



POLICY AU-107

UNDERGRADUATE STUDENTS HANDBOOK



AUCB
AFRICAN UNIVERSITY
OF COMMUNICATIONS AND BUSINESS

REVISED
SEPTEMBER
2025



**AFRICAN UNIVERSITY
OF COMMUNICATIONS AND BUSINESS
(AUCB)**

**STUDENT HANDBOOK FOR
UNDERGRADUATE DEGREES**

WELCOME MESSAGE

On behalf of the Council and the Management, I am pleased to welcome you to the African University of Communications and Business (AUCB), also known as Discovery House, where your academic dreams and aspirations will be fully unearthed.

As part of its mandate, this Student Handbook has been developed as the official statement of AUCB policies, regulations, and expected standards of conduct that are applicable to all students. These regulations, though not exhaustive, set forth standards of behavior, which protect students' rights as well as outline the responsibilities of students to AUCB.

The AUCB undergraduate students' Handbook is for all undergraduate students at AUCB and it stipulates policies and procedures as well as rules and regulations pertaining to student life on and outside the campus so long as you remain as AUCB student. It has been carefully designed to guide you through discovering yourself at the African University of Communications & Business (AUCB).

Every student is admonished to read the Handbook to acquaint him/herself with the contents. As you go through this University, this Handbook will guide you to achieve your academic needs as well as observe the code of conduct required by all students. Furthermore, as junior members of the University, the content of the document gives you all the information including the values you are required to imbibe and the morals expected of you to live as you go about your academic work at AUCB.

Be assured that members of the AUCB Community are always ready to provide you with the needed support to help you accomplish your aim.

Again, you are very much welcome.

I wish you well and enjoy your studies.

DR. MRS. JULIANA OWUSU-ANSAH
REGISTRAR

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Chancellor	-	Frank Adu
Vice Chancellor	-	Professor Isaac Abeku Blankson

KEY OFFICERS

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Pro-Vice Chancellor	-	Dr. Anu Kemi Wale-Olaitan
Registrar	-	Dr. Mrs. Juliana Owusu-Ansah
University Librarian	-	Mrs. Margaret Gbordzoe-Atieku

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Kojo Yankah School of Communications	-	Dr. Jim Fara Awindor
School of Liberal Arts and Social Sciences	-	
Student Affairs	-	Dr. Richmond Acquah-Coleman

CENTRES

Kwabena Nketia Centre for Africana Studies	-	Dr. Tracy Keith Flemming
Ama Ata Aidoo Centre for Creative Writing	-	Nana Sandy Achampong
Business Development and Professional Centre	-	Mrs. Mary Dansoa Danso

ACADEMIC DEPARTMENTS

Journalism, Digital and Visual Communication	-	Mr. Nanabanyin Dadson
Strategic and Development Communication	-	Samuel Danso
Liberal Arts & Social Sciences	-	Dr. Joseph Octavious Akolgo
Marketing	-	Mrs. Adelaide Gyabea
HR & Economics	-	Mr. Victor Dzogbenu
Accounting	-	Dr. Samuel Adjei-Baah
Project Management	-	Mr. Zachariah Bissah

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HALLS OF AFFILIATION

Baobab	-
African Unity	-
Discovery	-
Adinkra	-

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1.0 HISTORY OF THE UNIVERSITY

African University of Communications and Business (AUCB) 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 established the then Africa Institute of Journalism and Communications (AIJC) 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, AIJC 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 (AUCC); 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, Sir Sam Jonah. By 2015/2016 academic year the Business school boasted of about 582 students.

The University College 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 (GIMPA) 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 as well as International MBA, Executive MBA, and International Master of Strategic Management.

The University College has established several centres and institutions in order to offer opportunities for 7 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 the University College in October 2015. In March 2017, the University launched the Ama Ata Aidoo Centre for Creative Writing. The University's recognition as a leading communications university is undisputed. It is recalled that as early as March 2012, a joint radio programme by Level 300 students 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 is

a member of the Association of African Universities (AAU) and the Council for Independent Universities (CIU).

The Charter Attainment Process

The Education Regulatory Bodies Act, 2020 (Act 1023) mandated all private universities to attain Charter by 2024. The charter process covered the following

1. Submission of Self-Assessment Report (April 2023)
2. Feedback on Charter Application Screening
3. Submission of Financial Sustainability Plan (FSP) (February 2024)
4. Experts' visits/reports on institutional Finances (FSP), Information Resources, and Physical Facilities (March 2024)
5. Presentation of Charter Application Assessment Report to Charter Assessment Team (April 2024)
6. GTEC Board Review and Recommendation to Ministry of Education
7. Charter Acquisition (December 19, 2024)

The Presidential Charter

The African University of Communications and Business (AUCB) Charter is a formal document issued by the President of Ghana on December 19, 2024 that grants legal recognition and defines the establishment, governance, and operations of the university. It is a foundational document that ensures legal standing, autonomy, and operational framework of AUCB. Its purpose, among others, includes the following:

- Provides Legal Authority
- Outlines Governance Structure
- Ensures Institutional Autonomy
- States Mission and Objectives
- Establishes Regulatory Compliance Obligations
- Safeguards Academic Freedom

2.0 STUDENTS POPULATION

The University has a current student population of 1,833. The population include postgraduate student of 297 and 1189 Undergraduate students.

3.0 AFFILIATIONS AND ACADEMIC PARTNERSHIPS

Prior to the Charter, the University was affiliated to the following Universities:

University of Ghana - Business Administration and Communication Programmes

Ghana Institute of Management and Public Administration (GIMPA) - BSc. Project Management and MBA Accounting and Finance

University of Education, Winneba (UEW) – MA Communications

ACADEMIC PARTNERSHIPS

The University has already built academic partnerships with a number of Institutions of higher learning locally and abroad. Its major international partnership is with the Historically Black Colleges and Universities (HBCUs) and the Higher African Education Consortium (HAEC) from the United States of America, and individually with Morgan State University in the USA and several other universities. About 15 Canadian students groups have discussed possible partnership with AUCB. Regionally, within Africa, AUCB has established a mutually beneficial partnership with the Institute for Africa and Diaspora Studies in the University of Lagos, Nigeria. Algeria Embassy in Ghana, and working. These partnerships offer the Institution the opportunity to explore and advance academic areas of mutual interest where study abroad programmes are embarked on by both parties academic staff members.

LOCATION

The main campus of the University College is located in the heart of the city of Accra, Ghana, in Adabraka. As part of its plans for future expansion the University has acquired a 100-acre plot at Winneba.

OUR BELIEFS

The University believes that:

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

VISION:

To become a centre of Excellence in Communication and Business education in Ghana, Africa and the global community.

MISSION:

To prepare lifelong learners to become innovative transformational and ethical leaders in Communications and Business, using a Pan-African framework.

Core Values

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

4.0 OUR IDENTITY

4.1 The Crest of the University



The University's Crest consists of **Baobab Tree**

It represents the source of the energy, vitality, confidence and strength of the University.

4.2 The Colours - ORANGE AND BLACK

The Orange and Black colours of the University stand for Achievement (harvest), and the Soul of our Africanness respectively.

5.0 ADMINISTRATION OF THE UNIVERSITY

The day-to-day administration of the University is led by the Vice Chancellor supported by the Pro Vice Chancellor, Registrar, Deans of Faculties, Directors, Heads of Departments, and other technical and support staff.

5.1 Rights and Privileges

Becoming a junior member of AUCB community is an honor, a privilege that carries with it prestige and respect. The University affords students a number of rights that are fundamental to membership in our shared community. However, along with these privileges and rights, membership also requires students to meet and uphold community standards.

Remaining a member of the AUCB community requires a student to continuously comply with policies governing students' academic progress, social interactions, and personal behavior. As stated in the student right policy below, "Student status at AUCB is a privilege earned by meeting standards of academic performance and adherence to policies governing conduct."

The University's enacted policies are found in several documents, including, but not limited to, the Student handbook, the University Admission's letter, the University's website, notices disseminated from time to time by the University or its schools and departments. The exercise of individual rights by students of the AUCB community may not abridge the following rights, subject, in appropriate circumstances, to the University's right to take actions to protect the health and safety of the University community and its members, guests, and visitors.

5.1.1 University Right

The right of a faculty member to exclude from a lecture room or other University premises, during the progress of a lecture or other University sponsored program or activity, persons not enrolled in the class or other unauthorized persons.

The right of the University to take action reasonably determined to secure the right outlined above and to assure that students may pursue their legitimate goals on university premises or at University functions without interference.

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

5.1.2 Students' Rights

1. The right to privacy of a student in his or her study or lodging space.
2. The student has freedom of research, of legitimate lecture room discussion, and of the advocacy of alternative opinions to those presented in the lecture room.
3. The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.
4. The teacher-student relationship within the lecture room is confidential, and disclosures of a student's personal or political beliefs expressed in connection with course work will not be made public without explicit permission of the student. It is understood that the lecturer may undertake the usual evaluation of knowledge and academic performance.
5. Students' records may be released to persons outside the University only on request of the student or through compliance with applicable laws and policies.
6. Information on rules, rates, and regulations deriving from contractual agreements with the University will be made available to students on request.
7. Students will be free from censorship in the publication and dissemination of their views, as long as these are not represented as the views of AUCB and do not violate any University policies. Such publications are free from any official action controlling editorial policy. Publications shall not bear the name of the University or purport to issue from it, without University approval.
8. Students are free to form, join, and participate in any group for intellectual, religious, social, or cultural purposes subject to the rules and regulations of the University. This does not include political party activities on campus.

9. A student is free, individually or in association with other individuals, to engage in all approved campus activities, exercising the right of a member of the community.
10. Students are free to use campus facilities for meetings of registered student groups, subject to applicable policies of the University.
11. Students will have their views and welfare considered in the formation of university policy and will be consulted by or represented on university committees that affect students as members of the University community.
12. Students will be exempted from disciplinary action or dismissal from the University except for academic failure, failure to pay a university debt, or violation of a student or University policy. Policies shall be fully and clearly communicated in advance of the alleged violation.
13. The University has no authority over a student within outside University premises, except where the student is representing the University on approved programmes.
14. The University shall not be liable for the actions of the student outside the university premises.
14. A student is free to be present on campus and to attend classes pending the outcome of criminal or civil charges, except for reasons relating to his or her physical or emotional safety and well-being or for reasons relating to the safety and wellbeing of students, or University property.
15. It is recognized that every member of the community has the responsibility to conduct him or herself in a manner that does not violate the rights and freedoms of others, and has the responsibility to recognize the principles within this statement of policy.

6.0 SCHOOLS, DEPARTMENTS AND CENTRES

The academic life of the African University of Communications and Business is centered on Schools and Centres of learning.

A. Schools

The University has the following Schools and Departments:

i. Kojo Yankah School of Communication Studies (KYSCS)

- Journalism Department
- Strategic Communication Department
- Development Communication Department
- Digital and Visual Communication Department

ii. Sam Jonah School of Business (SJSB)

- Marketing Department

- Human Resource Department
- Accounting Department
- **Diploma in Management Studies**

iii. School of Liberal Arts and Social Sciences

- Africana Studies Department
- Liberal Arts Department

B. Centres

- Ama Ata Aidoo Centre for Creative Writing (AAACCW)
- Kwabena Nketia Centre for Africana Studies (KNCAS)
- Business and Professional Development Centre (BPDC)

COURSE CATALOGUE

Note: Refer to the various Schools for the Course Catalogue

7.0 ADMISSION REQUIREMENTS

The African University of Communications and Business is a private co-educational secular institution of higher learning. The University offers a wide range of academic programmes to which it applicants with different academic backgrounds are admitted. The University's academic programmes cover short courses, customized certificates, diplomas, bachelor's and master's degrees awarded by the University and other mentor institutions prior to its Charter, home and abroad. As a policy, the University admits applicants from all races and nationalities, irrespective of their religious, cultural, social or ethnic backgrounds. There is no age limit for admission to any of the approved programmes of study in the University.

A. CERTIFICATE

Applicants for admission must have the ability to read and write and must have expressed interest in a course of studies or a Tailor-made programme requested by applicant's organization or company.

B. DIPLOMA

Applicants for admission must have obtained at least credits in Core English, Core Mathematics, Core Social Studies or Core Integrated Science and two electives at the Senior Secondary School Certificate Examination (SSSCE) or West African Senior School Certificate Examination (WASSCE) or the Post-Secondary Teachers Certificate 'A' of the Ministry of Education of Ghana or any relevant professional qualification approved by the Academic Board of AUCB and recognized by the Ghana Tertiary Education Commission (GTEC). Other suitable candidates who pass a special qualifying examination may be admitted. In addition, candidates must have satisfied approved departmental requirements.

C. BACHELOR'S DEGREES

1. WASSCE/SSSCE HOLDERS

Senior Secondary School Certificate Examinations (SSSCE), West African Senior School Certificate Examination (WASSCE) and General Business Certificate Examination (GBCE). The general requirements for admission of WASSCE, SSSCE and GBCE candidates to first degree programmes are three (3) credit passes in three core subjects and three (3) credit passes in three relevant elective subjects.

- i. **SSSCE Candidates:** Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language, Mathematics, Social Studies or Core Integrated Science plus three (3) relevant elective subjects.
- ii. **WASSCE Candidates:** Credit Passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language, Mathematics, Social Studies or Core Integrated Science, plus three (3) relevant elective subjects.

Successful applicants will be placed in Level 100.

2. OTHER QUALIFICATIONS

- i. **GBCE Candidates:** Credit Passes (A-D) in six (6) subjects comprising three core subjects including English Language and Mathematics plus three (3) relevant elective subjects.

Successful applicants will be placed in Level 100.

- ii. **General Certificate of Education (GCE) Advanced Level Candidates**
Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics and a Science subject (for conscience students) and an Arts subject (for science students).

Successful applicants will be placed in Level 100.

