

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



**POLICY AU-108**

**STUDENT HANDBOOK FOR POSTGRADUATE  
DEGREES**

**SCHOOL OF RESEARCH AND GRADUATE STUDIES**

**REVISED  
SEPTEMBER 2025**

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# AFRICAN UNIVERSITY OF COMMUNICATIONS AND BUSINESS

(Motto: Discover Yourself from Here)



## **Our Symbols**

### *The Baobab Tree*

- Our symbol is the baobab tree, representing the source of our energy, vitality, confidence and strength.

### *Orange and Black*

- The Orange and Black colors of AUCB stand for Achievement (harvest), and the Soul of our Africanness respectively.

## **FOREWORD**

### 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 Graduate Students' Handbook has been carefully designed to provide information on what is expected of you as a student of the African University of Communications and Business (AUCB). The Handbook is for all graduate 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 a student of AUCB.

Every student is admonished to read the Handbook to acquaint him/herself with the contents. As you embark on your academic journey in this University, the Handbook will guide you to achieve your academic needs as well as observe the code of conduct required of all students. Furthermore, as graduate students 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.

Please, be assured that members of the AUCB Community are always ready to provide you with the needed support to help you accomplish your aspirations.

Again, you are very much welcome.

I wish you well and enjoy your studies.

Dr. Mrs. Juliana Owusu-Ansah

**REGISTRAR**

## **GENERAL INFORMATION**

Location: Discovery House, No.2 Jones Nelson Link,  
Off Kojo Thompson Road. Adabraka, Accra, Ghana.

Postal Address: P.O. Box LG 510,  
Legon, Accra.

Email: [gradschool@aucb.edu.gh](mailto:gradschool@aucb.edu.gh)

Telephone: +233 307 016 193

Phone: +233 506 129 559

Website: [www.aucb.edu.gh](http://www.aucb.edu.gh)/Language of Instruction: English language

Bankers: Cal Bank Ghana Ltd.

All communication should be addressed to:

**THE REGISTRAR, AFRICAN UNIVERSITY OF COMMUNICATIONS & BUSINESS**

**P.O. Box LG 510, Legon, Ghana**

## **1.0 DEFINITIONS**

Terms used in these regulations shall have the following meanings:

### **1.1 University**

African University of Communications and Business (AUCB) as established by law.

### **1.2 Dean**

Dean means persons appointed by the Council either as Dean, Acting Dean, or Director of one of the divisions or schools of the University or such staff or persons as they may assign to administer disciplinary affairs.

### **1.3 Faculty**

Faculty means officers of instruction or research appointed to any division, school/faculty, or other departments of the University, including officers on leave.

### **1.4 Staff**

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

### **1.5 Postgraduate Student**

A postgraduate student means any person registered in any division of the Institute, a programme of study leading to the award of a Postgraduate Certificate or Diploma, Masters and Doctor of Philosophy.

### **1.6 Registration**

A periodic confirmation of a student's studentship with the University.

### **1.7 Course**

An aggregate of teaching, evaluation and examination offered by a particular School under an approved title.

### **1.8 Course Work**

Comprises the total of teaching/practical, tests and examinations that is taken into account when assessing a student's performance towards the award of the relevant qualification.

### **1.9 Core Course**

A course which is designed for the particular programme of study as a compulsory requirement for graduation.

### **1.10 Credit Hour**

One credit hour implies a defined academic activity as approved by the Academic Board undertaken by a student over a period of one hour per week for the duration of one semester or its equivalent in the modular session.

### **1.11 Academic Year**

This means the period running from September to August each year or any other period determined by the Academic Board. The academic year shall cover two semesters or its equivalent in the modular sessions.

### **1.12 Re-sit/Supplementary Examination**

A re-sit or supplementary examination is attempting an assessment as a second attempt without re-enrolment on the course.

### **1.13 Postgraduate Programmes**

A postgraduate programme is programme of study that is accredited by the Ghana Tertiary Education Commission and is offered by the University leading to the award of a Postgraduate Certificate or Diploma, Masters and Doctor of Philosophy.

### **1.14 Project Work**

For taught postgraduate programmes, the Project Work is a defined assignment set by a School/Faculty as part of the requirements for the award of the relevant qualification.

