unless granted auditing privileges by the Dean of the School. No student may register after the stated period unless he or she obtains the written consent of the appropriate Dean. AUCC reserves the

right to withhold the privilege of registration or any other AUCC privilege from any person with an unpaid debt to AUCC.

Any student who absents him/herself for 21 days or 3 consecutive weeks is (automatically dismissed) or not in good standing with AUCC. Students are held accountable for absences incurred owing to late enrolment and/or registration.

It is the policy of AUCC to respect statutory public holidays and accordingly, the University College will be officially closed. No lectures or classes or assignments are permitted on that day. Therefore, no student shall be penalized or suffer any penalties for his/her failure to attend lectures or undertake other assignment which is organized on a public holiday.

All AUCC students are admitted into full-time programmes. The programmes offered are in respect of Day, Evening or Weekend. The university college reserves the right to make changes to this arrangement.

11.1 Qualification for Award of a Bachelor's Degree

The Bachelor's Degree, appropriately designated, shall be awarded to a student who has been properly admitted to a programme at AUCC, has followed the prescribed course of study over the period, has satisfied all the requirements pertaining to the programme and obtained minimum credit requirements of the respective programme.

In line with the requirements of our affiliate institution, the University of Ghana, Legon or any other affiliates, a student of AUCC shall be deemed to have satisfied the requirements for graduation if s/he has fulfilled all general School and faculty requirements and has accumulated the minimum number of credits required by the faculty including core and prescribed electives as follows:

- core liberal arts requirements including the bilingual and African studies requirements prescribed by the respective School;
- pre-major preparatory courses requirements;
- major specialisation requirements;
- third-year industrial attachment; and
- project work in the fourth year.

Level 100 entrants

A student may take a maximum of 136 credits and must pass at least 120 credits.

He/she must not have failed more than 16 credits of core and prescribed electives, provided the fail grades are not lower than Grade E.

Level 200 entrants

A student may take a maximum of 118 credits and must pass at least 102 credits.

He/she must not have failed more than

To qualify for the award of the Bachelor's Degree, a student must earn the required minimum number of academic credits prescribed for the specific programme of study and approved by their respective schools AND must obtain a Final Grade Point Average (FGPA) of not less than 1.00.

Additionally, a student must have passed all the approved and required courses at a GPA of at least 1.00 and must discharge all obligations owed to the University College.

11.2 Degree Presentation

Following the confirmation of an award of a degree from AUCC, the candidate shall be entitled to be awarded a certificate of the appropriate Bachelor's degree under the seal of the relevant affiliate institution.

11.3 Classification of Degree

The classification of the degree conferred on candidates is based on that of our affiliate institutions, the results of all the four levels of the programme shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the Bachelor's degree. There shall be no probation. The GPAs from Level 100 to 400 shall have equal weighting. All end-of-semester examination results from level 100, including University and faculty/ School required courses, are taken into account in the computation of the FGPA for the classification of the Bachelor's degree.

The **Grade AUDI** is not taken into account in the calculation of the FGPA

The full scheme of classification is as follows:

Bachelor's Degree Programmes:

<u>CLASS OF DEGREE</u>		<u>RANGE OF FGPA</u>
First Class	-	3.60 - 4.00
Second Class (Upper Division)	-	3.00 - 3.59
Second Class (Lower Division)	-	2.00 - 2.99
Third Class	-	1.50 - 1.99
Pass	-	1.00 – 1.49
Fail (No award)	-	0 – 0.99

11.4 Cancellation of Award

A. The Academic Board may cancel a degree conferred on a student at any time, even with retrospective effect if it becomes known that:

- The student entered the Institution through fraudulent means;
- The student impersonated someone else;
- The student has been found guilty of examination malpractice;
- There are other reasons that would have led to the withholding of confirmation of the award in the first place.

B. In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

11.5 Academic Transcript

The Registrar's Office maintains all grades achieved. Actual degree achievement is shown only by an official diploma or an official transcript that indicates completion of academic requirements. At the end of a student's programme, AUCC shall issue a complete transcript of his/her academic

record. It will reflect all courses studied, all grades earned, all attempts at examinations whether passed or failed, including retakes, if any. The transcript shall be marked Student Copy. Any subsequent issue of the academic transcript will be upon request and payment of the prescribed fee.

11.5.1 Request for transcripts

All students who have successfully satisfied the requirements and graduated will receive an official transcript and certificate after having satisfied all obligations to the university college. All students who have successfully satisfied the requirements and graduated will receive an official transcript and certificate after having satisfied all obligations to the university college.

11.6 Retaking a Course

If a student fails a course, s/he must re-take the failed course(s). Students re-taking failed course(s) must do so within the maximum time permitted for the completion of their programmes.

- a) To re-take a course, students must register with their Schools within the timeframe indicated by the Schools. If you register for the re-take but do not actually attend classes and only show up for the examination, you will automatically receive an 'F' grade. A student is not allowed to do a re-take for a course that has already been awarded with a pass or grade E or higher.
- b) Special re-take courses are organized during the vacation for graduating students. Graduating students who must re-take a course and are unable to register for the re-take will not be eligible for graduation.
- c) To re-take a course, students must ensure that they pay the re-take fee and that all outstanding debts to the University College have been cleared.

11.7 School Calendar and Semester Schedule

The school calendar is published on the AUCC website as well as posted on the notice board. Soft copies of the school calendar will also be mailed to students through their Schools. A list of courses being offered each semester can be viewed on the university's online system.