- iii. **International Baccalaureate (IB), IGCSE, GCSE, the American**
Grades 12 and 13 examinations and other external qualifications which have equivalences to the SSSCE or WASSCE. Candidates with external qualifications are admitted to Level 100.
- iv. Direct entry to the next higher level is possible if a programme of approved content has been taken in an authorized institution. Additional Faculty and Departmental (Subject) requirements must be satisfied. Bachelor's degree courses (BA, BSc) are of an 8-Semester (4-year) duration for all candidates.

- v. **Admission of Higher National Diploma (HND) Candidates to First Degree Programmes**

Applicants must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division) in relevant field of study. In addition, the applicant must have acquired a 2-year post-HND qualification.

Successful applicants will be placed in Level 200. Candidates with first class honors in the same field of specialization will be placed in Level 300.

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

vi. Advanced Business Certificate Examination (ABCE) Candidates

Diploma Certificate in ABCE. Applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE) or Senior Secondary School Certificate Examination (SSSCE) or West African Senior Secondary School Certificate Examinations (WASSCE). ABCE candidates may be considered for admission at Level 200 of a degree programme.

vii. Professional and other Entry Qualifications

All professional certificates and any other qualifications beyond the ones specified above must be referred to the Ghana Tertiary Education Commission for the establishment of their equivalencies, to determine their eligibility for admission to tertiary education institutions - universities, university colleges, polytechnics, etc. Successful applicants will be placed in Level 100.

3. FOREIGN QUALIFICATIONS

International Baccalaureate (IB): Applicants should have a minimum of grade 4 at the Higher Level in three (3) subjects relevant to the programme of choice (minimum of grade 5 for Health and Allied Sciences). Applicants should, in addition, have a minimum of grade 4 in English/Literature and Mathematics (SL).

All foreign qualifications will be referred to the Ghana Tertiary Education Commission (GTEC) for determination of equivalences and eligibility for admission to tertiary institutions in Ghana.

The American SAT, TOEFL etc. cannot in themselves be acceptable as entry qualifications. Successful applicants will be placed in Level 100.

4. MATURE STUDENTS' ENTRY

Mature Applicants applying for admission must satisfy the following entry requirements:

- i. Attained a minimum age of twenty-five (25) years.
- ii. Show proof of age with a birth certificate which is at least five (5) years old at the time of application.
- iii. Must have at least three (3) years' work experience and should be able to provide a letter of appointment from their employer or show any proof of employment.
- iv. Must pass the University's Mature Access Course Entrance Examinations which comprise Mathematics, English Language and Logical Reasoning. A mature applicant

- shall be deemed to have passed the entrance examinations for consideration for admission if he/she obtains a pass mark of 50% in each paper.
- v. Must pass a Selection Interview.
 - vi. Successful applicants will be placed in Level 100.

8.0 ADMISSION PROCEDURE

A. BACHELOR'S

1. DIRECT APPLICANTS

Applicants who possess SSSCE/WASSCE, ABCE, GBCE, GCE O-LEVEL AND A-LEVEL Certificates having satisfied the above requirements are admitted to respective programmes through the following procedures:

1. Applicants purchase AUCB e-voucher for online application from designated bank(s).
2. Applicants must fill and submit form from the University Application Portal; www.aucb.edu.gh/admissions
3. Applicants must scan and attach relevant documents such as Certificate, passport picture, etc. and upload onto admission portal.
4. Admission officers download applicants' submitted form and uploaded documents from back end of admission portal for review and manual filling.
5. Successful applicants are issued admission letters by the Registrar (or authorized signature from Deputy Registrar).

2. MATURE ENTRY LEVEL PROCEDURE

A candidate having met the mature entry level requirement shall be admitted to a bachelor's programme through the following procedures:

1. Purchase, fill and submit a mature entrance form to the Business and Professional Development Office.
2. Candidate is added to a community page for information accessibility
3. Candidate is required to attend a five (5) day in-person class on the following subject from Monday to Friday, 5pm to 7pm (Mathematic, English and Logical Reasoning) and revision.
4. Candidate takes examination on the above-stated subject on Saturday after the five-day classes.
5. Candidate is issued a statement of results after passing all subjects. (Pass mark is 50%)
6. Successful candidates are eligible to apply for the Bachelor programmes of their choice with certified statement of result.
7. Documents of successful applicants are submitted to the Admissions office for further processing;
 - i. Statement of Results from entrance examination
 - ii. Birth certificate or Ghana Card to confirm age
 - iii. Marked scripts from entrance examination.

8. Unsuccessful candidates are offered opportunity to re-sit at subsequent examinations.

3. ADMISSION OF HIGHER NATIONAL DIPLOMA (HND) CANDIDATES

1. Applicants purchase AUCB e-voucher for online application from designated bank(s).
2. Applicants must fill and submit form from the University Application Portal; www.aucb.edu.gh/admissions.
3. Applicants must scan and attach relevant documents such as Certificate, Transcript of academic records from previous school, passport picture, etc. and upload onto admission portal.
4. Admission officers download applicants' submitted form and uploaded documents from back end of admission portal for review and manual filing.
5. Successful applicants are issued admission letters by the Registrar (or authorized signature from the Deputy Registrar).

4. FOREIGN STUDENT (QUALIFICATIONS)

1. Applicant submits certificate to the Ghana Tertiary Education Commission (GTEC) for evaluation.
2. Applicants shall proceed to apply subject to GTEC recommendation.
3. Candidate shall submit GTEC evaluation response together with Certificate and Scanned pages of passport to the Admissions office for review.
4. Successful applicants shall proceed to apply for programme admission in the University.
5. Applicants purchase AUCB e-voucher for online application from designated bank(s).
6. Applicants must fill and submit form from the University Application Portal; www.aucb.edu.gh/admissions
7. Applicants must scan and attach relevant documents such as Certificate, passport picture, etc. and upload onto admission portal.
8. Admission officers download applicants' submitted form and uploaded documents from back end of admission portal for review and manual filling.
9. Successful applicants are issued admission letters by the Registrar (or authorized signature from Deputy Registrar)

5. TRANSFER STUDENTS

The African University of Communications and Business admits a restricted number of students who are already enrolled in other Universities to pursue programmes relevant to the programme they intend to pursue to enable them complete their programme of study. A student transferring from one university to this university should accumulate a minimum study period of at least 2 semesters but not more than 4 semesters as a full-time student in this university before he/she becomes eligible for graduation. The classification of the degree will be based only on the courses taken at AUCB.

9.0 FINANCES / PAYMENT OF FEES

Students shall pay the required fees in accordance with the terms specified in the admission letter. Fees are determined periodically and subject to change without prior notice.

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 on and in accordance with the terms specified in the admission letter.

A student shall participate in a course only after officially registering and paying the requisite fees.

A student does not earn the necessary academic credit for the course for which he/she has not been duly registered and paid relevant fees even if he/she attends and benefits from the necessary lectures and tuition.

A student who withdraws from a programme without prior notification shall be liable to pay at least 50% of the fees for the semester, research, and examination fees.

10.0 PENALTY FOR NON-PAYMENT OF FEES

A student who fails to pay his/her fees is in violation of the terms of his/her admission to the University and would face appropriate penalty. Penalty for non-payment of fees may include exclusion from writing examinations, non-issuance of the student's transcripts and certificates, as well as prevention of the student from graduating at the end of his/her programme. These measures are without prejudice to any action The University may take to retrieve such outstanding fees. All students are advised to contact the Accounts Office to discuss any challenges they may face regarding the payment of fees.

Students will be required to pay sixty percent (60%) of their fees and their SRC dues before they can register online. Failure to comply will result in the student's inability to register online and being blocked from writing both mid-semester and final exams.

All freshmen are to make full payment on admission. Continuous students are also encouraged to make full payment or installment basis. 60% on registration, 20% before mid-semester examinations and the remaining 20% before the commencement of the end of semester examinations.

11.0 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 AUCB. In certain circumstances, staff employment may be available in a limited number of positions. Students should contact the Student Affairs office for more information.

Individuals or groups external to AUCB may make contributions to the AUCB Foundation for the support of undergraduate education. Eligibility criteria for the selection of recipients are typically determined by the donor (s). Information on these awards, when available, can be obtained from the Students' Affairs office.

DEATH/STUDENT AID

In the event of the death of a student, the University shall provide the following support to the bereaved family:

- i. Ten (10) packs of bottled water
- ii. A cash donation of GH¢ 2,000.00 to the bereaved family
- iii. Representatives of staff and students shall attend the funeral or official family engagement, as appropriate.

12.0 STUDENT LOAN TRUST FUND (SLTF)

Ghanaian students are entitled to the Government of Ghana Social Security and National Insurance Trust (SSNIT) loan for the period of their tertiary education. The Government of Ghana sees this financial aid as strategic and an integral part of its support and growth for tertiary education students. The aid is available to Ghanaian students and is intended to remove the cost barriers that may prevent them from pursuing their educational goals. It is a financial support towards academic, residential or other upkeep of the student. The loan is provided to an applicant with at least two/three guarantors who are made to sign for the applicant in case of any defaulting. The guarantor is made to ensure that the student pays the interest after some number of years after school.

To qualify, applicants must be in good academic standing. Information about the SLTF may be obtained by visiting <http://www.sltf.gov.gh/>

A beneficiary student in any Ghanaian University must meet all of the following requirements:

- Be a Ghanaian citizen
- Be enrolled as a student in a full-time programme of study
- 3. Be able to demonstrate financial need

13.0 REGISTRATION AND ORIENTATION

The University requires all fresh students to report at the beginning of the academic year to go through a process of registration and orientation. Registration and Orientation is compulsory for all freshmen.

All enquiries about admissions should be addressed to:

The Director (Academic Affairs Directorate),
AUCB,
C/o The Registrar's Office,
P. O. Box LG 510,
Legon, Ghana.
Email: registrar@aucb.edu.gh

14.0 STUDENTS FACILITIES AND SERVICES

The University believes in community living as an essential part of student life. The University does not have its own accommodation. Students seek private accommodation around the University campus. The University is working towards constructing its own residence facilities under a 'Build, Operate and Transfer (BOT) for students. At the moment, there are four (4) halls names awaiting to see physical residential facilities for both males and females. The name of the halls which students are made to associate with, are as follows:

- i. Baobab

- ii. Discovery
- iii. Africa Unity
- iv. Adinkra

14.1 Students' Associations

The Students' Representative Council (SRC) represents student interests at the university. It co-ordinates the activities of the academic, cultural, religious, political and recreational clubs & societies. It also provides link with outside organizations and concerns itself with all aspects of student welfare within the university. Officers of the SRC are elected annually by a ballot of all students during the second semester to serve the following academic year. Executives of the Junior Common Room (JCR) serve on the Council. All students registered at the university are automatically members of the SRC, which levies direct income from its members to finance its programmes and activities. The SRC is a constituent organization of the National Union of Ghana Students, which provides a focal point of all aspects of student activities nationally and internationally.

One area of SRC activity is the SRC Women's Commission, which organizes programmes to educate female students on their rights and responsibilities as young women. The Commission runs a number of its own community action projects, and also liaises between student volunteers and voluntary and non-governmental organizations in and around the country.

A Chaplaincy Board co-ordinate the activities of religious groups. Social life on the campus is organized mainly by the Students' Representative Council and the Junior Common Room Committees which provide various kinds of social programmes.

The SRC has representation on the Council of the University and on University Boards/ Committees which deal with students' welfare. Members also maintain their membership of the Students' Representative Council, to which appropriate dues are paid. The Association organizes seminars, special fora and social mix events, all aimed at enhancing greater interaction among undergraduate students.

14.2 Junior Common Room (JCR)

Since there are no Halls of Residence on campus, the students converge at one of the University's Auditorium for common meetings. Each student is attached to a Hall as a member. The JCR has its own constitution. It elects its leaders who seek to protect the interests of junior members of the Hall and provide cultural, social and sporting activities for the Hall. The JCR of a Hall, through its officers, maintains relations with JCRs of other Halls and is a recognized channel of communication between junior members and the Hall authorities. The revenue of the JCR is derived from students' contributions and contributions from the University through the Hall Council.

14.3 Sports

All sporting activities of the University are conducted by the SRC Executives each year. Sporting activities are to ensure wellness for students and staff. The University is working to put in place workable sports programmes for students, to ensure that all students have a good balance between academic work and other activities integral to the university experience.

14.4 Counselling Unit

The Counselling office offers comprehensive, professional counseling as well as a career and placement service to all members of the University. The office strives to maintain an independent and congenial environment in which people can freely seek information and professional help on various concerns. Counseling is confidential and is provided only at the request of, or with the concurrence of, the person involved. Students may report for individual counseling on a variety of concerns ranging from short-term academic, social, personal and family concerns to longer-term emotional and psychological problems.

Group counseling is provided on specific concerns frequently expressed by students. Preventive counseling lectures and seminars are organized at various times of the year on topics intended to stimulate positive and healthy development and discourage habits which tend to create problems for students. The Office also offers a basic career and placement service presently for students only.

The following services are provided under the counselling programme:

- i. Students are assisted with self-assessment, career choice, and self-penetration, including writing of applications and resumés, and performance at interviews;
- ii. Colloquia between students and representatives of major employing organizations are held yearly at which students learn about the functions and operations of major establishments in the country, the range of jobs offered to university graduates, and the corresponding qualifications and personal attributes required;
- iii. Students are assisted to get placement on jobs through introductory letters, direct canvassing by the Office.

14.5 Office of the Dean of Student Affairs

The Office of the Dean of Student Affairs is responsible for the welfare and discipline of students in the university. The office works in close collaboration with all departments of the university and the Students Representative Council. It also provides counseling services for students, administers the student disciplinary system and student grievance procedure.

14.6 Extra-Curricular Activities on Campus

There is always a lot to do and see before and after lectures and students enjoy very active social lives, because of various activities which are frequently organized during the SRC and the Graduate Students Association of Ghana (GRASAG) week celebrations often generate a lot of activity on campus. Students are encouraged to partake in their annual events.

Events: Students' imagination and innovation are put to the test during the week of the celebration. These include but not limited to – Miss. AUCB Pageant, Football gala etc.