### **1.15 Thesis/Dissertation**

For research postgraduate programmes, the Thesis/Dissertation is defined as a research report submitted by a Research Student to a School/Faculty as part of the requirements for the award of the relevant qualification.

A Thesis/Dissertation submitted for the degree of Master of Philosophy /Master of Research shall be informed by the forefront of an academic or professional discipline, shall show originality in the application of knowledge and shall show an understanding of how the boundaries of knowledge are advanced through research.

### **1.16 Internship**

Internship is a form of experiential education that integrates knowledge and theory learnt in the classroom, with practical application and skill development in a professional, work setting. Students may earn academic credit, as determined by the school/faculty.

### **1.17 Research Misconduct**

Research Misconduct is defined as fabrication, falsification, receiving, purchasing or selling an academic material and presenting it as work other than that of the author or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

## **2.0 PREAMBLE**

We the members of the Academic Board of the African University of Communication and Business, hereinafter referred to as the “University”, acting in our individual and corporate capacity as such Academic Board, and in the pursuit of our mandate to ensure the smooth and predictable management of student affairs, and to further guarantee a system in which student grievances and welfare are handled with expedition, hereby enact and adopt these regulations.

The regulations contained in this handbook are mostly derived from the Statutes of the University and are therefore subject to the Statutes of the University and also the 1992 Constitution of Ghana.

The Examination Regulations provided in the Statutes shall apply to all examinations organized for postgraduate programmes of the University.

The provisions in this Handbook constitute a contract, expressed or implied, between any student and the University.

All students are individually responsible for knowing and following the provisions set forth in this handbook. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties that are prescribed for breaches herein.

Any questions concerning these provisions should be directed to the office of the Academic Registrar or the Dean's office.

The University cannot assume responsibility for problems resulting from a student's failure to follow these policies or from incorrect advice given by staff below the rank of an Assistant Registrar within the particular School or Unit.

All rules and regulations are subject to change without recourse to past, present and future students. Changes shall become effective whenever the Academic Board so determines and shall apply to both prospective students and those already enrolled.

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

Students are advised to refer to the website: [www.aucb.edu.gh](http://www.aucb.edu.gh) for updates to this handbook.

### **3.0 AUCB BELIEFS, VISION, MISSION AND CORE VALUES**

#### **I. Beliefs**

- We believe all decisions should be made in the interest of students.
- We believe every student can and will learn with the appropriate opportunity and support.
- We believe students should have the knowledge, skills and attitudes to be successful now and in the future.
- We believe it is the obligation of the University, family and community to work together to guarantee each student the opportunity and support he or she needs to be successful.
- We believe every student and employee should be treated with dignity, caring and respect, and as a valued customer.

- We believe both faculty and staff play a critical role in the success of students, and that they deserve the respect of the students and the community.
- We believe the learner has the final responsibility for his or her behavior and performance.
- We believe everyone in the college community should be committed to continuous improvement.

## **II. Vision**

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

## **III. Mission**

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

## **IV. Core Values**

Our core values are:

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

### **3.1 HISTORY OF AUCB**

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 AUCB 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 then National Accreditation Board (NAB) now Ghana Tertiary Education Commission (GTEC) in March 2004.

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

In 2010, AUCB established the Business School with 33 students. In 2014, the School was re-named the Sam E. Jonah School of Business, after business mogul, Sam Jonah. By 2015/2016 academic year, the Business School had about 582 students.

The main campus of AUCB is located in the heart of the city of Accra, Ghana, in Adabraka. AUCB has acquired a 100-acre plot at Winneba in anticipation of future expansion.

AUCB 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, AUCB 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 AUCB 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 the 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 to run various courses. The School is also affiliated to the Arthur Lok Jack Graduate School of Business, University of West Indies to run graduate programs in Sustainable Energy, International MBA, Executive MBA, and International Master of Strategic Management.

AUCB has established several centres and institutions in order to offer opportunities for continuous learning to students and researchers as well as interested members of the general public. These include the Kwabena Nketia Centre for Africana Studies (KNCAS), the AUCB Pensions Academy, the Executive Education Centre, the AUCB/Mo Ibrahim Media Monitoring Centre and the AUCB/World Bank Development and Information Centre. The Komla Dumor Centre for Broadcast Journalism was launched at AUCB in October 2015. In March 2017, the University launched the Ama Ata Aidoo Centre for Creative Writing (AAACCW).