11.8 Contesting Grades

Any student who believes that a grade was assigned based upon criteria other than course performance may challenge that grade according to procedures outlined below:

If a student wishes to contest a grade on such ground the student should formally write to The Registrar, copying the Dean of the school the student is enrolled in if a student wishes to contest a grade on such grounds, the students should first have requested explanation with regard to his/her performance from the faculty member in charge of the course. If the student is dissatisfied with the explanation of his/her performance from the faculty, s/he will then formally write to the Registrar, copy the Dean of the school and the faculty member in charge of the course to contest the grade. If upon receipt of the response of the faculty member in charge of the course the student remains unsatisfied with their grade assignment they may then appeal the grade.

11.9 Appeal Procedure

- a) After paying the appeal procedure fee, the student must present a copy of the receipt along with a written appeal to the Head of Department in order to contest a grade. The Head of Department will

then investigate the matter. If the complaint is resolved, the Department Chair/Head of Department shall provide a letter describing the resolution to the student(s), and instructor(s) involved.

b) If there is no resolution and the Student remains unsatisfied, the next step is for the matter to be referred to the Dean of the School for rectification. Upon receipt of this appeal, the dean(s) shall promptly seek to resolve the issue by consulting the parties involved and the head of the instructor's department. If the head was the instructor involved, s/he shall not participate in these deliberations in any way except as one of the parties. In such cases, the Dean shall proceed to attempt to resolve the dispute independently. If the Dean was the instructor involved, s/he shall not participate in these deliberations except as one of the parties. If the complaint is resolved, the dean(s) shall provide a letter describing the resolution to the student(s), instructor(s), and chair(s) involved.

c) If there is no resolution and the student remains unsatisfied, the matter is sent to the Vice President for Academic Affairs who makes the final decision on the grade.

11.10 Attending Classes

Attendance to class is mandatory for all students. Students are expected to arrive in class not later than 30 minutes of the start of the scheduled class. The faculty reserves the right to deny entry to any student who is habitually late.

11.11 Late Submission of Assignments

All students must submit class assignments on schedule. .

Late submission of assignments may attract some penalty unless prior permission is given. Students are strongly advised to notify their faculty/school secretariat of any exigencies that may prevent them from meeting the submission deadline.

11.12 Revision Week/Days

AUCC designates days between the end of classes and the beginning of final examination each semester as Revision Days. The actual dates are listed in the academic calendar. This time allows students to complete any outstanding semester work and prepare for the final examinations. Final examinations will be offered only during the times indicated on the academic calendar and the examination schedule released by the Office of the Registrar. No faculty member is authorized to alter the examination schedule or schedule a final examination either during the revision days or during the final week of classes. Also, faculty may not assign additional work to students during revision days/week.

11.13 Workload

A full-time student shall be required to carry a minimum workload of 18 credit hours per semester.

11.14 Course Credit

Three (3) course credit is defined as:

- One contact hour of instruction per week for sixteen weeks or one semester
- One supplementary hour of instruction per week for sixteen weeks or one semester
- One hour of experiential practical instruction per week for sixteen weeks or one semester

11.15 Change of Name

The names stated on the Application Form (First name, middle name, surname) are the only names by which the students will be known and which will be on all academic records. AUCC will only accept a court certified change.

11.16 Orientation

Orientation is mandatory for all entering students. The days for the orientation will be communicated by the Office of the Registrar.

11.17 Maximum Years of Study

Students pursuing undergraduate studies must satisfy all degree requirements within a specific timeframe. This timeframe is based on their year of admission to AUCC. The limits are as follows:

- From Level 100 – within six years from the date of admission
- Level 200 – within five years from the date of admission
- Level 300 – within four years from the date of admission.

Failure to complete the academic programme within the stipulated timeframes will be viewed as evidence of failure to make satisfactory academic progress and is grounds for withdrawal from AUCC.

11.18 Vacation School

AUCC may organise a vacation school to enable students who have failed courses to repeat those courses. The number of students who have expressed an interest and paid the corresponding fees will determine the schedule of courses for each vacation school session.

11.19 Evaluation System

Each course will have an evaluation system comprising of case studies and assignments, supervised written examinations, class projects, group work, etc. The respective lecturer within the guidelines approved by the Academic Board will determine the specific weight of each. The evaluation system must be detailed in the syllabus provided to students at the beginning of the course. Evaluation of the performance of students in a semester of study will be based on the AUCC grading system and will cover the following:

Class Attendance and Participation	5%
Course Work	15%
Mid-Semester Examination	20%
End of Semester Examination	60%
Total	100%

Class attendance and participation, course work, and mid-semester exams constitute what is called continuous assessment and make up 40% of the total course. They also include quizzes, class tests, and syndicate work.

11.20 Grading System

The grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted.

$$\text{GPA} = \frac{\text{Total amount of grade points earned}}{\text{Total amount of credit hours attempted}}$$

The grade point average ranges from 0.0 to a 4.0 and is interpreted as follows:

MARKS	GRADE POINT	INTERPRETATION
80-100	4.00	OUTSTANDING
75-79	3.50	VERY GOOD
70-74	3.00	GOOD
65-69	2.50	FAIRLY GOOD
60-64	2.00	AVERAGE
55-59	1.50	BELOW AVERAGE
50-54	1.00	MARGINAL PASS
45-49	0.50	UNSATISFACTORY
0-44	0	FAIL

**P/NP (Pass/No Pass)
courses are not factored in
the student's GPA**

I (Incompletes) and W
(Withdrawals) do not
receive grade points and do
not have an effect on the
GPA

Other grades

Grade	Grade Point	Interpretation
X	0	Fail
Z	0	Disqualification
I	0	Incomplete
Y	0	Continuing
AUDI	0	Audit

11.21 Interpretation and Application of Letter Grades

GPA - Grade Point Average Each Grade is assigned an equivalent grade point as indicated above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent letter of the grade obtained in that course.