Other Facilities: University Bookshop is yet to be opened and managed by a private business person located at the ground floor of the Karibu. It will stock a wide selection of textbooks and other reading materials and souvenir that will be opened to the general public.

Restaurant: There is restaurant in the ground floor of the Karibu building. Other student members will be allowed to operate their small businesses on application and approval by the University's Vendor Committee.

Internet Facilities: Internet facilities are available in the University campus to all students for access.

14.7 AUCB Alumni Association

The AUCB Alumni Association (AUCBAA), is a non- governmental organization, which seeks to bring all former students who have enrolled at the African University of Communications and Business for at least one semester or six months. A representative of the SRC is nominated by the student body through the Dean of Student Affairs onto the University Council.

The main objectives of the Alumni Association are:

1. To provide a medium by which interest in the University shall be promoted among the University's Alumni wherever they may be;
 2. To provide opportunities for the Alumni to make positive contributions towards the development of the University, and the enhancement of her influence among the people of Ghana;
 3. To perpetuate individual acquaintances and friendship and thereby bind the Alumni into a united fellowship for the social well-being of all members;
 4. To provide a forum for the discussion and promotion of issues affecting education in Ghana.
- Subscriptions and donations from alumni and friends of the University provide the Alumni Association with resources to contribute toward alumni sponsored projects in particular and the development of the University as a whole.

15.0 REGULATIONS FOR THE BACHELOR'S DEGREE

15.1 Academic Programme

- a. The University runs a semester system, and instruction takes the form of courses evaluated in terms of credits. Units of courses are examinable at the end of every semester and, if passed, a student shall earn credit(s) for the units. The courses are coded and numbered in levels of academic progression.
- b. Each School shall provide detailed information about the structure of courses leading to the award of a Bachelor's Degree. It is the responsibility of each student registered at the AUCB to be familiar with the specific requirements of the bachelor's degree which he/she plans to pursue, as well as the rules, regulations and policies of the University and of the Departments or Schools concerned.
- c. Each student is responsible for ensuring that the courses in which registration is effected satisfy the programme requirements of the Bachelor's Degree sought; advice and/or counseling for all who need assistance is freely available.
- d. It is also understood that every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University and of the Departments or Schools in which that student is registered.
- e. Each student is expected to be familiar with the General Information outlined in this Handbook as well as the information pertaining to the Department or School in which he/she is enrolled. Students shall therefore be held liable for any lapses. When in doubt, students may consult their Heads of Department in writing with a copy to the Director, Academic Affairs Directorate asking that advice be given in writing.
- f. The University reserves the right to conduct academic work (including examinations) on any particular day of the week.

- g. Except with the express written approval of the Vice Chancellor, no student is permitted to register for two programmes at the same time either within or outside the University. The sanction for such an offence shall be the cancellation of the University registration or loss of studentship.
- h. Exemption from any of these General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the appropriate School Board.

15.2 Admission to the Bachelor's Degree Programmes

West African Senior School Certificate:

*Applicants with the West African Senior School Certificate Examination (WASSCE) (Ghanaian) must meet the following requirements:

Humanities (BA)

- Core Mathematics, English and Social Studies
- Three Electives

c. Minimum Aggregate

In determining eligibility for admission to Level 100 programmes, candidates' aggregate score in the three core and three elective subjects as indicated above shall not exceed 24/SSSCE or 36/WASSCE.

i) A pass in the Senior Secondary School Certificate Examination (SSSCE) or West African Senior Secondary School Certificate Examination (WASSCE) is understood to mean a candidate's performance at grades interpreted as follows:

WASSCE	SSSCE	Interpretation
A1	A – 1	Excellent
B2	B – 2	Very Good
B3	C – 3	Good
C4	D – 4	Credit
C5	5	Credit
C6	6	Credit
D7	7	Pass
E8	8	Pass
F9	9	Fail

- i. WASSCE/SSSCE candidates shall be admitted into Level 100 (First Year) of the Four-year Bachelor's Degree Programme.
- ii. General Certificate of Education Examinations (Ordinary and Advanced Levels*):

General Requirements:

- A pass (at least grade 6) in five subjects including English Language, Mathematics, Science and an Arts subject.

iii. **Other Admissions:**

- i) Candidates in Possession of a Diploma: A diploma (FGPA of 3.25 or higher) from the AUCB or its equivalent.

On recommendation by the Head of Department, a candidate who obtains a diploma with distinction in any subject may also be considered.

- iv. Candidates on Transfer from another University: A candidate must have been formally admitted as a regular student to a Bachelor's degree course in a recognized university and made satisfactory progress over not less than one academic year.

Transcripts of academic record must be made available to the Admissions Board. (Refer to Section 19.6 of this Regulation).

Admissions Committee:

The Admissions Committee shall be presented with a list of all candidates who satisfy the conditions for admission as stipulated above for the Committee to decide which candidates may be offered admission and to which subjects. In the case of a student entering the University on the basis of possession of a diploma, he/she shall be admitted to level 200 in the same area as his/her diploma qualification and the subject in which the diploma is held shall be approved as one of the subjects to be studied. The student shall further be required to major in that subject or offer it as a combined major with another subject in addition to fulfilling all university requirements to graduate.

Candidates who do not satisfy the conditions for admission as in paragraphs above are not eligible for admission and may not be considered by the Admissions Committee.

The University reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements as stated above to withdraw from the University, notwithstanding progress made in the course.

15.3 Course of Study

A candidate who is admitted to a degree programme shall follow the approved programme of study over the prescribed period. No change of subject is allowed without the approval of the Dean of the School. A student may not graduate if he/she is found not to have followed the subjects assigned to him/her at Level 100 or 200.

15.4 Academic Session

The Academic Session for regular students shall comprise two Semesters, as follows:

First Semester - August - December

Second Semester - January – June

15.5 Structure of Semester

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

12 weeks of Teaching

1 week of Revision

3 weeks of Examinations

15.6 Academic Adviser

Students shall be assigned academic adviser(s) in every department who shall provide counsel on course offerings.

15.7 Registration

- For a student to obtain credit in any course, he or she must be admitted into the department, and must be properly registered for that course during the official registration period at the beginning of each semester. The student may plan his/her courses in consultation with his/her academic adviser(s). Choice of electives must be consistent with the teaching and examination timetables.
- A specified period for registration shall be set aside beyond which no registration shall be allowed.
- A student who fails to register during the registration period specified shall be made to pay a penalty. Failure to pay the penalty, the student shall forfeit his/her right to register for the semester.

15.8 Duration of Study Programmes

- The minimum period for completion of the Bachelor's degree programmes in Administration, and students admitted to Level 100 shall be 8 semesters and the maximum period shall be 12 semesters for Level 100 entrants. For students entering at Level 200, the minimum shall be six (6) semesters and the maximum shall be 10 semesters.
- Minimum and maximum periods for completion of programmes are presented in tabular form below:

B.A., and BSc., Programmes

Entry Level	Minimum Period	Maximum Period
Level 100	8	12
Level 200	6	10

- These minimum and maximum periods are calculated from the date of first registration.

A student who seeks re-admission beyond the minimum period shall be required to pay appropriate pro-rated fees as determined by the University.

- Under exceptional circumstances, a student in a programme mentioned in 15.8 above, who is unable to complete his/her programme within the maximum period specified, may be allowed up to four additional semesters to complete his/her programme, on additional fee-paying basis.
- A student who is unable to complete his/her programme within the permissible maximum period allowed shall lose all credits accumulated, and his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

15.9 Interruption of Study Programme

- Subject to 15.1, a student may interrupt his/her study programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.
- With the express written permission of the Vice Chancellor, a student may be permitted to interrupt his/her studies by two additional semesters, but not exceeding four semesters overall.

c. A student who wishes to interrupt his/her study programme shall apply at least four weeks before the commencement of the semester to his/her Dean of School, through the Director of Academic Affairs, stating reasons why he/she wants to interrupt his/her study programme. The decision of the Dean shall then be communicated to the Director of Academic Affairs to communicate same to the applicant before he/she temporarily leaves the University. The Dean, in giving approval, may consult the University Counsellor, where necessary.

d. A student who interrupts his/her studies beyond the allowed 4 continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

i. Where the ground for interruption of studies is medical, a medical report from a recognized hospital shall be required to advise the Director of Academic Affairs on the propriety and length of period of interruption.

ii. Any student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the student roll.

15.10 Course Credit

One (1) course credit shall be defined as follows:

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

15.11 Coding and Numbering Of Courses

All degree courses shall have letter and number codes beginning with four letters signifying a Department or subject, followed by a three-digit number in one of the following ranges:

Level 100 Courses	-	100 – 199
Level 200 “	:	200 – 299
Level 300 “	:	300 – 399
Level 400 “	:	400 – 499

The third digit in the number code shall be:

- Zero (0) for a course that is offered in both Semesters;
- Odd (1, 3, 5, 7, or 9) for a course offered in the first Semester;
- Even (2, 4, 6, or 8) for a course offered in the second Semester.

15.12 Minimum and Maximum Work-Load Per Semester For Full-Time Study

- a. A full-time student shall be required to carry a minimum workload of **15** credits per semester and a maximum of **18**.

15.13 Part-Time Study

- a. A student may, on application to the appropriate School Board, be allowed to study for the Bachelor's degree time basis.
- b. A part-time student shall be required to carry a work-load below the minimum prescribed for full-time students and to complete the degree programme within the periods specified.

15.14 Study Programme for Bachelor's Degree

The Total Study Programme (TSP) for the Bachelor's degree shall comprise:

- a. General University Requirements
- b. School Requirements (where applicable)
- c. Core Courses – i.e. Major departmental requirements
- d. Prescribed Electives (to be defined by Department)
- e. Electives – i.e. of student's own choosing

15.15 University Required Courses

Below are the University's unique general education courses. These are required courses for applicants who enter AUCB to pursue degree programmes:

Course Code	Course Title	Target Group
AUCL101	Academic Writing	All Students
AUCL103	Introduction to Mass Communications	All Students
AUCL104	Interpersonal Communication	All Students
AUCL105	Africana Studies: Survey of African History	All Students
AUCL106	Africana Studies – African Cultural Institutions	All Students
AUCL107	Science and Technology in our Lives	All Students
AUBC108	Business Statistics	All Students
AUCL108	Introduction to College Mathematics	All Students
AUCL109	Computer & Digital Literacy Skills	All Students
AUCL110	Public Speaking & Debate	All Students
AUCL111	Business Mathematics	All Students
AUCL114	Business French	All Students
AUCL211	Critical Thinking	All Students

* See write ups in Course Catalogue for course descriptions and structure of AUCBRCs

****Students are required to pass University Required Courses with a Grade D or better.**

15.16 Departmental Majors

- a. Students in the Business School are required to take a **major** (subject of study) only, and shall, with the approval of the Department(s) concerned, indicate their option by the end of the third semester or by the middle of the second year of study.
- b. To major in a particular subject, at least 50% of the total number of credits required for graduation shall have been earned in respect of **core** and **prescribed elective** courses of the relevant department.

16.0 GRADING POLICY

Student performance in a course shall be graded as follows:

a. 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 AUCB 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.

b. Grading System

The following grading is applied to undergraduate studies at AUCB. 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:

this
may

fulfilling prerequisite for other courses.

Letter Grade	Marks	Grade Point	Interpretation
A	80 – 100	4.0	Outstanding
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Fairly Good
C	60 – 64	2.0	Average
D+	55 – 59	1.5	Below Average
D	50 – 54	1.0	Marginal Pass
E	45-49	0.5	Unsatisfactory
F	0 – 44	0	Fail

Note: *Although is a failure grade, it still be accepted as

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

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

16.1 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.

16.2 Calculation of Final Grade Point Average (FGPA):

Example

Course Code	Course Title	Credit Hrs	Grade	Weight	Grade Point
AUCL101	Academic Writing I	3	A	4.00	12.00
AUCL 105**	Africana Studies: Survey of African History	3	B+	3.50	10.50
AUCL 107**	Science & Technology in our lives	3	C	2.00	6.00
AUCL 109	Computer Studies	3	B	3.00	9.00
AUCL 103	Introduction to Mass Communication	3	C+	2.50	7.50
		15			45.00

		GPA	3.00	CGPA	3.00
LEVEL 100 SEMESTER 2					
Course Code	Course title	Credit Hrs	Grade	Weight	Grade point
Course Code	Course	3	C	2	6.00
AUCL 102**	Academic Writing II	3	B	3	9.00
AUCL 110	Public Speaking and Debate	3	C	2	6.00
AUCL 108**	Intro to College Maths (Communication Students Only)	3	B+	3.5	10.5
AUCL 106	Africana Studies: African Cultural Institutions	3	B	3	9
		15			40.5
		GPA	2.7	CGPA	2.85

$$\text{FGPA} = \frac{3.00 + 2.85}{2} = \frac{5.85}{2} = 2.925$$

17.0 PASSING AND WITHDRAWAL

17.1 Regulations for Progression

a. General Regulations

- i. A candidate shall be deemed to have satisfied the requirements for progression if he/she has obtained a CGPA of 1.00/1.75 or better overall in all examinations.
- ii. In addition to 13.1(a)(ii) the candidate shall have satisfied School/Departmental requirements for entry to subjects at the next level.
- iii. There shall be no probation.
- iv. A candidate who does not qualify to progress to the next level on the basis of 15.1 (a & b) above shall be asked by the Registrar to withdraw from the University.

17.2 Deferment of Examination

- a. **On Grounds of Ill-Health:** A student, who has satisfied all the requirements as specified in Section 9.22, but is unable to take the end-of-semester examinations on grounds of ill health, shall, in application to the Registrar, and on the provision of a Medical Certificate issued by a recognized medical practitioner, be permitted to defer the examinations, and be allowed to take them at the next offering. Subsequent applications for

deferment on grounds of ill-health shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

- b. **On Grounds Other than Ill-Health:** In the case of deferment on grounds other than ill-health, the student shall apply to the Registrar through the Head of Department stating reasons why he or she wishes to defer the examination. Upon approval, the student must take the examination at the next offering.
- c. In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the University.