AUCB's placement as a leading Communications University is undisputed. 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).

### **3.2 THE SCHOOL OF GRADUATE STUDIES**

The unit responsible for coordinating graduate studies is the School of Graduate Studies. The school is headed by a Dean and assisted by other officers. The School is responsible for graduate admissions, registration and orientation, student records, approval of thesis/ dissertation supervisors and

examiners; thesis/dissertation topics, examination of theses/ dissertations, processing of applications for government bursaries/grants, approval of results and graduation.

The Board of Graduate Studies has three Sub-Committees: Graduate Programmes Development, Admissions Committee and Graduate Examinations Committee. The Graduate Programmes Development and Admissions Committee has oversight responsibility for admissions, approving new graduate programmes, accreditation of faculty to teach graduate level courses and supervise graduate research.

The Graduate Examinations Committee has oversight responsibility for approving examiners, examining theses and dissertations, determining thesis and dissertation results, monitoring and evaluation of performance on graduate programme delivery. The School also conducts research skills enhancement workshops for graduate students and research supervisors.

#### **4.0 THE UNIVERSITY'S COMMUNICATION WITH STUDENTS**

These are the official channels of communication with students:

- i) AUCB Website;
- ii) Students official email address assigned to students upon admission into the University;
- iii) Official Notice Boards; and
- iv) Letters to the student's registered address with the University.

#### **5.0 UNIVERSITY COUNCIL AND OFFICIALS**

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

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

- The Governing Council
- Vice Chancellor
- Executive Management
- Academic Board

#### **5.1 UNIVERSITY MANAGEMENT**

**Vice Chancellor**

Prof. Isaac Abeku-Blankson

**Pro-Vice Chancellor**

Dr. Anu Oluwakemi Wale-Olaitan

**Registrar**

Dr. Juliana Owusu-Ansah

<b>Dean, Sam Jonah School of Business</b>	Dr. Phyllis Quardjoa Physh
<b>Dean, Kojo Yankah School of Communication Studies</b>	Dr. Fara Jim Awindor
<b>Dean, School of Liberal Arts and Social Sciences</b>	Dr. Anu Kemi Wale-Olaitan
<b>Director, School of Research &amp; Graduate Studies (SRGS)</b>	Mr. Stanislaus Ganyo Yaw Amegashie
<b>Finance Director</b>	Mr. Enock Otu-Acquah

## **6.0 ADMISSION REQUIREMENTS AND REGULATIONS FOR MASTERS DEGREES**

All students are subject to the academic regulations of the University and the School or Faculty in which they are pursuing their programme. Students may expect to obtain a degree in accordance with the requirements set forth under regulations in force at the time they enter the Institute or under subsequent regulations published in the most recent (i.e., current) students handbook.

### **6.1 Criteria for Admission**

Admission to a postgraduate programme of study is open to qualified applicants regardless of gender, race, colour, disability, religion, national or ethnic origin. The minimum admissions requirements depend on the programme and/or school of study. Meeting the minimum admission requirements, however, does not guarantee acceptance into a programme.

- i. To be admitted to a programme leading to the award of a higher degree, regardless of the programme of study, an applicant must satisfy the minimum requirements as approved by the Ghana Tertiary Education Commission (GTEC) as well as the certification institution.

A candidate must have obtained a good first degree, at least a second-class lower division, in an appropriate field of study at the African University of Communications and Business or any other recognized University.

Admission may also be granted to students with third class honors upon successfully passing the Access Course Programme of this University or any other recognized University.

- iii. The Board of Graduate Studies shall consider all the recommendations made for admission and decide which candidates may be admitted.
- iv. Applicants must also satisfy any additional requirements by the School or Faculty.

### **6.2 MODE OF APPLICATION**

6.2.1 Purchase application e-Vouchers from AUCB main campus, Adabraka near Roxy cinema or CalBank and log onto [www.aucb.edu.gh](http://www.aucb.edu.gh) to complete the online application and submit it.