CGPA - Cumulative Grade Point Average

The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number for credits of **all** courses for which the student has registered up to that time.

FGPA - Final Grade Point Average The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

11.22 DEFINITION OF GRADES

- a. Pass Grades: Grades A to D constitute Pass grades.
- b. Failure Grades: Grades E, F, X, Z constitute Failure grades.
- c. Continuing: A grade Y (for Continuing) shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester.
- d. Audit: A grade AUDI shall be awarded for attendance at lectures where no examination is taken, or where an examination is taken, but no mark can be returned, for good reasons. The Grade AUDI is not taken into account in the calculation of the FGPA.
- e. Non-Completion of Course:
 - i) A grade I (for Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
 - ii) A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.
- f. Disqualification:
 - i) A grade Z denotes Disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a Principal subject or an Ancillary or any other paper.
 - ii) A candidate awarded a grade Z may be debarred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University altogether.
 - iii) A grade Z may be awarded only by the Board of Examiners.

11.23 Deferments and Withdrawals

Degree seeking students are required to register for courses every semester. A student who is not able to complete the degree programme within the specified programme duration may be allowed to re-register for an additional period of two years. Students who wish to interrupt their academic programme must write to inform the college for approval.

Students officially withdrawing from college credit courses will receive the grade of W (withdrawal). Students may withdraw without penalty from any course two weeks after school begins, and before mid-semester. Post mid-semester, student will receive a grade of F.

Unless for extenuating circumstances, student fees after the 2-week window will NOT be refunded.

Stopping payment of registration fees and/or failing to attend class does not constitute an official drop of a course nor does stopping payments or absence from class constitute withdrawal from school. Failure to submit an official request for deferment or withdrawal from the University College does not relieve students of their financial obligation to AUCC.

11.24 Industrial Attachments

Given the nature of all programmes offered at AUCC, our policy is to ensure exposure to industry through industrial attachments and practical training where students are put in contact with professionals in the respective sectors.

During such attachments, it is intended that students will be supervised by staff of the establishment as well as by AUCC designated persons, who will visit the students periodically as part of the evaluation. The requirements for this programme are as follows:

- A practical experience at applying concepts learned in class on areas of specialization will be undertaken by every student for at least 2 months as part of the requirement for graduation;
- Posting will be to establishments that are as closely related to the student's area of specialisation as possible;
- Students will write a report/term paper at the end of the attachment; and
- It is intended that the receiving establishment will complete an AUCC evaluation/assessment form on the student.

The term paper and attachment reports will be assessed and evaluated. Students will earn 3 credits hours towards their total credit hours for graduation upon successful completion of all the requirements for the industrial attachment program.

11.25 Project Work Requirements

All undergraduate degree students will undertake a Project Work as a partial fulfillment of the requirements for the bachelors' degree. Guidelines for writing dissertation will be provided by each school. Students are required to follow the guidelines and all tenets for writing research paper and submit the final, approved manuscript in a bound hard copy as prescribed by the School. Additionally, students must provide an original, signed hard copy of the Project Work and submit as per the prescribed procedure as laid down by their respective Schools.

Procedures and regulations governing the submission of the Project Work are published and available in the Schools.

11.26 Student Evaluations

As part of the quality Assurance program of the AUCC, students are expected to participate in a survey to evaluate the courses, faculty and the facilities. This questionnaire is administered under high confidentiality and the results are anonymous.

12.0 EXAMINATIONS

Students will be assessed through written examinations, class assignments, participation in class discussions, term papers, syndicate presentations, industrial attachments, and project work/thesis as may be prescribed.

Final written examinations are held during the assigned examination period. The Office of the Registrar publishes the schedule for final examinations. Faculty members must adhere to the final published schedule, and changes must be approved by the Registrar and the Academic Board.

The Office of the Registrar, in conjunction with the Accounts Office, will at mid-semester, verify the financial status of all students and any student found to be delinquent in payment will be notified. (This notification will serve as a warning of the possibility of not taking part in final exams). Students who do not have financial clearance prior to commencement will not be permitted to take final exams or submit final papers.

A list of students not cleared to take exams will be published one week prior to the start of examinations. Any student who has not fully discharged his/her fees will not be tolerated anywhere

around exam center. Entry into any hall without receiving clearance will have answer booklets taken away and any work done will not be graded

12.1 Eligibility for Examinations

A student shall not be allowed to take an examination for a course unless s/he has satisfied all the conditions stated below:

- . Registered for the course;
- . Has no outstanding fees as per the AUCC fee payment policy at the time of the examinations;
- . Has not been dismissed from AUCC;
- . Attended at least 75 percent of the lectures, tutorials, seminars and practicals and undertaken all other activities and assignments as approved by AUCC; and
- . Completed the continuous assessment requirements.

12.2 Publication of Results

Approved Results of examinations taken at the end of each semester shall be ratified by the Academic Board and published by the office of the Registrar Six (6) weeks after the examinations but not later than two(2) weeks into the following semester.

12.3 Venue of University examinations

University examinations shall be taken only at approved premises. . The locations of each exam shall be stated in the official examination schedule produced by the Office of the Registrar

12.4 Timetables

Provisional and tentative examination timetables shall be put up on noticeboards in each school, and around the AUCC campuses in good time to allow students prepare for examinations each semester. Suggestions for amendment may be made through the Deans to the office of the Registrar. Notice of at least forty-eight hours shall be given if the time and hour given on the general timetable have to be changed on the daily timetable.