18.0 ELIGIBILITY FOR THE BACHELOR'S DEGREE

- a. A Bachelor's degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses¹ of study over the prescribed period and has satisfied the following conditions:

¹ For the avoidance of doubt, a student may be denied graduation if he/she does not follow subjects assigned to him/her at either Level 100 or 200

i. University Requirements:

- a. evidence of regular enrolment in the degree programme;
- b. discharge of all obligations owed to the University;
- c. a pass in all University Required Courses;
- d. satisfactory performance in the appropriate University examinations.

- ii. **School/Departmental Requirements:** satisfactory discharge of such requirements as may be prescribed for the degree.

19.0 REQUIREMENTS FOR BACHELOR'S GRADUATION

- a. A student shall be deemed to have satisfied the requirements for graduation if:
 - i. he/she has fulfilled all General University and School requirements;
 - ii. he/she has accumulated the minimum number of credits required by the school, including core and prescribed electives as follows:

i. Schools of Communication Studies, Social Sciences and the Business

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 16 credits of *core and prescribed electives*, provided the fail grades are not lower than Grade E.

- ii) Project Work, Level 400 students project is the final requirement for completing their studies and obtaining a bachelor degree at AUCB. It is a 6-hour credit course accomplished in two (2) parts and in two (2) semesters during the fourth or final year of study.

19.1 Classification of Degree

- a. All end-of-semester examination results from Level 100, including University and School required courses, shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the Bachelor's degree.
- b. The GPAs from Levels 100 to 400 shall be weighted as follows: 1:1:2:2
- c. In the determination of the FGPA, a weighted average of all repeat courses shall be used.
- d. The full scheme of classification shall read as follows:

Class of Degree	Range of Final Grade Point Average(FGPA)
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	0.00-0.99

19.2 Conferment of Award of Degree

A list of candidates who are deemed eligible shall be laid before the Academic Board for approval. No award shall be conferred unless the Academic Board is satisfied that the candidate has met all the conditions for the award of a degree.

19.3 Presentation of Award

Following conferment of an award of a degree, the candidate shall be entitled to be awarded the appropriate Bachelor's degree under the seal of the University at a Congregation of the University assembled for that purpose. The degree shall indicate the principal subject or subjects offered and the class awarded.

19.4 Cancellation of Award

- a. Notwithstanding previous confirmation of an award of a degree as in Section 19.2 and presentation of a certificate as in Section 19.3, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:
- i. a candidate had entered the University with false qualifications, or
- ii. a candidate had impersonated someone else, or
- iii. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded, or
- iv. that 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.

19.5 Dating of Bachelor's Degree

The Bachelor's degree of the AUCB shall be dated with reference to the last day of the semester during which the final examination is taken.

However, in the case of students who face disciplinary action, the dating of the certificate shall be the date on which the sanction is fully served.

19.6 Transcript of Academic Record

- a. At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the student a complete transcript of his/her academic record. This transcript shall record all courses attempted and all results obtained.

19.7 Special Award

A special recognition shall be awarded to a student who excels in his/her field of study. The following shall be the guiding principle for such awards"

- a. A student with best academic grades (CGPA).
- b. A student not involved in any academic misconduct.

20.0 UNIVERSITY EXAMINATIONS

20.1 Eligibility for Examinations

- a. A full-time student shall attend all such lectures, tutorials, seminars and practicals and undertake all other activities and assignments as are approved by the University in addition to those prescribed for the courses for which he/she has registered. 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.
- b. Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfill the requirements for any course shall not be allowed to take the examination for that course.
- c. A student who is absent for a **cumulative period of 25%** from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit the semester examination.

21.0 REGISTRATION FOR EXAMINATIONS

- a. Registration for a University examination shall require endorsement of the Registration List by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.

- b. In the event of the withholding of an endorsement, the Head of Department shall request the appropriate School Management Committee to confirm the action taken.
- c. Students whose names do not appear in any course list displayed on the University's system shall not be allowed into the end-of-semester examination for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded unless due approval has been given by the Registrar or the Deputy Registrar as directed by the Registrar.

21.1 Semester Examinations

- a. Each course, with the exception of a project work/long essay, shall normally be completed in one semester.
- b. A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published during the semester.
- c. The marks obtained in the end-of-semester examination shall constitute 60% of the grade for the course while continuous assessment constitutes the remaining 40%.
- d. Time allotted to examination papers shall be as follows:

1- Credit Course	- 1 hour
2- Credit Course	- 2 hours
3 or 4- Credit Course	- 2 to 3 hours

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. All changes must be approved by the Registrar and the Academic Board

Students are expected to pay at least 80% of their fees before the mid semester examinations.

All students are required to settle their fees in full before the commencement of the end of semester examinations. Students who do not have financial clearance prior to commencement of the examinations will not be permitted to take the final exams or submit final papers.

21.2 Student in Good Standing

Undergraduate students are required to maintain a minimum Cumulative Grade Point Average (CGPA) of 1.75 (1.00) (Grade D) in order to remain in good academic standing. Students whose cumulative GPA falls below 1.75 at the end of any semester are automatically on academic probation. Students who are on academic probation for two (2) consecutive semesters and who fail to raise their GPA to a satisfactory level at the conclusion of the two consecutive semesters of probation will be withdrawn from AUCB.

21.3 Publication of Results

Approved examination results 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.

A result slip indicating the student's performance in the examination may be accessed through the UMS webportal on the University's website www.aucb.edu.gh

21.4 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

21.5 Timetable

Provisional and tentative examination timetables shall be put up on noticeboards in each school, and around the AUCB 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.

21.6 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.

22.0 EXAMINATION REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS

A candidate for a University Examination must have followed the approved course over the required period, and must have registered for the examination. The University examination shall be:

- Set to curricula and syllabus 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.

It is the duty of the candidate to consult the daily time-table at least 24 hours ahead of time.

A candidate who reports for an examination more than half an hour after its commencement shall be refused entry to the examination.

It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator, an eraser or other approved material as needed. It is also the candidate's responsibility to ensure that he/she is given the right question paper and other material needed for the examination.

An examination candidate shall not bring to the Examination Centre or to the washroom of the Examination Centre or to the immediate vicinity of the Examination Centre any book, paper, written information or cellular/mobile phones, tablets or any other material, device or instrument not

expressly authorized for the purpose of the examination. Any such material shall not be deposited at the entrance to the Examination Room or in the washroom or within a 50-metre radius of the Examination Centre.

A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the Invigilator to submit to a body search.

Smoking and drinking of alcoholic beverages is not allowed in the Examination Room/Centre.

No candidate shall enter the Examination Room until he/she is invited and/or requested to enter the Examination Room by the Chief Invigilator and/or his or her representative.

Candidates shall uphold the highest standard of civility and courtesy in an Examination Room/Centre, and shall not flout the instruction(s) of a Chief Invigilator or Invigilator or misconduct themselves in any manner.

An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her a valid AUCB student identity card which shall be placed on the examination table to enable the Invigilator ascertain the identity of the person writing the examination. A defaced student identity card shall not be deemed valid for the purpose of identification.

The Chief Invigilator shall refuse any candidate without a valid AUCB student identity card entry to the Examination.

No communication between candidates is permitted in the Examination Room.

- A candidate shall not pass, attempt to pass or receive any information, material, device or instrument from another candidate during an examination.
- A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
- A candidate shall not in any way disturb or distract any other candidate during an examination.
- A candidate shall not have any writing on any part of his/her body or clothing
- A candidate shall not plagiarize by presenting another person's work as though it were his/her work
- A candidate may attract the attention of the Invigilator by raising his/her hand.

A candidate may leave the Examination Room temporarily, only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself/herself that the candidate does not carry on his/her person any unauthorized material. 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.

A candidate who finishes an examination ahead of time may leave the Examination Room but not

earlier than 30 minutes from the commencement of the examination, and not later than 15 minutes to the end of the examination, and only after surrendering his/her answer book(s) and signing the attendance register. The candidate shall not be allowed to return to the Examination Room.

At the end of each examination, a candidate shall ensure that he/she does not take away any answer books, whether used or unused, from the Examination Room.

A candidate should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator. A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.

A candidate who fails to be present at an examination without any satisfactory reason shall receive a Failure grade in that paper. Reasons which may not normally be accepted as excuses for being absent from any paper at a University Examination include but are not limited to:

- mis-reading the time-table;
- 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;
- any medical condition which has not been certified as such by the Director of Medical Services.

Provisional results of University Examinations may be posted on the University Notice Boards and/or the MIS web portal on the University's website www.aucb.edu.gh and/or any other approved platform. It shall be the responsibility of the candidate to consult the University Notice Boards, the MIS web portal and any other approved platform for the provisional results of any examination taken.

23.0 RE-SIT/RETAKE/REPEAT EXAMINATION PROCEDURE

23.1 Re-sit Dates

Re-sit examinations shall be held at the end of every academic year, including weekdays and weekends, and shall be written by students who obtain grades 'F' and 'E' in any of his/her courses. A student who fails shall be required to pay a re-sit fee that the Academic Board will determine.

23.2 Registration of Re-sit

A student who has failed a course or a paper shall be required to print out the re-sit list from the portal, pay the appropriate fees, and submit the sheet to the academic registry for clearance to re-sit the paper(s) at the approved date.

23.3 Deadline for Registration of Re-sit

Registration for re-sit examinations shall be done after the publication of results (five (5) weeks after the last paper for the end-of-semester is written). The duration of the registration is a week. The deadline for registration of re-sit shall not be extended under any circumstance.

23.4 Re-sit Payment

The re-sit fees for each academic year shall be communicated to students by the Finance Office together with the fees scheduled for the academic year. A student who owes tuition fees shall not be permitted to register for any re-sit examination. Formal notices shall be served to candidates writing the re-sit examination through the AUCB portal, Student mail and campus notice boards.

A student who fails to partake in a re-sit examination after registration and payment would have to re-register again, the following academic year without a refund. Payment for re-sit paper(s) shall be made at the Accounts Office of the university.

Note that if you do not pay the requisite fees for all courses indicated, you cannot register. Payment for re-sit is not refundable.

23.5 Organization of Re-sit Papers

All re-sit examination papers shall be organized by the various Departments and Schools.

23.6 Absence from re-sit examination

Candidates who register must be available for all re-sit papers. Concessions shall not be granted for reasons such as holidays, travel, or other personal arrangements. Candidates unable to write the re-sit examinations are required to inform the Registrar in writing in advance, as no excuse letter will be accepted after the examinations. Failure to do so will result in a Grade 'F' for the paper

23.7 Number of Chances Given to Students to Re-Sit a Course

Students are given one chance to re-sit examinations for courses they failed. The policy further demands that students who fail after this one attempt for each failed paper shall be required to audit the failed course only and pay the appropriate fees. Auditing involves attending classes and lectures for that course and then taking the exam again as a fresh paper, not as another re-sit. This is akin to a "carryover" system where students attend classes for a failed course from a previous level while progressing in their current level, also doing all assignments and tests.

23.8 Grade for Re-sit

The grade for re-sit papers or courses will be calculated by adding the mark from the re-sit exam to the original mark, and the total will be divided by two to determine a new average grade for degree classification. This allows students to improve their overall grade; for example, a student with an original E (45%) who scores B (70%) in a re-sit would average to 57.5%, resulting in a D+. This contrasts with a previous system where re-sit marks might not exceed a C.

23.9 Publication of Re-sit Results

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

23.10 FAILURE OF RE-SIT COURSES (AT THE END OF PROGRAMME – EXTENSION PERIOD)

If a student fails the re-sit examination(s), at the end of his programme, he/she shall be required to apply for extension of programme duration (of two (2) semesters in the first instance and apply for two (2) additional semesters if he/she still has failed paper(s) to re-take the failed paper(s). The extension shall not exceed four (4) semesters in total. The application for extension must be addressed to the Registrar. If the extension is granted, the student will be required to register and pay the appropriate fees for the extension period(s).

23.11 FAILURE IN PROJECT PAPER

If a student passes all course work but fails the project, he/she shall be required to apply for extension of not more than two (2) semesters in the first instance to re-submit the project. The student will have a maximum of four (4) semesters during the maximum period to complete and pass the previously failed project. The application must be addressed to the Registrar. If the extension is granted, he/she will be required to register and pay the appropriate fees for the extension period(s). A student who fails to pass the project after the extension period will be withdrawn from the programme.

23.12 WITHDRAWAL FROM PROGRAMME

If at the end of the entire extension period of the programme, a student still has outstanding failed course(s) or project, he/she shall be withdrawn from the programme. However, such student may apply to start the programme afresh and pay appropriate fees.

24.0 RE-SIT INSTRUCTIONS

24.1 STEPS: RE-SIT APPROVAL AND PAYMENT

Re-sit approval can only be done via the University Management System (UMS). It will notify and generate a list of re-sit courses for download by the student.

- Download the re-sit list of courses generated by the portal (UMS)
- Pay the appropriate fees for the re-sit paper(s) at the account office with the list generated from the portal as proof. **Note: the account office will not accept any payment made for re-sit without the proof of re-sit course(s) list generated from the UMS portal.**
- Once payment is made at the Accounts Office, you are eligible to partake in the re-sit examination.

25.0 RETAKE AND REPEAT

- A student who fails between three (3) to five (5) papers shall be liable to retake the level. In this case, the student shall repeat the level and not proceed to the next semester or level, but shall register to retake only the failed courses.
- A student who fails more than five (5) papers shall be made to repeat and not progress to the next level. Such students shall register and take all courses for that particular level.

• If a student fails more than two courses (i.e., three or more), he/she is generally required to clear those courses before he/she can progress to the next academic year or level. This may mean repeating the specific semester where the failures occurred, rather than the entire year, especially if the student passed all courses in other semesters. The student will have to clear the failed papers before the beginning of the next level.

• If a student fails multiple courses from different semesters, and re-sits are organized only once a year, he/she may be required to repeat the level if he/she cannot clear them.