## **APPLICATION FEE**

**Ghanaian Students – Prescribed application fee**

**International Students: USDS100**

6.2.2 Application for admission to programmes shall be through an online facility. Forms for two referees' confidential reports, transcripts and certified copies of certificates shall be provided along with the main application forms. However, in exceptional cases, the completed application forms, referees' reports, transcripts and certified copies of certificates shall be sent directly to the Dean, School of Research & Graduate Studies or submitted by the applicant in a sealed, signed and stamped envelope.

## **6.3 SUBMISSION OF APPLICATION**

Completed application forms shall be submitted to:

The Dean, School of Research and Graduate Studies,

African University Communications & Business

P.O. Box LG 510, Legon, Ghana.

E-Mail – [gradschool@aucb.edu.gh](mailto:gradschool@aucb.edu.gh)

Admissions Office - +233 506 129 559

Applications shall be considered in the first instance by the academic unit in which the applicant wishes to study.

The academic unit shall satisfy itself of the suitability of the candidate and the availability of resources, both material and human, for the successful completion of the candidate's work. An interview and/or a qualifying examination may be administered by the Department/ Centre/ Institute to determine the suitability of an applicant.

The Head of the Academic unit shall submit in writing to the Board of Graduate Studies a statement on the suitability or otherwise of each applicant.

## **6.4 RE-ACTIVATING ADMISSION**

Applicants admitted to a postgraduate programme in the last year (12 months) and who did not enrol in postgraduate studies nor gain a deferral of admission must reapply. If no enrolment deferral was granted, there is no guarantee of re-admission.

## **6.5 COURSE OF STUDY**

A candidate who is admitted to a graduate programme shall be required to follow the approved course of study over the prescribed period. Students must be regular and punctual for their academic work over the period of their candidature in the academic unit unless otherwise permitted by the Head in writing.

## **6.6 ACADEMIC SESSION**

The regular academic session shall comprise two semesters, as follows:

First Semester: September – December

Second Semester: February - May

## **6.7 STRUCTURE OF THE SEMESTER**

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

**12 weeks of teaching**

**1 week of revision**

**3 weeks of examinations**

## **6.8 PRESENTATION OF FALSE INFORMATION**

Students who submit false information when applying for admissions will be denied admission. Where the submission of false information is discovered after a student has been admitted the student will be dismissed from the University and may be handed over to the law enforcement agencies for criminal prosecution. A dismissed student shall not be entitled to any refund of money paid to the University.

## **6.9 REGISTRATION AND ORIENTATION**

- 6.9.1 The University requires all fresh students to report at least one week before the commencement of the academic year to go through a process of registration and orientation.
- 6.9.2 Orientation is compulsory for all fresh students. Registration also takes place at the same period, concurrently with orientation.
- 6.9.3 All students must register every semester for courses prescribed by their academic unit(s) within the specified period set aside for registration through the self-help on-line registration facility and submit proof of registration to the School of Research & Graduate Studies and the relevant department.
- 6.9.4 Except with the express written approval of the Vice Chancellor, no student is permitted to register for more than one programme at the same time within or outside the University. The sanction for such an offence shall be the cancellation of the University registration or loss of studentship.
- 6.9.5 A penalty as may be determined by the Academic Board from time to time shall be imposed on any student who fails to register during the normal time stipulated for registration by the University.
- 6.9.6 A student who fails to register during the registration period specified, shall forfeit his/her right to register for the semester.

- 6.9.7 No student shall be permitted to register by proxy. The registration of those involved (the agent and potential beneficiary) shall be nullified. This means that they cannot pursue studies for that academic year. The University reserves the right to prosecute agents who are not students of the African University of Communications & Business.
- 6.9.8 Students must register for courses prescribed by their individual Schools every semester. Failure to register at the time designated for registration by the School, indicates a student has forfeited his/her right to register for that semester. Such a person shall be deemed not to be a student for that period.
- 6.9.9 No student registered in any school of the University shall at the same time be registered in any other school, either of the University or of any other institution, without the specific authorization of the Dean of the School of the University in which he/she is first registered. The sanctions for double registration shall be the cancellation of both registrations.
- 6.9.10 The privileges of the University are not available to any student until he/she has completed registration. A student who is not officially registered for a University course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he/she obtains the written consent of the appropriate Dean. The University reserves the right to withhold the privilege of registration or any other University privilege from any person with an unpaid debt to the University.