12.5 Assessment

Assessment of candidates' work in a University Examination shall include continuous or interim assessment.

Marks from continuous or interim assessment shall be submitted to the Head of Department before the commencement of the main end of semester examinations.

The overall assessment reflecting marks earned from continuous or interim assessment and from the main examination, paper by paper, shall be approved by the Department and signed by the examiners before they are entered on the consolidated mark sheet for submission together with the individual mark sheet to the Dean.

13.0 INSTRUCTIONS TO CANDIDATES

A university examination shall be:

- . Set to curricula and syllabuses approved previously by the Academic Board;
- . Taken at the times prescribed previously by the Academic Board; and
- . Assessed by examiners approved previously by the Academic Board.

A student for an AUCC examination must have followed the approved course as a regular student over the required period and where applicable, must have registered for the examination.

- a) It is the duty of the candidate to consult the daily timetable to ascertain changes made (to be available at least twenty-four hours ahead of time) to the timetable of papers to be written each day and to be present at the appointed place at least one-half hour before the examination.
- b) No candidate is allowed to leave the examination hall within the first hour into the examination; a candidate shall not leave the examination thirty (30) minutes to the end of the examination.
- b) A candidate shall not be admitted to an AUCC examination if the subject of the examination has merely been audited, the candidate owes fees to the University College, or the candidate is under suspension or has been dismissed from AUCC.
- c) Candidates will be required to produce their ID cards before they are allowed entry into the examination halls. . A candidate who for valid reasons is unable to produce an ID card at the time it is required may be allowed to proceed with the examination. The candidate is expected to produce a valid identification card to the Registrar within the next working day. Failure by the candidate to comply with the aforementioned requirement shall result in the candidate being awarded a zero mark for the examination paper in question.
- e) It is the responsibility of the candidate to provide materials needed for an examination such as pen, pencil and eraser among other accessories as needed;
Candidates must ensure that the right question papers are administered to them and any other material needed for the examination is given to the candidate.
- f) A candidate attending an examination shall sign his or her name in the register of candidates for the examination.
- g) A candidate shall not bring to the examination centre or to the washroom of the examination centre any notes, books, cellular or mobile phones, unauthorised electronic devices or any other unauthorized material. Any candidate found with such unauthorized material in the examination centre shall be banned from the examination and awarded a grade X.
- h) A candidate shall not enter the examination room until the candidate is invited or called or requested to enter the examination room by the invigilator.
- i) A candidate who is suspected of hiding unauthorised material on his/her body may be asked by the invigilator to submit to a body search to the extent allowed by law. Refusal to submit to a body search is tantamount to misconduct.
- j) Communication between candidates is not permitted in the examination hall.

k) A candidate shall not pass or attempt to pass information or any material to another during an examination.

l) A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.

m) A candidate shall not disturb or distract any other candidate during an examination.

n) A candidate may attract the attention of the invigilator by raising his or her hand.

o) Smoking, drinking of alcoholic beverages, or being intoxicated, is not allowed in the examination room or any lecture halls.

p) Candidates may leave the examination room temporarily, and only with the express permission of the invigilator.

q) A candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an attendant designated by the Invigilator.

r) With the permission of the invigilator, a candidate who finishes an examination ahead of time may leave the examination room after surrendering his or her answer books. But the candidate shall not be allowed to return to the examination room.

s) At the end of each examination, candidates should ensure that they do *not* take away any answer books, whether used or unused, from the hall.

t) 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. Any extra sheets used during the examination must be tied neatly with strings provided by the invigilator.

u) A candidate who fails to be present at an examination without satisfactory reason shall be awarded a grade X.

v) A candidate in an examination will not be allowed to leave the examination room within one hour of commencement of examination.

w) The following shall not be accepted as reasons for being absent from any paper at an AUCC Examination:

- misreading the timetable;
- forgetting the date or time of examination;
- inability to locate the examination hall;
- inability to rouse oneself from sleep in time for the examination;
- failure to find transport;
- loss of a relation;
- pregnancy.

x) A breach of a provision of the Regulations made for the conduct of AUCC examinations may attract one or more of the following sanctions A candidate in an examination will not be allowed to leave the examination room within one hour of commencement of examination.

- . a reprimand;
- . loss of marks;
- . cancellation of a paper in which case zero shall be substituted for the mark earned;
- . withholding of results for a period;
- . award of grade X.

In case of a breach, the particulars and the sanction shall be entered on the student's transcript of academic record.

y) A grade Z leading to failure in a University examination, shall be awarded wherever 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.

Further sanctions may include being barred from a University examination for a stated period,

- . Being barred from a University examination indefinitely,
- . Suspension from the University, or
- . Expulsion from the University.

z) The results of AUCC examinations shall be posted on the University Notice Board, and it is the responsibility of the candidate to consult the University Notice Board for the result of an examination taken. Alternatively, the candidate may write to the Registrar to enquire about the results or request details of the results for which purpose the candidate may provide a stamped addressed envelope.

a1) A candidate who is not satisfied with the results of an AUCC examination affecting the candidate may request a review by submission of an application to the Registrar and on payment of a review fee which shall be determined at not less than three times the normal examination fee.

b2) An application for a review shall be submitted to the Registrar not later than twenty-one (21) days after release of the results and shall state the grounds for review.