25.1 Retake/Repeat Payment

The retake/repeat fees for each academic year shall be **prorated** and communicated to students by the Finance Office together with the fees scheduled for the academic year. A student who owes previous tuition fees shall not be permitted to register for any retake examination. Formal notices shall be served to candidates who will be writing the retake examination through the AUCB portal, student mail, and campus notice boards.

A student who fails more than five (5) courses shall be made to pay full fees for the repeated academic level.

A student who fails to partake in a retake/repeat examination after registration and payment would have to re-register again the following academic year without a refund. Payment for retake paper(s) / repeat level will be made at the Accounts Office.

Note that if you do not pay the requisite fees for all courses indicated, you cannot register.

25.2 Grade for Retake/ Repeat

Repeat/Retake examinations will be computed at 100% also to calculate the average for degree classification.

- ***Note that if you do not pay the requisite fees for all papers indicated, you cannot register.***
- A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee that shall be determined at not less than three times the normal Examination Fee.
- An application for a review of examination results shall be submitted to the Registrar not later than 21 days after the release of the said results as approved by the Board of Examiners, and should state the grounds for review.
- An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.
- No action shall be taken on an application which is submitted outside the time as stipulated. Review shall not proceed unless the Review Fee is fully paid.

- If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.
- The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.
- No application whatsoever for review of academic award conferred or not conferred by the AUCB shall be entertained later than 5 (five) years after completion of programme

26.0 EXAMINATION MALPRACTICE OR OFFENCE

An Examination malpractice or offence shall include any attempt on the part of a candidate, conspiring with another candidate, or aiding or abetting or facilitating any candidate to gain an unfair advantage in the examination, and any breach of the Examination Regulations and Instructions to candidates.

An examination offence shall include but not be limited to the following:

- Cheating, by any means, attempting to cheat or assisting another candidate to cheat.
- Impersonating an examination candidate, or allowing one-self to be impersonated.
- Opening the examination paper before the examination has commenced person.
- Having any writing on any part of a Candidate's body or on his or her clothing.
- Carrying unauthorized material to the examination hall and/or having unauthorized material on his/her person
- Communicating or attempting to communicate with other candidates or any other person without permission of the Invigilator or other authorized person while inside the Examination Room.
- Plagiarism that is presenting another person's work as though it were the Candidate's work.
- Continuing to write after the examination has officially ended.
- 'Giraffing' or looking over one's shoulders in order to cheat.
- Tampering with answer booklets in an attempt to cheat.
- Disturbing or distracting other candidates during an examination (e.g.) whispering, possession and /or use of mobile phones etc.
- Exchange of question papers or answer booklets.
- Placing script (s) at a vantage point to enable a friend to copy.
- Challenging or struggling with the invigilator (s) in the examination hall over alleged examination malpractice.
- Destroying materials which could assist in investigations into examination malpractice.

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

27.0 SANCTIONS FOR EXAMINATION MALPRACTICE OR OFFENCE

27.1 Examination Malpractices

AUCB prohibits students from cheating during examinations because such practices compromise the standards and integrity of the examinations organized, and has implications for the image of the University. The University's Disciplinary Committee is authorized to deal swiftly with all cases of examination malpractices, and to recommend suitable sanctions to offending students after investigations. The Chief invigilator shall report any instance of a breach of examination regulation to the Examinations Office of the Registry as soon as practicable. A breach of any of the Regulations or Instructions to Candidates herein may attract one or more of the following sanctions and/or any other sanction prescribed by the Statutes of the University unless a specific sanction has been prescribed for the said breach:

- i. A reprimand
- ii. Loss of marks
- iii. Cancellation of Candidates' marks for the examination paper in issue (in which case zero shall be substituted for the mark earned)
- iv. Cancellation of Candidates marks for the whole course concerned, with the possibility of not being permitted to redeem the failure until the next academic session.
- v. Cancellation of Candidates' marks in all of Candidates' courses for that particular level of study, with the possibility of being disqualified from sitting any future University examination.
- vi. Withholding of results for a period
- vii. Award of Grade X
- viii. Award of Grade Z leading to failure in the entire semester's examination
- ix. Being barred from a University Examination for a stated period
- x. Being barred from a University Examination indefinitely
- xi. Suspension from the University
- xii. Expulsion from the University
- xiii. Notification of relevant professional bodies of the offence which may lead to inability to practice in a particular profession

28.0 PROCEDURES FOR HANDLING EXAMINATION MALPRACTICE OR OFFENCE

28.1 Processing of cases as reported by Chief Invigilators

The Chief Invigilators shall submit their files on reported cases of examination malpractice/offence to the Academic Affairs Directorate after the examinations. A week after the last paper of the semester's examinations, Academic Affairs Directorate will sort out the cases and forward them to the respective Schools, who in turn, will extract the cases for Committee on examination malpractices. The extraction of the cases should be completed within two weeks after receipt of the files and strictly monitored by the Head of Examinations and Records to ensure the integrity of the process. Copies of the case files shall be kept in the Office of the Academic Affairs Director.

28.2 Letters to students and their response

Letters to students stating their offenses should be sent from the Junior Members Disciplinary Committee Secretary after review by Examination Officers in the Schools. Students who do not appear or respond on the date indicated in the letters of invitation will have their cases heard without them. The dates for hearing of cases will be included in the Schedule of Meetings.

28.3 Date of meetings

The Junior Members Disciplinary Committee on Examination Malpractices (JMDC) shall meet at least twice in an academic year. The first, which is expected to be a series of meetings to hear cases of second semester examinations, should be held and completed in August and the second in March to hear cases of the first semester's examinations.

The JNDC may meet at such other times that they may deem necessary.

28.4 The Joint Examiners Board

Reports from the JMDC shall be sent to the Vice Vice Chancellor not later than two weeks from the date all cases are determined by the JMDC.

The Pro Vice Chancellor shall place them before the Academic Board at its meeting not later than two weeks from the receipt of the report from the JMDC.

Decision of the Academic Board shall reach the student through the Deputy Registrar's office and signed by the Secretary to the Academic Board. review all reports from the ISCs and submit a report within two weeks.

The report shall be placed before the Academic Board. The Academic Board may review all such reported cases and may vary the recommended sanctions as it deems fit.

28.5 Disciplinary Actions

AUCB has a Student Disciplinary Committee with a student representative which investigates all student misconduct and recommends appropriate sanctions. Degrees of disciplinary action in the University include: reprimand, probation, suspension, and expulsion. Reprimand is an admonition given to the student, according to the circumstances of the particular case. Probation is a trial period of a person's suitability, which may be academic and/or disciplinary in nature. Further violation within this period, would be met with more severe sanctions. Suspension is separation from the University for a period of time to be determined by the Disciplinary Committee of the University in accordance with the severity of the particular case. Expulsion is permanent separation from the University. In all cases, reports of misconduct are thoroughly investigated before befitting sanctions are applied.

28.6 Disciplinary Procedure

A student who violates or is alleged to have violated rules and regulations of the university will go through the following process before a decision is made.

28.7 Pre-Hearing Stage

The student will be invited to appear before the disciplinary committee at a date and time to be communicated to the student. Details of the charges will be set out in the letter of invitation.

28.8 Hearing Stage

1. The student will appear before the committee and answer questions from the committee. Questions will be related to the particular offence in question and any other issue that the committee may deem fit.
2. The committee will conclude based on evidence before it and submit its report to Management of the University for consideration and final action.
3. Outcome of the process will be communicated to the student in writing.
4. A student appearing before the disciplinary committee may have right to a counsel if need be.

28.9 Post Hearing Stage

1. An aggrieved student who is dissatisfied with the outcome of this process has the right to appeal the decision of the university. The appeal should be addressed to the Registrar.
2. Notwithstanding the above, a student may contest the decision of the university in a court of competent jurisdiction **ONLY** after fully exhausting all the processes above.

Students should note that the committee will decide on the case after two (2) unsuccessful attempts to get the student to appear before it.

29.0 ACADEMIC REGULATIONS

All undergraduate students are subject to the academic regulations of AUCB 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 AUCB or under subsequent regulations published in the most recent undergraduate students' handbook. AUCB reserves the right to make changes in academic policies, regulations, undergraduate requirements, and schedules or courses offered.

29.1 Registration

According to the AUCB's regulations, each person whose registration has been completed will be considered a student of AUCB during the semester for which s/he is registered unless the student's connection with AUCB is officially severed by withdrawal or otherwise. The privileges of AUCB are not available to any student until s/he has completed registration. A student who is not officially registered for an AUCB 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. AUCB reserves the right to withhold the privilege of registration or any other AUCB privilege from any person with an unpaid debt to AUCB.

29.2 School Calendar and Semester Schedule

The school calendar is published on the AUCB 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.

29.3 Statutory Holidays

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

29.4 Programme Streams

All AUCB students are admitted into full-time programmes with streams of Days, Evenings or Weekends (Thurs, Fri., Sat). AUCB reserves the right to make changes to this arrangement.

29.5 Course Load

The minimum course load for all undergraduate students during each semester is 15 credits and the maximum is 18 credit hours a week. A schedule of courses for each session/semester is available in the Secretariat of the Schools.

29.6 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 have been cleared.

29.7 Course Evaluation by Students

As part of the Quality Assurance program of the AUCB, 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. The evaluation will be conducted online and linked to the release of students results. A students will fails to participate in the evaluation process shall cannot access his or her results.

29.8 Evaluation of Academic Performance

Each course will have an evaluation system consisting of supervised written examinations, case assignments, projects, etc. The specific weights of each component shall be determined by the respective lecturer within the guidelines approved by the Academic Board. The evaluation system must be detailed in a syllabus to be provided to students at the beginning of each course.

30. COURSE EXEMPTION

A student who wishes to be exempted from taking a course should apply to the Dean for exemptions. Exemptions are only granted for courses with similar content taken at accredited universities with a grade of at least 'B'.

30.1 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.

30.2 Revision Week/Days

AUCB 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.

30.3 Industrial Attachments

Given the nature of all programmes offered at AUCB, 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 AUCB 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 two (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 specialization 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 AUCB evaluation/assessment form on the student.

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

30.4 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 guide lines 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.

Once students begin writing the Project Work, they must be continuously enrolled at AUCB until the degree requirements are satisfied. Enrollment may be satisfied by being registered for Project Work until it is approved and submitted to the Dean of the School. Degree requirements may not be satisfied until this is done. In summary, a student must be enrolled at AUCB at the time the project work is submitted to the School. Students failing to maintain continuous registration will be required to pay the costs of all previous semesters for which registration was required.

Students will earn six (6) credit hours towards their total credit hours for graduation upon successful completion of the Project Work.

31.0 ACADEMIC GUIDELINES

31.1 Structure of Semester

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

- 1 week for Registration
- 12 weeks of teaching
- 1 week of revision
- 3 weeks of examinations

31.2 Credit Hour

The credit hour is defined as sixty (60) minutes lecture period or its equivalent.

31.3 Academic Advising

Academic advising is an important source of support for students. Generally, a group of students is assigned an advisor (a faculty member). Advisors assist students with their programme and course selection as well as specific academic challenges. Students must contact their academic advisors at least two times a semester.

31.4 Academic Integrity and Dishonesty

As an institution that values academic integrity and intellectual exploration, AUCB expects all students to abide by the highest standards of scholarly conduct. The reputation of the university rests on the ability of students to uphold the principle of academic honesty. AUCB asserts that attending a tertiary institution is a privilege earned by committed and motivated students. This privilege comes with the responsibility to demonstrate the highest ethical behavior and academic integrity.

Academic integrity at AUCB is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student belong to a community of scholars where academic integrity is a fundamental commitment.

This statement broadly describes principles of student academic conduct supported by all academic programs and faculties of The University. More detailed standards of academic conduct, procedures, and sanctions are set forth by each of the Faculties. It is the responsibility of every member of the academic community to be familiar with the specific policies of his or her own faculty and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific graduate programs, and University research.

31.4.1 Basic Standards of Academic Integrity

Registration at AUCB requires adherence to the University's standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following types of behavior are unacceptable.

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **Fabrication:** falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an unfair advantage:** (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be

- returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and abetting academic dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.
 6. **Falsification of records and official documents:** varying documents affecting academic records; faking signatures of authorization or forging information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official document of the University
 7. **Unauthorized access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.
- two weeks from the commencement of the registration period and on the prescribed form.

32.0 STUDENTS' EXAMINATION AND RECORDS

32.1 Student Records

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

33.2 GRADE REQUEST APPEAL AND CHANGE POLICY

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

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

Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,

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

Lecturers have the duty to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be clarified to students at the beginning of the semester. AUCB assumes that the judgment of the lecturer of record is authoritative, and the final grades assigned are correct.

A grade appeal shall be restricted to charges of unfair action toward an individual student and may not involve a challenge of lecturer's grading standard. A student has a

right to assume unselfish and undoubtedly well-defined methods to course and project grading, but it must be documented that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is obligatory on the student to authenticate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of convincing reasons, such as clerical error, bias, or whimsicality, the grade assigned by the lecturer of record is to be considered final.

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

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

Prejudice: This refers to a situation where a grade awarded was motivated by ill will, and was not indicative of the student's academic performance.

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

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

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

A grade shall not be changed as a result of re-evaluation, re-examination, or the submission of additional work after the semester ends. Any grade change must have the approval of the Head of Department, the Dean of Faculty and must be received by the Office of the Registrar. **No grade may be changed after one (1) year.**

Students who are not awarded grades after the publication of results shall be required to contact the lecturer of record. If the grades are not available after contacting, the student will be required to report the issue to the Head of Department. The Head of Department may request for the entire scripts for a thoroughly search to be conducted and the issue resolved.