The Dean of the School reserves the right to:

- cancel courses for insufficient enrollment;
- limit enrollment in any class; and
- assign students to add or split sections meeting at the same time.

## **6.10. DURATION OF STUDY PROGRAMMES**

### **6.10.1 Duration of Programmes**

The duration for the completion of the following graduate programmes shall be 12-18 months (Minimum 12 months; Maximum 18 months).

- MBA Procurement and Supply Chain Management (1 Year)
- MBA Accounting and Finance (1 Year)
- MSc. Project Management (1 Year)
- MA Communication Studies (1 Year)

### **6.10.2 Extension of Registration**

i. Four (4) weeks to the expiry of the normal period for a postgraduate programme, a student who has still not been able to complete the programme may apply for an extension of studentship and may be granted approval for periods not exceeding the following:

ii. One semester in the first instance

- iii. Additional semester in the second instance
- iv. There shall be no further extension of time beyond the above durations.
- v. Applications for extension must be supported by duly endorsed progress reports and a recommendation from the supervisor and Head of Department.
- vi. A student who fails to adhere to the above will have to re-apply to start the programme.

### **6.10.3 Sponsored Students**

The onus is on sponsored students to ensure their sponsors release payment within the stipulated time of registration.

### **6.10.4 Change of Name**

The name in which a student is admitted to a programme will be the name that is recorded on any transcript or certificate at the time of application or a gazetted change of name (for married women ONLY) in support of any name change.

As an institutional policy, the University does not accept the change or amendment of biographical records whilst a student.

### **6.10.5 Student Responsibilities**

Admission to the University indicates that the student is seeking to achieve the highest standards of scholarship. The University expects students to successfully meet the academic challenges and to consistently perform above average in their academic work.

Although each student will be assisted by an advisor and other members of the professional staff, the final responsibility for compliance with the University's policies, including the standards of scholarship, rests with the student. It is the responsibility of students to satisfy all course requirements in which they are enrolled and to be knowledgeable in all school and programme and/or degree requirements necessary to complete their programme of study.

In addition to the policies, procedures and academic requirements found in the Students' Handbook, students are encouraged to periodically check with departmental or academic advisors for changes in individual departmental policies and those that occur between the editions of the Students Handbook.

### **6.10.6 Evaluation of Academic Performance**

Each course will have an evaluation system consisting of supervised written examinations, case assignments, seminar presentations, projects, thesis/dissertation etc. The evaluation system shall be detailed in a syllabus to be provided to students at the beginning of each course.

### **6.10.7 Evaluation by Students**

During each semester, each student will be requested to evaluate the courses they took by completing an evaluation form under conditions of confidentiality and anonymity.

### **6.10.8 Policies on Grading**

Grading policies including grading schemes are determined by certification and shall be detailed in a syllabus to be provided to students at the beginning of each course.

#### **i. Course Replacement**

Where a student has to take a course which is no longer offered, the course shall be replaced with a related one upon approval by the Dean of the School/Centre.

#### **ii. Change of Grade**

A previously entered grade shall not be altered except in conformity with the School's policy governing change of grade.

Changes in previously recorded grades may be made within twenty-one (21) days after the official release of the results where the original instructor completes the appropriate forms and supports it with evidence that an actual mistake was made in determining or recording and is approved by the Dean.

### **6.11 Deferments and Withdrawals**

#### **• On grounds of ill-health:**

A student, who has satisfied all the requirements as specified, but is unable to take the end-of-semester examinations on grounds of ill health, shall, in application to the Director of School of Research and Graduate Studies (SRGS) 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.

#### **• On grounds other than ill-health:**

In the case of deferment on grounds other than ill-health, the student shall apply to the Director of School of Research and Graduate Studies (SRGS) 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.

A student who intends to interrupt his/her study programme can only do so with the prior written approval obtained by an appropriate application made in advance to the Director of SRGS, stating reasons why he/she wants to interrupt his/her study programme. Permission must be duly granted by the Director and communicated to the applicant in writing.

Deferment may be granted for a maximum period of one (1) academic year at a time.

20% of the tuition fee shall be charged for deferment.