14.0 PROCEDURE FOR ADDRESSING EXAMINATION MALPRACTICES

a) 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 including refusal on the part of a candidate to occupy an assigned place in an examination room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission of the Invigilator, or refusal to follow instructions.

b) The following also shall constitute misconduct in an examination:

- . Taking into the examination room, or possessing whilst in that room, any books, notes, duffle bags, cellular phone, brief cases, handbags, calculator covers or other materials which have not been authorized.
- . The use of any answer book, writing or blotting paper other than that supplied.
- . Written information or possessing written information, regardless of relevance, on any part of a candidate's body during the examination.
- . Such behaviour as may in the view of the invigilator, prejudice the performance of other candidates.

- c) The chief invigilator or an examiner shall report to the Registrar as soon as practicable an instance of a breach of Examination Regulations, The registrar will forward the complaint to the Academic Board, the Academic will set up a sub-committee to investigate and submit its findings and recommendations to the Academic Board
- d) The Academic Board shall review the report and recommendation of the subcommittee and may impose a sanction that commensurate with the offence.

The student shall receive a written notification from the Registrar of the Academic Boards decision.

15.0 RESPONSIBLE ACADEMIC CONDUCT AND ETHICAL RESEARCH

15.1 Overview

AUCC in general, promotes responsible and ethical research associated with their academic work, including project work, among undergraduate students. Undergraduate students are cautioned to avoid practices that threaten the integrity of their academic career and their research, including, but not limited to, falsification or fabrication of data, violations of privacy and confidentiality provisions, conflicts of interest, cheating, plagiarism, and copyright infringements. Unethical research threatens the integrity of the academic and scientific enterprise and may subject undergraduate students to severe penalties. For example, students are required to certify that any use of copyrighted material beyond “fair use” has the written permission of the copyright owner. If the permission to use copyrighted material does not accompany the project work, the copyrighted material should not be reproduced.

15.2 Policy on Research Misconduct

Misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person’s ideas, results, or words without giving appropriate credit. Sanctions for research misconduct include, but are not limited to:

- letters of reprimand;
- the imposition of special certification or assurance requirements;
- suspension or termination of an active award; or
- suspension and debarment in accordance with applicable government-wide rules on suspension and debarment
- sexual harassment;
- stealing, assault, destruction of AUCC property;
- verbal and physical abuse;
- corruption; and
- cheating and academic dishonesty/plagiarism.

Additionally, AUCC will not tolerate any form of unlawful harassment or discrimination of students based on race, creed, ethnic background, national origin, marital status, disability, and sex or gender identity. In addition, retaliation is a form of unlawful discrimination that will not be tolerated.

A student/staff/senior member/faculty that violates any of the above shall be subjected to disciplinary action. Further details of rules, sanctions and procedures for student discipline are provided below.

16.0 SEXUAL HARRASSMENT

AUCC is a vibrant community of differing generations, cultures and backgrounds. Behaviour that is acceptable to one person may be unacceptable to another. The institution strives at all times to promote the African ethos of respect of and for oneself and respect for the other. AUCC strives to provide a place of work and study that encourages its employees and students to discover themselves free of sexual harassment, intimidation or exploitation. Where sexual harassment has occurred, AUCC will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.

Sexual harassment is defined as:

- . Unwelcome sexual advances;
- . requests for sexual favours; and
- . other visual, verbal or physical conduct of a sexual nature when:

It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in an AUCC activity.

The conduct, whether subtle or blatant, has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive academic, work or student living environment.

16.1 Student/Student & Faculty Relations

Romantic and/or sexual relationships between individuals in a supervisory, teaching, evaluation, advising, coaching, or counseling relationship constitute a conflict of interest and are deemed unacceptable.

Romantic or sexual relationships between current students and faculty/staff of AUCC are considered inappropriate because they interfere with the academic mission of the University College and pose a threat to the nurturing environment AUCC seeks to create for all. Students and staff or faculty members of AUCC are expected to maintain cordial, professional, nonsexual relations.

A student who believes they are a victim of sexual harassment should report the incident immediately to the Director of Student Affairs. Likewise, any AUCC faculty, staff or student who becomes aware of information that would lead a reasonable person to believe that sexual harassment has occurred should notify the Director of Student Affairs. Anyone found to have violated this policy will face sanctions ranging from verbal warnings to dismissal.

Any student making romantic/sexual overtures to a faculty/staff member will also face similar sanctions.

False accusations are taken seriously. Persons who knowingly make false allegations about a

faculty/staff-student relationship shall be subject to the same sanctions.

17.0 CAMPUS PARKING

If you operate a motor vehicle you will be expected to comply with campus traffic and parking regulations. As a student, you should park in the designated student parking areas. Do not park in areas designated for administration, faculty and staff. Do not park at building entrances, areas reserved for the handicapped, near walkways, on the grass or in the any other area where 'No Parking' signs are posted. Vehicles in violation of parking rules will be towed away at the owner's expense. AUCC will not be responsible for any vehicle in violation of these and other parking regulations.

18.0 FEES

Students shall pay the required fees in accordance with the terms specified in the admission letter.

- a) A student who is being sponsored on a programme shall provide evidence of the sponsorship (from the sponsoring individual, organization or company). Such a student shall at the same time be responsible for ensuring that the sponsors honour their obligations in accordance with the terms specified in the admission letter.
- b) A student may participate in a course only after officially registering and paying the requisite fees.
- c) A student does not earn the necessary academic credit for the course for which he/she has not been duly registered even if he/ she attends and benefits from the necessary lectures and tuition.
- d) Fees are determined periodically and subject to change. AUCC reserves the right to review its fee structure at any time without prior notice.
- e) Students must pay their course fees and any outstanding debts as per the deadlines identified earlier in this handbook, unless otherwise arranged with the University.
- f) The University reserves the right to cancel a course without prior notice, if there are insufficient numbers of students, or for any other reason. If this happens, any fees paid by the student will be fully refunded or transferred to another course if the student so desires.
- g) Students are required to pay their tuition fees on time; failure to do so may result in suspension, exclusion from college examinations or the withholding of results.