33.3 Student Grade Appeal Procedure

1. A student who wishes to request a grade change must discuss the matter first with the lecturer concerned as soon as possible, preferably no later than one week after the start of the next regular academic semester after receiving the grade. In most cases, the conversation between the student and the lecturer should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step 1 is to establish that the lecturer assigned a grade that was arbitrary, prejudiced, or done in error.
2. If the student's concerns remain unsettled after the discussion with the lecturer, the student may submit a written request to meet with the appropriate Department Head, within one week of speaking with the lecturer. The appropriate Department Head will meet within one week with the student, and, if he or she believes that the complaint may have merit, then he/she will consider the appeal.
3. Through inquiries and deliberations, an ad hoc committee is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might rationalize changing the grade. The ad hoc committee will make its decisions based on a majority vote. If the committee concludes that the grade was assigned in a fair and appropriate manner, the ad hoc committee will report its conclusion in writing to the student and lecturer and the matter will be considered closed. If the faculty committee determines that compelling reasons exist for changing the grade, it would request that the lecturer make the change, providing the lecturer with a written explanation of its reasons. Should the lecturer decline, he or she must provide a written explanation for refusing.
4. If the matter remains unresolved after Step Three, the student would be encouraged to request for re-marking of the script.
5. If a candidate decides to withdraw his/her appeal before it is considered by the Committee, such withdrawal shall be done in writing.

33.4 Faculty Grade Change Procedure

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses or projects should be considered final does not excuse a lecturer from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides a lecturer with the opportunity to change a grade for a course or project as a result of errors on the part of the lecturer (in such a situation, documentary evidence must be provided). The appeal procedure recognizes that errors can be made and that a lecturer who decides that it would be unfair to allow a final grade to stand due to error may request a change of grade for a course or project without the formation of an ad hoc committee. A lecturer may request a grade change in one of two ways. First, for courses, a lecturer may submit a course grade change in writing to the Registrar at any time prior to a student's graduation. Second, a lecturer must submit a petition to the Committee to change the grade.

The lecturer must complete the Change of Grade Form by providing all the information required. On completion of the form, the lecturer shall submit the completed form to the Head of Department for review if necessary, and approval. Upon final approval, the lecturer shall receive a copy of the form from the Head of Department. Incomplete forms will not be processed and will be returned to the Head of Department unapproved.

Upon review and approval of the Change of Grade Form by the Head of Department, a copy of the form shall be sent to the Dean of Faculty for his approval after which it will be sent to the Registrar for the change to be affected. If the Dean does not approve of the submission, the form will be returned to the lecturer.

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

A change in grade requires the signature of the lecturer, the Head of Department and the approval of the Dean. The lecturer must state clearly, the reasons for the change of grade on the Change of Grade Form. The form includes the following;

1. Name of Student
2. Student's index number
3. Subject Code
4. Subject Title
5. Grade change information (Details of the grade/scores involved, from/to)
6. Reasons for the change.
7. Signature of the Head of Department/Dean of Faculty.

34.0 POLICY ON RE-MARKING OF EXAMINATION SCRIPTS

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

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

Guidelines for handling students who are dissatisfied with their marks are as follows:

1. A Candidate who wishes to make an appeal against his/her examination results shall do so within twenty-one (21) days from the date of publication of the end-of-semester- examination results.
2. An appeal for re-marking shall be addressed to the Registrar and copied to the Dean of Faculty and Head of Department.
3. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:
 - a) Belief of bias on the part of the lecturer
 - b) Candidates' discontentment with marks allocated him/her.
4. An appeal for re-marking shall attract a fee. In a situation where a student earns more marks than what he was originally awarded, the fee covering the appeal for re-marking shall be refunded to the student.

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

35.0 UNIVERSITY CEREMONIES

As pertains in all universities worldwide, AUCB holds various ceremonies all year round to mark important milestones in the life of the university itself and for students. It is important to note that attendance at all university ceremonies are compulsory. Some of the most important university ceremonies include:

35.1 Orientation

After every admission period, AUCB organizes an orientation programme for newly-admitted undergraduate and graduate students of the university. Orientation programmes are designed to serve three main objectives namely social, academic and physical. They also offer a platform for students to interact with staff and faculty of the university and to seek responses to issues of concern to students.

It is recognized that orientation is a continuing process and that students cannot become totally knowledgeable about the University, its academic and co-curricular programmes until students have been in attendance for several semesters.

35.2 Matriculation

Matriculation is one of the most important ceremonies on the academic calendar of the University and is a process for formally admitting students to the university. AUCB holds two (2) matriculation ceremonies in a year for students admitted. The climax of the ceremony is the administration of the matriculation oath by the Registrar of the university.

35.3 Graduation

- The University holds graduation ceremonies for students who have successfully completed their programmes of study. Undergraduate students may only participate in graduation ceremonies if they have satisfied all University, departmental and faculty requirements for graduation. Students are also expected to have settled all financial indebtedness to the University and should have returned all University property in their possession. The University reserves the right to alter the minimum requirements for participation in graduation ceremonies. All graduates shall be expected to attend the graduation ceremony.

35.4 Handling of graduation apparel

Prospective graduates who attend the graduation ceremony of The University upon collection of the graduation gown shall be required to return it after the graduation ceremony. Graduates who do not return their gowns after the submission deadline shall be required to pay a penalty for late submission. Graduates who misplace their gowns shall be required to pay a prescribed amount.

The Head of Student Affairs shall inform all graduates of location for the collection and submission of graduation gowns. Graduates shall also be required to carefully handle the ceremonial gown, hood and cap to avoid tear or damage to the apparel. The University shall require graduates who damage the gown, hood or cap to pay for them.

35.5 Pre-graduation arrangement

It is obligatory for all prospective graduates who wish to be presented at the graduation ceremony to attend graduation rehearsals which shall be organized by the Office of the Registrar and communicated to all graduates. Prospective graduates who do not attend graduation rehearsals shall not be presented on the day of graduation and they shall be required to pay the graduation fee.

35.6 Approved dressing for graduation ceremony

Prospective graduates who wish to be presented at a graduation ceremony shall be required to be formally and decently dressed.

36.0 STUDENT SUPPORT SERVICES

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

- a) **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 AUCB must be fulfilled.
- b) **Transcript Fee:** There is a charge per person per transcript. AUCB will mail transcripts for a fee. To obtain a transcript, registered students' accounts must be current and former students' accounts must be clear of all financial obligations.
- c) **Introductory & Proficiency Letters:** There is a charge per person for an introductory letter or English proficiency letter. AUCB will mail introductory and proficiency in English letters with a fee upon request.
- d) **Resident Permit:** Foreign students will be assisted to obtain resident permit where necessary at appropriate fees.
- e) **Identification Cards (ID):** All admitted students are issued an ID card which they must carry at all times on campus. Students are required to present their ID cards when requested by an official of the University. The OSA works with the IT Services Unit to ensure that students are issued their ID cards. Lost ID cards are also replaced at a fee.
- f) **Internships and Job Placement:** It is mandatory for students of AUCB in the third year of their studies to undertake internships at selected institutions as a means of experiencing at first hand the knowledge and skills they have acquired in the lecture room. Students take a three months internship and submit a report to their faculty for assessment. The internships carry two (3) credit hours and are facilitated by the various faculties.
- g) **Food services on Campus**

The University has a cafeteria and other food vendors in and around the campus where students can buy food.

h) **Health Services**

AUCB believes in the direct relationship between good health and academic excellence. In this regard, the University has well stocked first aid facilities for all students. Emergency cases are referred to well established hospitals for treatment. All students are required to register with the National Health Insurance Scheme and have the card in their possession at all times. As part of the admission process, students are required to undergo a medical examination which is arranged by the University.

i) Correspondence Service

This service disseminates general information to students on a database. Students are required to check their AUCB group emails on a regular basis. Students who wish to receive postal correspondence through AUCB should include the following details; Full name, Programme, Level and their contact details. Students should update the Admissions office with any change in contact details. Students are required to contact the Information Technology Support Services office to have their e-mail accounts activated.

Information is communicated to students through the SRC, emails, website, notice boards, postal services, mass media, and telephone. Students are strongly encouraged to read information posted through all the channels. Students who do not access information on the various channels cannot claim ignorance of the content.

j. Campus Employment

AUCB provides on-campus employment to students during the semester and vacation periods. The unit concerned collaborates with the Human Resources Department to recruit students. The students are engaged to undertake mainly ICT tasks in the Information Technology Support Services Department and the Library. Students are also engaged in other units of the University where they provide administrative support.

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

36.1 Programmes and Projects

All programmes and projects of the Student Representative Council, clubs, societies and associations should be discussed with the Office Student Affairs before the commencement of an academic year.

37.0 NON-DISCRIMINATION AND DISABILITY POLICY

37.1 Non-Discrimination Policy

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

37.2 Disability Policy

The University gives equal opportunities to all students regardless of their physical challenges to discover their fullest academic potential. AUCB is devoted to developing an environment in which students with special needs can pursue their intellectual and personal growth with proper support. Students with special needs should contact the Student Affairs Unit so that suitable support can be arranged. The students will, however, be mandated to offer documentation backing up a claim of physical disability from a professional qualified to comment on the physical health of the student.

The Property Department of the University is keen to developing an environment in which students with special needs can pursue their intellectual and personal growth with

suitable support systems. Students with special needs are to contact the Property Department so that appropriate support can be arranged.

38.0 STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

AUCB seeks to maintain an academic environment of reciprocated respect among its members. In this regard, all forms of improper behavior including; violence, assault, intimidation, drug abuse, indecent exposure, sexual abuse and harassment are prohibited. Any form of discrimination based on, colour, race, religion, gender, nationality and disability which weakens the basis for such esteem and disturbs the sense of community vital for academic work are grimaced upon by the University.

The policies specified below are intended to guide the conduct of students of the University.

Ignorance of regulations or of any public notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student shall upon enrolment, be required to access the student handbook.

38.1 Dress Code

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

38.2 Drug Abuse

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

38.3 Sexual Misconduct

AUCB reaffirms the principle that its students, faculty and staff have a right to be free from sexual harassment. Harassment in any form including sexual harassment by or towards any member of the academic community will not be tolerated. Sexual harassment in any situation is reprehensible. The definition of sexual harassment and offenses include, but is not limited to unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature under the following circumstances:

- Submission to such conduct is made either explicitly or implicitly regarding a student's status in a course, programme or activity;
- Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student;

- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating or hostile education environment; and
- Enticing Faculty and staff to gain academic and / or personal favours

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

Disciplinary action for sexual harassment may include one or any combination of the following: letter of warning, probation, suspension, dismissal, and/or criminal prosecution. Any student who believes he or she has been or is being sexually harassed should report this concern to any of the following individuals: (a) the Dean of the Faculty in which he or she is enrolled; or (b) the Dean of Student Affairs or (c) the Counselor. A copy of the procedures for handling complaints of sexual harassment is available in the office of each of these administrators.

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

38.4 Staff/Student Relationships

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

38.5 Disruptive Behaviour

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

38.6 Theft/Damage to University Property

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

39.0 UNIVERSITY SOCIAL RESPONSIBILITY

The core mandate of all universities worldwide is to teach, conduct research and to offer community service and AUCB is no exception. The University believes that it has a big responsibility to society at large. The Corporate Social Responsibility (CSR) policy of AUCB functions as a built-in, self-regulating mechanism which ensures that apart from

reaching out positively to the society at large, the University adheres to ethical standards, regulatory requirements as well as national and international laws.

Over the years, the University has been committed to offering valuable community service to individuals, groups, educational institutions and society at large. Students especially are encouraged to undertake community service to imbibe in them the tenets of good citizenship and patriotism. Students undertake social responsibility initiatives under the aegis of their associations and clubs.

40.0 ORGANISING PUBLIC FUNCTIONS WITHIN THE UNIVERSITY

Recognized Student groups that wish to organize any public function within or outside the University must obtain prior permission from the Head/Dean of Student Affairs. The Dean of Student Affairs shall in turn seek approval from the Registrar. An application for permission to organize a function should provide the following information:

- Date and time of the function;
- Place where the function is to take place; and
- Names and description of lecturers, speakers, or performers at the function.

This information, together with evidence of fulfillment by the organizers of any requirement imposed by law in relation to the holding of such a function, should normally reach the Dean of Student Affairs at least ten working days before the function takes place. The Dean of Student Affairs may impose such requirements as may appear to be necessary or desirable. Final approval can only be obtained from the Head/ Dean of Student Affairs.

For the purposes of this section, a public function is one to which persons other than students of the university are invited or entitled to attend.

40.1 Processions and Demonstrations

AUCB does not encourage any demonstrations, strikes or any such acts whatsoever. For this reason, the Student Affairs Unit is always open to hold regular meetings with the students as often as possible. These meetings aim to address all issues to avoid potentially explosive situations.

40.2 Publications

The Head/Dean of Student Affairs will be informed of any intention to produce a student publication within the university and approval in writing shall be obtained for such a publication. A copy of every issue of the publication will be lodged with the Student Affairs unit and the university's Librarian within five working days after the publication.

Every issue of the said publication shall state the names of the Editor, the Members of the Editorial Board, as well as the Publisher. The Members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication. An officer of the University must be the Supervising Editor.

40.3 Internal and external fund raising

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

40.4 Student Housing

AUCB does not have hostel facilities at the moment. However, students who require hostel accommodation may be assisted by the Student Affairs office to secure one. Mindful of the challenges international students face when they arrive in Ghana to study, and the need to address these challenges, the University gives priority to international students in the provision of such service. This request should be made immediately after receipt of admission.

41.0 STUDENT GROUPS

The following clubs and student groups currently operate on campus:

41.1 Special Interest Groups

The AUCB Choir

The AUCB choir is a contemporary choir which performs at various University ceremonies. The choir has been provided with instruments and students/staff with talent and interest in singing and playing instruments are encouraged to join.

Celestial Voices of AUCB is a colourful musical group established formally on 25th January 2013 and provides choral music at mainly school functions to a variety of audiences. It was formed on the foundation of strong Christian beliefs. The group's music appeals to people of all walks of life and religious backgrounds. Celestial Voices draws students from different countries by sharing in the cultural heritage of people from co- curricular activities.

41.2 Religious Groups

Ghana Muslim Students Association (GMSA)

The Ghana Muslim Students Association, AUCB Chapter is the mouthpiece of all Muslim students in The University. It is a non-sectarian and a non- partisan association. It offers a common forum for discussing and solving problems of Muslim students.

All Christian Fellowship

This association brings all Christians together and encourages the spiritual and devotional life of students. It also promotes the study of the bible and other Christian's doctrine/practices.

41.3 International Students Association (ISA)

The International Students Association (ISA) of the University was established, having taken into consideration the differences amongst various cultural heritages and the need to foster a feeling of togetherness amongst international students in order to enhance social and academic well-being. The objective of the association is to unite and represent the interest of all international students through communicating their needs and aspirations to management whilst enhancing the lives of all international students.

This multi-cultural society consists of students from several countries.

Membership of the association is open to all interested foreign students.

41.4 International Students Association Tutorials

The purpose of the I.S.A tutorials is to provide supplementary help for specific courses that students are having difficulties in understanding. The tutorials help to extend learning time for the students outside the lecture room and provide a more relaxed atmosphere to facilitate understanding. It provides opportunity for one-on-one interaction with students and tutors.

41.5 Prohibition of Party Politics On AUCB Campus

In as much as the University recognizes freedom of Association, partisan politics is not allowed on campus. Students may however participate freely in partisan politics outside campus. AUCB. is an educational enterprise and does not permit partisan politics in any form. Political party activities are not co-curricular; therefore, youth wings of political parties are not considered as student groups and cannot be registered as such.

The name of the University should not be associated with any political party activity.

The use of notice boards is restricted to approved student groups. Political party documents are not allowed on campus display areas.

42.0 INSTITUTED PROGRAMMES

Some programmes, workshops and seminars are held annually. Students are encouraged to participate fully in such programmes. These include:

- Career Infoshop
- Leaders Seminar
- Sports Festival
- Curriculum Vitae and Interview Clinic

42.1 Community Service

AUCB views community service as part of its core mandate and as such encourages students to participate in these initiatives.

Areas for consideration include: Health, Environment and Education. It is expected that clubs, societies and associations will identify and contribute to such initiatives.

42.2 Co-curricular Activities

Football, basketball, volleyball, athletics and other activities are held each year as recreation. Students are encouraged to join the school teams.

These activities go a long way to improve the quality of student life on campus and ensure a successful and enjoyable student experience.

42.3 Soliciting for Funds

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

42.4 Use of Facilities

The use of University facilities such as auditoriums, projectors, duplicating equipment, etc. is limited to faculty and staff. Students, Clubs and Societies who wish to use such facilities must seek approval through the OSA.

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

42.5 Notices and Publications

Student(s) may post or distribute material on campus only with the permission of the OSA. Approved notices must be posted on designated notice boards. Student(s) who post unapproved notices will be sanctioned.

43.0 FACILITIES AND LEARNING RESOURCES

AUCB provides some of the most advanced learning and teaching facilities in Ghana. The University has invested in state-of-the-art teaching and learning facilities so students have the latest technology and advanced resources.

43.1 Library Facilities

The University has a main library system which supports teaching, learning and research in the University. Non-members of the University are allowed use of the volumes but do not have borrowing rights.

Some philanthropic students and alumni have decided to raise funds to automate and to upgrade the university library for the community. The University library is a member of the international Consortium of Academic and Research Libraries in Ghana (CARLIGH) that ensures that current books are provided for students use.

43.2 Library Operating Policies

These policies have been adopted by the Library Committee to govern the day-to-day operations of the library.

- The library is open to all members of the University community. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of emotional, or physical condition; age; or sexual orientation.
- The use of the library may be denied for due cause such as failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

43.3 Working Hours:

The working hours in the library are as follows:

- Mondays – Fridays 8:30am – 5:00pm
- Saturdays 9:00am – 4:00pm

43.4 Services

The Library offers the following services:

- Circulation
- Reference
- Reprographic

43.5 Circulation

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

43.6 Eligibility

For a patron/user to qualify to borrow materials, he/she must be registered and have a valid AUCB ID card. All patrons are expected to carry their ID cards on them if they intend to check out items. An individual who ignores this expectation will be denied the privilege of checking out materials until he/she presents his/her ID card at the library. Patrons other than AUCB students and staff will not be allowed to borrow materials. They may however use the library for reference services only.

43.7 Books Loan Periods

- A student may borrow two (2) books at a time for two (2) weeks.
- Generally, reference books do not circulate. Upon special arrangement, some reference materials may be checked out overnight.
- Books may be renewed once if there is not a waiting list for the title.
- Periodicals do not circulate.
- One (1) week for, audio books, and compact discs.

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

43.8 Renewals

Renewal is when a borrowed item is checked out again on return to the library.

- Renewal requests are accepted for most books on the open shelves
- Renewals are granted unless the item has been recalled, is needed for reserves or has not been requested by another reader.
- Overdue materials are not renewable.
- Length of renewal depends upon the status of the borrower and type of material involved.
- This period is the same as the check-out period.

43.9 Recall

A recall is the process where a borrowed material is taken back from the borrower before the due date.

All library materials are subject to recall:

- after two (2) weeks for faculty members
- One (1) week for students.
- Materials needed for course reserves may be recalled at any time.
- failure to return a recalled item will result in a:
 - i. Daily minimum fine and
 - ii. Suspension of borrowing privileges

43.10 Reserves

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

- at the request of a lecturer
- because the copies of the particular title are few in number and/or
- titles that are crucial to courses offered but are out of print

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

43.11 Fines and Charges

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

Contact the library for the current figures.

Status	Loan Period	Borrowing Limit	Fine (Overdue)
Faculty	Four Weeks	4 Books	No fine
Graduate Level	Four Weeks	4 Books	Daily fine Per book

Undergraduate	Two Weeks	2 Books	Daily fine Per book
AUCB Staff	Two Weeks	2 Books	Daily fine Per book
General Public Services Only	Four Weeks		Reference

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

43.12 Damaged or Lost Materials

- Lost material should be promptly reported to the circulation desk.
- Borrowers losing or failing to return material, or returning material in damaged condition are subject to the following charges:
- a charge for a replacement copy and processing
- a clean copy of the same edition of the lost book may be accepted in lieu of the replacement cost, but the borrower will still be subject to the cost of processing.
- if materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron/user must pay the replacement cost and a processing fee. A notice of these charges will be sent to the borrower.

43.13 Reference Service

- Provides information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence.
- Assists patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who contact the library by telephone).
- Provides bibliographic verification of items both in the Library and ones not owned by the Library and will assist patrons in obtaining materials through inter-library loan, when appropriate.
- May refer library users to other agencies and libraries in pursuit of needed information.

43.14 Use of the Library

- Bags and other personal belongings are to be left at the security check point on entering the library.
- Patrons are not to shelve books. All used materials should be left on the tables for the library staff to shelve.
- Smoking is not permitted in the library
- Food, drink and other consumables are not to be brought into the library or consumed there.

43.14.1 Study Space

- Due to the limited study space in the library, study space cannot be reserved.
- Books and personal belongings left unattended to are done at the risk of the owner.

43.14.2 Noise Policy

The library is committed to providing a welcoming environment that is conducive to study.

- All library users must therefore refrain from making noise while using the library.
- The use of cell phones in the library is prohibited.

43.14.3 Theft and/or attempted theft and misappropriation of library materials

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

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

- Unauthorized removal of materials from the library.
- Falsification of circulation records by willful use of a wrong ID card.
- Deliberate misplacement of library material.
- The mutilation of books, journals or other library materials.
- Tampering with library data, files or computer programme.

Removal of any material from the Library must therefore be properly authorized.

All readers leaving the Library must show at the exit point all books, in their possession and may be required to open for inspection any receptacle carried out of the Library.

43.15 The Electronic Library

AUCB has an electronic library with internet connectivity and printers. Computers are made available to students on a first-come, first-serve basis at the electronic library. There is no charge for use of the computers. However, to make the service available to as many students as possible, a time limit for usage has been imposed. Library staffs are available for general assistance in using the computer.

43.16 Internet Use Policy

The AUCB Library provides access to the Internet as a means to enhance the information and learning opportunities for members of the university community. The Library Committee has established the Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all students. However, this service may be restricted at any time for use not consistent with the guidelines. Users should be aware that the inappropriate use of electronic information resources can be a violation of local, national, and international laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable use of the service will result in the suspension or revocation of Internet use privileges.

Below are policies regulating the use of the AUCB Electronic Library:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational and cultural needs.
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an

account for them; the Library is unable to manage e-mail accounts for any organization or individuals.

- Internet use is offered on a first-come, first-serve basis. Users are to respect and uphold copyright laws and all other applicable laws and regulations.
- Visits to pornographic sites at the electronic library are strictly prohibited.
- Users should not use the facilities at the electronic library to circulate hate messages or to plan terrorist activities.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programmes, or parameters

Note of Caution

- The Internet is a decentralized, un-moderated global network. AUCB has no control over content found there. The Library will not censor access to material nor protect users from offensive information, and is not responsible for the availability and accuracy of information found on the Internet.
- The library cannot assure users that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the Library's Internet service.
- The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

43.17 Sanctions

Sanctions for flouting the above policies will include:

- Suspension of the privilege of access to Library facilities.
- legal action and/or other penalties sanctioned by the Library Committee
- Publishing the offence with the picture of the student involved.
- Posting the publication on all notice boards in the University as well as within the Library premises.

44.0 GENERAL RULES AND REGULATIONS FOR EVERY DAY USE OF THE LIBRARY

Use of the library is conditional on observance of the following rules and regulations.

- Users must comply with these and with any reasonable request or instruction issued by library staff. Any one failing to do so may be excluded from the library. The librarian reserves the right to refer any breaches of the rules and regulations or improper behavior towards library staff for consideration within the terms of the appropriate university disciplinary procedures.
- Access to the university library is restricted to staff and students of the university who are in possession of a current valid identification card issued by The University and to such other persons as may be authorized by the librarian.
 - The library shall not be used as a substitute for an office or business activity.
 - The university librarian has the right to suspend anyone who does not follow the library rules.

- Users must produce university ID cards to check out materials from the library.
- Silence is to be strictly observed. Users shall not harass or annoy others through noisy or boisterous activities (listening to music, watching and/or playing videos/games are not allowed)
- Discussions, sleeping and loitering are not allowed in the library.
- Smoking, the consumption of food and drink (with the exception of bottled water) are not allowed in the library.
- Library computers are provided for course– related resources.
- Time limits apply on library computers and will be enforced.
- Users must not prepare, store, display or transmit pornographic or offensive material, print or distribute slanderous, libelous or knowingly untruthful information or material of an illegal nature.
- Computers are not for commercial use.
- Deliberately or negligently interfering with the operation or performance of computers by physically damaging or adjusting the equipment is prohibited.
- The deletion, addition or modification of files relevant to the system’s operation, including the introduction of viruses or other software components, is also prohibited. Disciplinary procedures shall be taken against anyone caught in these acts.
- The librarian has the right to sanction any user who plays games, chats, views entertainment, pornography, etc on the internet.
- The internet is for academic enquiries only.
- Visiting pornographic sites on the internet is an offence in Ghana Technology University College.
- Cell phone ringer should be kept on silent mode, and calls must be received outside.
- Users should declare their laptops and other valuables at the security check point before proceeding to use the library. Users who leave their laptops etc. unattended to in the library do so at their own risk.
- Photography, filming, video-taping and audio-taping is not allowed without the prior permission of the librarian.
- Fines are charged on overdue items.
- Users must not mark or underline books or journals, or must not tear pages from or otherwise damage, steal books, journals or other library materials.
- Users are responsible for materials borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge.
- The award of a university qualification shall be deferred until all books have been returned and outstanding fines/charges paid.
- The library reserves the right to check bags, body, folders, or other belongings of users. By entering the library, one is consenting to the examination or check.
- Patrons are not to shelve books. All used materials should be left on the tables for the library staff to shelve.

44.1 Complaints Procedure

- Users with complaints about other users can talk to any of the Library Assistants.

- On the other hand, if the complaint is about any of the Assistants, or about the non-functioning of any of the library systems and services, it should be made to the Librarian.
- If the complaint is about the Librarian, it should be reported the Dean/ Head of Student Affairs.

44.2 Departing Procedures

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

45.0 POLICY ON ICT RESOURCE ACCESS AND USE

As a technology-oriented institution of higher learning, AUCB has established the Information Technology Support Services (ITSS) unit to provide computing and networking services and resources to achieve the vision and mission of the University.

Students have access to the internet and other computing resources on the various campuses and learning centers. Students are allowed to use their personal computing devices to access the internet and other network resources on campus for academic purposes.

Upon registration, all AUCB students are provided with official email accounts.

45.1 Acceptable Use of University's Computer and Network Resources

AUCB requires all students accessing the University's electronic information resources to abide by the following standards and policies:

1. It is strictly prohibited to use AUCB's ICT resources for the purpose of intimidation and harassment of others.
2. Use of the University electronic information resources for commercial purposes, except where explicitly approved by Management, are strictly prohibited.
3. Many people use University systems and network for daily work; therefore, obstructing this work by consuming excessive amounts of system resources (e.g. Internet bandwidth) or by tampering with equipment, will not be tolerated. Network usage is continuously monitored and excessive use will be automatically restricted.
4. Copying, storing, displaying, or distributing copyrighted material using University systems or networks without the express permission of the copyright owner, except as otherwise allowed under copyright laws, is prohibited.
5. The owner of any device connected to the University network is responsible for the security of and traffic generated by that device. This includes any traffic, regardless of origin, that travels through such a device. A device initiating or transmitting an attack on other systems (e.g., having fallen victim to a virus, worm, or break-in) will be taken off the network immediately until it has been made secure.
6. Unauthorized creation of any program, web form, or other mechanism that asks for a user identity and password is prohibited.
7. No University network may be used as a vehicle to gain unauthorized access to other systems.