18.1 Refunds

Subject to the regulations, fees paid to AUCC are not refundable if a student withdraws from or does not benefit from any part or service that the programme entitles him/her. (refer to 11.4)

18.2 Student Loan Trust Fund (SLTF)

The Ghana Government makes loans to students in tertiary institutions/University available under the Student Loan Trust Fund (SLTF). The applicant's eligibility and annual loan amounts are determined by the Fund. To qualify, applicants must be in good academic standing

Information about the STLTF may be obtained by visiting <http://www.sltf.gov.gh/>

18.3 Financial Aid

Depending upon available resources and criteria for eligibility, undergraduate students may receive financial aid in the form of scholarships (tuition awards) and work study to assist students who have received unconditional admission to AUCC. In certain circumstances, staff employment may be available in a limited number of positions.

18.4 Other Fees and Assessments

A student applying for any student service, i.e., letter of introduction, attestation, academic transcript, certificate, refunds, etc., shall complete a Clearance Form and go through the process of being cleared of any liability, financial or otherwise, to AUCC.

A student who has not been so cleared is not qualified to receive any student service s/he applies for.

18.4.1 Graduation Fee

Students planning to graduate must pay a non-refundable graduation fee to defray a portion of the cost of graduation exercises and degree materials. To graduate, both academic and financial requirements of AUCC must be fulfilled.

18.4.3 Introductory & Proficiency Letters

There is a charge per person for an introductory letter or English proficiency letter. AUCC will mail introductory and proficiency in English letters with a fee upon request.

20 STUDENT DRESS CODE

Students dress should project high standards of decency and exhibit positive personal self-image in order that each student may share in promoting a positive, healthy and safe atmosphere within the University community. Students who fail to abide by this dress code policy when advised by a University official shall be considered in violation of the AUCC Student Code of Conduct and will be subject to disciplinary action.

Classroom instructors and University senior staff in charge of University events might refuse entrance to students dressed in prohibited attire that do not project the image of AUCC. Clothing and personal appearance should be decent.

The following is required of all students at AUCC:

- That the following be considered inappropriate attire: sheer garments without proper undergarments to obscure their transparency; micro-mini dresses/skirts/shorts that do not cover enough of the thighs while standing/sitting; halter tops; midriff blouses; t-shirts bearing profane language/indecent messages, cutout or torn jeans, hair rollers, baseball caps or bedroom slippers; and t-shirts without sleeves.
- That neither males nor females show any visual display of underwear.
- That males should not wear form-fitting shorts or boxing shorts without proper support undergarments.
- That neither males nor females wear baseball caps, stocking caps, skullcaps, sun-visors, do-rags and bandannas in public buildings. Stocking caps, skullcaps and do-rags are banned from campus and University-sponsored events on and off the campus.

- That appropriate attention be given to personal cleanliness and good grooming including hair; to present a clean, neat and orderly appearance representative of the AUCC community and the University's values and mission.
- Dress must be in good taste and appropriate for the occasion or setting.

A second warning regarding any of these guidelines may result in suspension or other appropriate discipline.

20.0 RULES, SANCTIONS AND PROCEDURES

20.1 Preamble

AUCC in the best interest of providing a framework of administering student related affairs;

Being mindful of the constitutional requirement of due process and desirous of ensuring that the enjoyment of constitutional rights are balanced with the need to ensure a congenial atmosphere conducive to the conduct of teaching and learning;

And determined to provide a predictable regime for the protection of the rights and prosecution of liabilities of students, hereby adopts these rules.

20.2 AUCC's Policy on Possession of Firearms on Campus

AUCC's policy and Ghanaian law prohibit the possession of firearms on campus without AUCC's written authorization. Consequently, possession of weapons on the premises of AUCC, unless authorized by AUCC, is a violation of these rules.

AUCC's prohibition against possession of firearms on campus extends to all AUCC owned or controlled locations used for residences of students, guests, staff and other affiliated persons, including all housing obtained through AUCC. Firearms possessed in violation of this AUCC policy will be confiscated. Violators of the policy may be subject to AUCC disciplinary action as well as criminal prosecution.

20.3 Unlawful Entry or Trespassing

Unauthorised or attempted unauthorised entry, occupation or use of any AUCC-owned or controlled property, equipment or facility is a violation. It is a violation to enter restricted areas of AUCC such as utility offices and tunnels. Remaining in or on premises after permission to remain has been revoked or after the University College is closed also is trespassing.

In addition to the foregoing, the following shall constitute offences and for that matter violation of AUCC's rules and regulations;

- Forgery and falsification of documents, records, examination material, or any other material used on account of the respondent being deemed a student fighting or other disorderly conduct;
- Insulting any faculty member, staff or any person engaged by AUCC.
- Making a telephone call, text messaging, or using other media platforms on a telephone to chat with another person(s) in a class, while lectures or tutorials are on-going.
- Signing-in on an attendance book on behalf of another student.
- Breaking any campus security rule or openly disregarding security directive.
- Stealing, mutilating or otherwise damaging any asset belonging to AUCC including books.

20.4 Student Discipline

- a) Students may continue as students at AUCC, receive academic credits, graduate, and obtain degrees subject to the disciplinary powers of AUCC for violations of these regulations.
- b) Subject to the Statutes of AUCC, the Council, Academic Board, President, or other delegate of the aforementioned shall administer disciplinary sanctions against students found to have violated any rule or regulation.
- c) It is an offence for any student to engage in an act considered to be academic dishonesty (for example, plagiarism, cheating an examination, or dishonesty in dealing with a student, employee, or any AUCC official).