8. Computer accounts provide access to personal and confidential data. Therefore, individual accounts cannot be transferred to, or used by another individual, and sharing accounts or passwords is not permitted.
9. Each user is responsible for the proper use of his or her account, protecting data, and any activity performed via their user account. Therefore, choose strong passwords and safeguard them.
10. Report possible security lapse on any University system or network to the system administrators.
11. All private information (e.g. passwords, bank account numbers etc) must be protected from unauthorized disclosure.
12. Unauthorized attempts to read another person's protected files or gain access to their computer are prohibited.

45.2 Acceptable Use of University's Email Accounts

In using this facility, all students must abide by the following:

1. Messages sent and received via the AUCB email system should be kept as private as possible by senders and recipients. The University and its email system administrators will not read email unless necessary in the course of their duties (e.g., including investigation, inappropriate contents, or as directed by Management).
2. No email may be sent or forwarded through a University system or network for purposes that violate University statutes or regulations or for an illegal or criminal purpose.
3. For academic purposes, students are required to use ONLY AUCB email account (i.e. Student ID@st.aucb.edu.gh). The use of personal email accounts to conduct such University business, to represent oneself or one's department/group on behalf of the University is prohibited.
4. Nuisance email or other online messages such as chain letters or obscene, harassing, offensive or other unwelcome messages are prohibited. Such email should be reported to ITSS help desk immediately.
5. Confidential and/or sensitive information (e.g., bank account numbers) must not be sent by simple email. The only acceptable way to transmit such information electronically is to attach the information as a password-protected and/or encrypted file; never type the information in the body of the email; and never send a password or decryption key in the same email.
6. All official messages must show the genuine sender information (i.e., from where and from whom the message originated). Users are not allowed to impersonate other users or user groups, real or fabricated, by modifying email header information in an effort to deceive the recipient(s)
7. Potentially damaging emails (e.g., unsolicited, mass or commercial messages, messages that appear to contain viruses) will disrupt University operations. To prevent the spread of this type of email, the University reserves the right to terminate its connection to outside host servers, as well as filter, refuse and/or discard these messages.

8. The intentional abuse of email privileges may result in having your University email account suspended/revoked. Unauthorized access to read another person's email will be treated with the utmost seriousness, including disciplinary actions, suspension and/or termination.
9. The University accepts no responsibility and provides no warranty against the non-delivery or loss of any files, messages or data, nor does it accept any liability for consequential loss in the event of improper use or any other circumstances.

45.3 Acceptable Use of University's Computer Labs and E-Libraries

AUCB requires that students and other individuals using the University's computer laboratories and electronic libraries abide by the following rules and regulations:

1. Only AUCB students with valid identity cards, and current AUCB staff, are allowed to use the school's Computer Labs and E-libraries. Staff on duty may at any time require a user to show his or her identity as a valid user, and may require any person who fails to provide the requested evidence to leave the labs.
2. Users are allowed to use only one computer at a time. No user is allowed to occupy two or more computers simultaneously. Also, users are not allowed to reserve the computers. Any user who occupies a computer and leaves it idle for more than ten (10) minutes cannot claim rights to that computer when he/she returns.
3. Any malfunction, damage or loss of any computer components must be reported to the lab attendant immediately. Users should not attempt to repair, tamper with, or move any equipment from its original position.
4. Users are advised to frequently save data onto their portable storage. ITSS will not be responsible for any loss of user data. Likewise, ITSS will not be responsible for any loss or damage to personal property when such property is left unattended in the computer labs.
5. Unauthorized removal and/or mutilation of lab resources, either in whole or in part, or any attempt to do so will subject the offender to serious disciplinary action.
6. Internet facility is strictly for educational purposes only. Viewing obscene material (e.g pornography) on the computers is not allowed.
7. Users should not try to install/uninstall software or change settings of the computers. ITSS reserves the right to delete anything copied onto the computers without advance notice.
8. Users are entreated to exhibit a high sense of responsibility and maturity when using the equipment in the lab at all times. There should be no eating, drinking, loud conversations, playing of games, listening to loud music etc. Offenders will be promptly removed from the lab.
9. Computer labs must be kept clean at all times. Users must remove all their belongings and any items they do not want, such as paper, when they have finished using the computers.
10. At the request of the lab attendant, or security personnel, a user should display personal belongings for inspection at the lab exit. A user may be required to show the contents of his/her bags, cases or other containers.

46.0 LECTURE ROOMS

AUCB has spacious lecture rooms. These lecture rooms are air-conditioned and fitted with comfortable tables and chairs. They are also equipped with white board screens, mobile LCD projectors and flip charts. In larger lecture halls, Public Address (PA) systems may be provided to enhance effective teaching and learning.

46.1 ACCESS TO LECTURE ROOMS

All students have access to the lecture halls as specified on the time table. Lecture halls are available fifteen (15) minutes before lectures commence. Class representatives are to sign and present their ID cards to the security officer to obtain access and must ensure:

- Safe keeping of the lecture hall facilities
- the lecture hall and its facilities are used for lectures and approved programmes only
- the safe return of all keys to the Security Officer for inspection before signing out
- that all faulty equipment is reported to the Security Officer.

46.2 STUDY BAYS

Students have access to study bays and rooms for private studies and group discussions.

46.3 LABORATORIES

AUCB has well-equipped laboratories to make teaching, learning, and practical application of IT more meaningful. The laboratories are equipped with fixed LCD projectors, white board screens and flip charts. The laboratories facilitate practical work for students and give them hands-on training.

47.0 HEALTH AND SAFETY: AUCB is committed to ensuring the health and safety of staff, students and visitors. The University is in the process of acquiring a sick bay on campus to cater for students and staff for minor illnesses and injuries. It is hoped that the sick bay will offer medical attention to all members. In light of this, the following measures are to be observed:

47.1 Fire Discovery

If you discover a fire:

- warn anybody in the immediate surrounding area and exit the building to the fire assembly point
- use one of the “break glass” boxes to sound the alarm
- only attempt to fight the fire if doing so does not threaten your chance of escape should the fire get out of control.

Fire extinguishers are provided at vantage points.

47.2 Safety Precautions

Notifications are put up at construction sites and must be observed. This is particularly important where dust, fumes, noise, exiting restrictions, or utility interruptions may impact other building users.

47.3 Proper Use of Washrooms

Observance of these basic rules will protect our fragile environment and our health

- Close doors when in use
- use toilet roll wisely
- use toilet brush when necessary

- implement the courtesy flush because it is wise to flush after use and clean seats after use because it is essential to wipe down toilet seat for the next occupant
- Always wash your hands with running water and soap before leaving

47.4 AUCB Green Policy- “Protecting university’s environments with green practices”

47.4.1 Keeping our Environment Clean

The best way and best place to start making your environment healthy is actually in your own home or place. Imagine if everyone has the initiative to clean their environment, we will have very healthy surroundings. So here are some of the ways on how to keep the environment healthy.

- **Clean your surroundings:** If you want a healthy environment, make sure that you regularly clean your surroundings.
- **Garbage Disposal:** Make sure that you dispose of your garbage every day. If you keep a stack of garbage in your hostels this could also be a reservoir of bacteria that can put your health at risk for diseases. Always put all your garbage in the waste bins placed at vantage points on campus and in the hostels.

47.4.2 Encouraging Green Activities

Dear students please join the AUCB goes green events, and be a **Green Ambassador**. This is an initiative to create a sustainable campus and community. This programme is aimed at reducing waste, lowering our carbon trails, supporting local businesses, and educating students. **Join the drive to:**

- **Reduce waste**
- **Conserve energy**
- **Reduce pollution**
- **Conserve resources**

Remember, a green and safe campus environment protects students and enhances learning and also **ensures the earth’s ecological balance**.

47.4.3 Waste and Recycling

Building occupants are responsible for segregating the following items: office paper (in recycle bin), trash (in office trash container), and newspapers/magazines/catalogs/cardboard (in hallway Mixed Paper container). Estate department personnel will remove waste and recyclable materials from rooms and set them out for pickup.

48.0 SECURITY

AUCB being an institution of higher learning considers security and safety of its students, members of faculty, staff as well as properties of the University to be of utmost importance and therefore has a security unit that provides protective security at its campuses and all other facilities. The University has acquired and installed security monitoring systems including CCTV cameras.

Policies have been put in place to ensure that unauthorized persons are not given access to vital places such as the reference library, lecture rooms/lecture halls and research laboratories.

49.0 USE OF VEHICLES

a. Students are allowed to use their own private vehicles on campus but the University accepts no responsibility for such vehicles, or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

b. The University does not provide garages for students' vehicles.

49.1 Car Park

There are spacious car parks on all of the University's campuses for free parking. However, we do not accept responsibility for damage or loss to these vehicles and their contents.

49.2 Transport Facilities

- Recognized student groups are provided bus services for approved programmes at a token fee.
- In case of emergencies such as ill health, the University will provide transport without charge.
- Free transportation is also provided for group academic work and research.

49.3 Safety Tips

- Avoid display of wealth
- Avoid studying alone outside your room in the night
- Always keep your portable personal belongings in your view
- Report anyone who behaves suspiciously to the security officers
- Do not carry large amounts of money on you
- Do not ask for a lift from an unknown person
- Move in groups whenever possible, especially at night
- Keep your door locked even if you will stay out for a few minutes
- Do not entertain any unknown persons in your hostel room
- If you suspect your room has been forcibly entered, call the attention of the security
- Do not give out your personal information to strangers
- Avoid illegal drugs
- Take note of the location of fire extinguishers on the campuses
- Do not invite outsiders for group television viewing
- Whilst learning indoors lock the door, in case you fall asleep
- Do not overload the power points with multiple sockets, when in doubt contact the Property Unit.

49.4 Rules and Procedures Relating to Discipline

a. If a student violates hall regulations, disciplinary measures shall be taken by the authorities of the hall to which he/she belongs.

b. i. There shall be a disciplinary board or committee for Junior Members.

ii. A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Disciplinary Officer or the Registrar and shall make appropriate decisions on the charges including sanctions. The Vice-Chancellor shall implement the decisions of the disciplinary board or committee in accordance with these Statutes.

iii. The Registrar or other authorized university official shall cause to be investigated an allegation of misconduct referred to it by the Disciplinary Officer.

- iv. Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate disciplinary board or committee by the Disciplinary Officer.
- v. For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Disciplinary Officer.
- vi. Where a disciplinary action concerns a person who is a member of the disciplinary committee, the Vice-Chancellor shall replace that person with a suitably qualified alternative.
- vii. The Registrar shall appoint a disciplinary board to deal with any matter of discipline affecting junior members which shall comprise:
- two senior members, one of whom is a senior member of the School of Law and who shall be designated as chairman by the Registrar;
 - one student nominated by the Students' Representative Council; and
 - one student representative of the graduate students of the University nominated by the AUCB Graduate Students' Association of Ghana (GRASAG);
 - one senior member to be appointed by the Registrar taking into account the subject matter of the proceedings.
- c. A disciplinary proceeding in respect of a junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.
- d. The Registrar shall provide secretarial services to the disciplinary board.
- e. The University shall appoint a Disciplinary Officer not below the rank of an Assistant Registrar who shall be responsible for prosecuting junior members accused of breaching the provisions of any enactment.
- f. No charge shall be laid except with the approval of the Vice-Chancellor.
- g. A charge shall be in writing, addressed to the accused, signed by or under the authority of the Disciplinary Officer and filed with the Secretary to the disciplinary board or committee. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairman and the Secretary.
- h. Upon receipt by the Chairman and the Secretary of a charge which appears to be in proper form, the Chairman shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing to the accused. The Chairman shall ensure that the proceedings are conducted with due dispatch.
- i. The Vice-Chancellor shall implement the decisions of the Disciplinary Board or Committee.
- j. Disputes between Students of Different Halls: Where disputes arise between students from different Halls, the Tutors of the students involved shall attempt to resolve the dispute. Should their attempts fail, the matter shall be referred to the Senior Tutors of the Halls involved. Should the dispute persist, the matter shall be referred to the Dean of Student Affairs.

49.5 Sanctions

- a. One or more of the following sanctions may be imposed by a Board upon the conviction of any person:

- i. an oral or written reprimand;
- ii. an order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation, such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
- iii. assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
- iv. a reduction of the final grade in the course in respect of which the offence was committed;
- v. denial of privileges to use any facility of the University, including library and computer facilities;
- vi. a monetary fine;
- vii. suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary Board;
- viii. expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;
- ix. disqualification from contesting elections or removal from any office in the University; or
- b. For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so-ever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that:
 - i. a candidate had gained admission into the University with false qualifications; or
 - ii. a candidate had impersonated someone else, or
 - iii. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
 - iv. a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.
- c. The decision to cancel, withhold or withdraw an award shall be made by Council on the recommendation of the Academic Board.
- d. The Vice Chancellor shall have power to order that any sanction imposed by the Board be recorded on the students academic record and transcript. The decision of the Vice-Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

49.6 Appeal

a. Any Junior Member who is aggrieved by any disciplinary action may appeal to the AUCB Appeals Board in accordance with the rules in the Appendix.

b. The Appeals Board shall hear and determine appeal matters on

i. acts or omissions in contravention of the Statutes enacted by the Council;

ii. grievances by students against the University on matters related to welfare and discipline; or

iii. any other matter or dispute referred to the Board by the Council.

c. The AUCB Appeals Board shall consists of the following:

Vice Chancellor

Pro-Vice Chancellor

Registrar

Dean of Student Affairs

University Lawyer

Director, IRQAI

Head, Human Resource

Director of Academic Affairs

Faculty Representative

The report and the recommendations of the Appeals Board shall be placed before the Council for consideration and approval. The Registrar shall provide for the secretarial services for the Appeals Board.

50.0 AMENDMENT OF HANDBOOK

The University reserves the right to change rules, regulations and policies, as well as programmes and course requirements in this Handbook without prior notice.

SIGNATORY CLAUSE

.....

**PROF. ISAAC ABEKU BLANKSON
ANSAH**

.....

DR. MRS. JULIANA OWUSU



VICE CHANCELLOR

REGISTRAR

.....
PROF. PASHINGTON OBENG
COUNCIL CHAIR

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