20.6 Academic Discipline

The continuance of each student upon the rolls of the University College, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of AUCC. The following constitutes examples of behaviour or actions which are disruptive of the normal peaceable and orderly operation of University College.

20.6.1 Disorderly Conduct

Any disorder conduct or breach of peace, including but not limited to such conducts as threatening, fighting or other tumultuous behaviour; the making of unreasonable noise or offensive utterance, gestures or display; use of abusive language, creation of matters resulting in the disturbances of the public tranquility and order of the college, its students or personnel;

20.6.2 Demonstrations, Rallies and Picketing

This is defined as:

- Participation in a campus demonstration which disrupts the normal operations of the College and infringes upon the rights of other members of the College's community; leading or inciting other to disrupt scheduled and/or normal activities on campus, intentional obstruction which interferes with freedom of movement, either pedestrian or vehicular on campus;
- Failure to respect the right to the privacy of any member of the school community; disobedience; failure to abide by rules, procedures, policies and guidelines of AUCC;
- Demonstrations, rallies, picketing, and the circulation of petitions have an important place in the life of AUCC. They are a means by which protests may be registered and attention drawn to new directions possible in the evolution of the AUCC community. For the avoidance of doubt therefore these rules are designed to protect the concurrent rights of AUCC, community as a whole and demonstrators and other petitioners.

The Rules of AUCC are thus enacted by AUCC to provide as a matter of AUCC policy the maximum freedom of expression consistent with the rights of others and a fair and speedy hearing to any person charged with a violation of these Rules and consistent with the constitutional rights in the relevant right areas.

A violation of these Rules is an offense against the entire AUCC community and all members of the AUCC community are assumed to be innocent until proven guilty of a violation of the Rules.

21.0 DEFINITIONS

Terms used in these regulations shall have the following meanings:

21.1 Assault, injury or threat is an act that:

1. Is intended to cause pain or injury to another;
2. Is intended to place another in fear of immediate physical contact that will be painful, injurious, insulting or offensive;
3. Involves pointing any firearm or simulated firearm toward another;
4. Involves the display in a threatening manner of any dangerous weapon toward another; or
5. Involves making a threat intended to cause another person to fear for their safety or physical well-being.
6. The offences itemized under Article III shall have the meanings assigned them under the criminal code of Ghana, 1960 (Act 29).

21.2 Contempt is defined as the following:

1. Failure to appear before any AUCC adjudicatory or regulatory body as summoned;
2. Failure to comply with any disciplinary sanctions;
3. Failure to comply with the lawful order of authorized AUCC officials or police officers;
4. Failure to identify oneself or to show an identification card when lawfully requested to do so by authorized AUCC officials or police officers; or
5. Providing, procuring, or seeking to procure, false testimony in any AUCC or administrative hearing.

21.3 “AUCC” and “University College” means the African University College of Communications (AUCC).

21.4 “Deans” mean persons appointed by the Council either as Dean, Acting Dean, or Director of one of the divisions or schools of AUCC or such staff persons as they may assign to administer disciplinary affairs.

21.5 “Students” mean any persons registered in any department of AUCC, whether for courses or research, and whether or not they are candidates for a degree or certificate. It also includes persons who are suspended or continuing as such students for any degree or certificate. It includes persons registered during any preceding terms and who have not since that time earned the degree or certificate or withdrawn from AUCC.

21.6 “Faculty” means officers of instruction or research appointed to any division, school, or other department of the University College, including officers on leave.

21.7 “Staff” means members of the administration, administrative staff, research staff, library staff, or supporting staff.

21.8 “Violation” means the commission of an act proscribed by these Rules. However, inadvertent or accidental behaviour shall not be considered to be the substance of a violation.

21.9 “Sanctions” comprise the following penalties for violation of these Rules:

21.9.1 Disciplinary Warning: A disciplinary warning states that future violations will be treated more seriously. It in no way limits consideration for, or receipt of any benefit for which the individual may be eligible. The period of warning shall be for not less than the remainder of the semester in which the warning occurs or for more than two regular semesters, including the semester in which the warning occurs. Upon notification by the proper authority, there shall be entered on the individual's transcript or personal record the notation: "Disciplinary Warning, from (date) to (date)." This notation is removed when the disciplinary warning has been terminated.

21.9.2 Censure: In addition to the provisions listed under disciplinary warning, censure remains on students' records until completion of the degree or certificate for which they are candidates. For faculty and staff this notation remains on the record for a maximum of four years. It in no way limits consideration for, or receipt of any benefit or compensation for which the individual may be eligible.

21.9.3 Suspension: Individuals who have been suspended are not permitted to continue their association with the University College or reside in one of AUCC's residential facilities during the period of suspension, nor may they receive a leave of absence of any kind. The period of suspension shall be for not less than one semester or two sessions in the case of students in the modular stream. The notation on the record in the case of suspension is permanent.

21.9.4 Dismissal: Unlike suspension, when an individual is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one year after the imposition of the sanction except by an act of clemency granted by the Council. Upon notification by the proper authority, there shall be entered on the individual's record the notation: "Dismissed, (date)." Should the individual be subsequently readmitted, upon notification from the proper authority, there shall be entered on the individual's record the notation: "Readmitted (date)." The notations on the record are permanent.

21.10 "Respondent" means a person against whom a charge for violation of these Rules has been filed.

21.11 Weapons when used in these rules means:

1. Any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.
2. Any pistol, revolver, shotgun, machine gun, rifle or other firearm, or pellet gun, tazer or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade. Residents in AUCC housing may possess knives having a blade exceeding five inches for cooking purposes.
3. A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (for example, a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used

the object in a manner that created the impression that the object was such an instrument (for example, wrapping a hand in a towel to create the appearance of a gun).

22.0 JURISDICTION

The rules of AUCC shall apply to any demonstration, including a rally or picketing, that takes place on or at an AUCC facility. Such facilities include, but are not limited to, all AUCC campus buildings, research laboratories, maintenance shops, business offices, athletic fields, dormitories, classrooms, and meeting halls.

23.0 VIOLATIONS AND SANCTIONS (DEMONSTRATIONS ETC.)

23.1 Violations

A person is in violation of these Rules when such person individually or with a group, incident to a demonstration, including a rally or picketing:

23.1.1 Engages in conduct that places another in danger of bodily harm;

23.1.2 Causes or clearly attempts to cause physical injury to another person;

23.1.3 Uses words that threaten bodily harm in a situation where there is clear and present danger of such bodily harm;

23.1.4 Uses words in a situation of clear and present danger that actually incite others to behaviour that would violate the regulations;

23.1.5 Causes minor property damage or loss, or endangers property on an AUCC facility;

23.1.6 Misappropriates, damages, or destroys books or scholarly material or any other property belonging to AUCC, or to another party, when that property or party is in or on an AUCC facility, and by such action causes or threatens significant educational, administrative, or financial loss;

23.1.7 Interferes over a very short period of time with entrance to, exit from, passage within, or use of, an AUCC facility;

23.1.8 Continues for more than a very short period of time to physically prevent, or clearly attempt to prevent, passage within, or unimpeded use of, an AUCC facility, and thereby interferes with the normal conduct of an AUCC function

23.1.9 Enters or remains in an AUCC facility without authorisation at a time after the facility has been declared closed by AUCC;

23.1.10 Enters a private office without authorisation;

23.1.11 Causes that substantially hinders others in their normal academic activities;

23.1.13 Interrupts an AUCC function, activity or event;

23.1.14 Illicitly uses, or attempts to use, or makes threats with a fire- arm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;

23.1.15 Fails to self-identify when requested to do so by a properly identified delegate or agent of the AUCC;

23.1.16 Prevents a properly identified delegate from the discharge of his/her official responsibilities under these Rules;

23.1.17 Fails to obey the reasonable orders of a properly identified delegate or agent regulating the location of demonstrators or others within the vicinity of a demonstration to assure un- impeded access to or use of a facility or to avoid physical conflict between demonstrators and others;

23.1.18 Fails to disperse from an assembly upon order of a properly identified delegate or agent when such order results from repeated or continuing violations of these Rules by members of the assembly and the delegate or agent has by verbal directions made reasonable effort to secure compliance before ordering dispersal;

23.1.19 Fails to disperse from an assembly upon order of properly identified delegate or agent when such order results from serious violations of these Rules by members of the assembly and the delegate so states in his order to disperse;

23.1.20 Shows gross disrespect to any person in the service of AUCC and fails or refuses to obey lawful orders or instructions from such persons;

23.1.21 Aids and abets others or other groups in a violation of these Rules;

23.1.22 Sanction

A respondent who is found guilty of a violation of these Rules shall be sanctioned by disciplinary warning or censure, suspension or dismissal on the basis of the gravity of the offence.

24.0 ENFORCEMENT

24.1 Summoning a Delegate

Should any member of the AUCC community believe that participants in any assembly or other demonstration are violating the Rules of AUCC, s/he shall notify the appropriate sub-unit of AUCC or any agent of AUCC as soon as is practicable.

24.2 Self-identifying

A properly identified agent may request individuals believed to be violating these Rules to identify themselves through production of their AUCC ID cards. Their cards will be returned immediately after the agent has recorded the individual's name and ID number.

24.3 Treatment of outsiders

In accordance with the jurisdiction of these Rules, any visitor, licensee, or invitee who the delegate determines is violating these Rules, and who does not comply with the delegate's warning and advice, may be ejected from an AUCC facility.

24.4 Expected Action

If the Registrar, upon consultation with a majority of a panel established by AUCC decides that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of any division of AUCC, s/he shall serve a notice to that effect on the demonstrators to bring the demonstration to an end. Where the demonstrators fail or refuse to bring the demonstration to an end and following the notice served to that effect, the Registrar shall apply to the court for an injunction to that effect.

25.0 Matters of Discipline

25.1 Standing Judicial Committee

There shall be established under these rules a Standing Judicial Committee (SJC) which shall have powers to administer justice in accordance with these rules. The Dean or Director of each division or school shall appoint one senior member to be appointed onto the standing judicial committee of AUCC. For the performance of its work, the standing judicial committee shall be constituted by a minimum of three members and shall be chaired by a senior member.

A person alleged to have committed misconduct shall appear in person before the committee alone or together with a qualified legal practitioner in good standing of his choice.

25.2 Sanctions for Junior Members

Where the junior member disciplinary committee finds a junior member guilty of misconduct, it may recommend one or more of the following sanctions:

- (a) expulsion or suspension from the University,
- (b) a fine,
- (c) censure or reprimand in writing,
- (d) withdrawal of an academic, a University privilege, benefit, right or facility,
- (e) recovery of the money or property the subject of the misconduct, and
- (f) any other penalty or sanction prescribed by AUCC Regulations.

The disciplinary proceedings in respect of a junior member is without prejudice to the right of the Academic Board through its standing committee to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.

27.0 CHANGES IN REGULATIONS

The African University College of Communications reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this Undergraduate Student's Handbook without prior notice.