Deferment should be done within two weeks into a semester/modular session. Except in extenuating circumstances, deferment granted beyond two weeks into the semester / modular session shall not attract a fee refund.

Deferment is at the student's own risk as course offerings, scheduling, fees and regulations may change.

A student who withdraws from a course without prior notification shall be liable to pay the full fees for the semester/ modular session.

## **6.12 Students in Good Standing**

A postgraduate student is required to maintain a minimum Cumulative Grade Point Average (CGPA) as specified in the student's programme of study in order to qualify the student for graduation. A student whose CGPA falls below the minimum CGPA specified for his/her programme of study at the end of any semester/modular session is automatically on academic probation. A student who is on academic probation for two (2) consecutive semesters/modular sessions and who fails to raise his/her CGPA to a satisfactory level at the conclusion of the two consecutive semesters/modular sessions of probation will be withdrawn from the University.

6.12.1 A student in good standing shall be one who would have passed a minimum of 24 graduate-level credits at the end of the first semester or second semester examinations and has obtained a Final GPA of 2.50 or better.

6.12.2 Where a student does not pass the required minimum of 24 graduate-level credits as stated above, he/she shall be deemed not to be in good standing and shall be required to apply for extension, register to retake the failed paper(s) and pay appropriate fees.

6.12.3 Notwithstanding the provision in 6.12.1, students who fail to make the Final Grade Point Average of 2.50 or better at the end of their graduate course work would be deemed to have failed even if they have passed the required minimum of 24 graduate-level credits. Such candidate(s) shall be required to retake the weak paper(s) and pay the appropriate fees. (See Re-sit/Re-take policy)

6.12.4 If a student obtains the minimum number of 24 credits required at the end of the second semester examinations, but fails in more than two core courses, the student shall be required to register to re-sit the failed courses during the second semester re-sit examinations and pay the appropriate fee, while writing his/her thesis.

## **6.13 RE-TAKING COURSE WORK**

### **6.13.1 MA, MBA and equivalent programmes**

For all 12 – 18 months of graduate programmes, a candidate who fails the re-sit examinations of the first and second semesters, the candidate shall be required to apply for extension to re-sit the failed courses at the next regular opportunity. A candidate who fails a second-semester course may submit his/her dissertation and apply to re-sit the failed course during the second semester of the next academic year and pay appropriate fee.

6.13.2 Candidates re-taking failed papers must do so within the maximum time permitted for the completion of their programmes as prescribed (See Re-sit/Re-take policy)

6.13.3 A student who fails to pass the thesis or course(s) after the extension period shall be withdrawn from the programme. However, the student may reapply to start the programme afresh and pay the appropriate fee.

#### **6.14 Appeals**

An academic withdrawal appeal can be made when the student can provide independent evidence to show that:

- 1) Staff or bodies have not followed the approved regulations and procedures or have not followed them in due care.
- 2) Staff or bodies have not acted fairly towards the student or appear to show bias in the way the academic decision was made.
- 3) Other mitigating circumstances have not been taken into account in making the decision.

Appeals concerning academic progress such as academic withdrawal must be addressed in writing to the Registrar who will review the matter and prepare a report and written recommendation for review by the Academic Board. The Academic Board will review the application and make the final decision regarding a student's appeal.

#### **6.15 Project Work/Thesis/Dissertation Requirements**

A postgraduate student who has prepared a project work/thesis/dissertation as a part of the requirements for the award of the relevant postgraduate degree is required to submit an original, signed hard copy of the project work/thesis/dissertation by both the student and the supervisor and any other requirements as per the prescribed procedure laid down by the School of Research and Graduate Studies.

Procedures and regulations governing the formatting, production, and submission are published and available in the Schools or University's website.

Once students begin writing project work/thesis/dissertation, they must be continuously enrolled at the University until the degree requirements are satisfied. Enrolment may be satisfied by being registered for project work/thesis/dissertation until the project work/thesis/dissertation is approved and submitted to the Graduate School Secretariat. Students failing to maintain continuous registration will be required to pay the costs of all previous semesters/modular sessions for which registration was required.

Degree requirements may not be satisfied until this is done.

#### **6:16 Financial Obligations**

Application for re-sit/ re-take and extension shall be subject to satisfying all financial obligations.

#### **6.17 Graduation Requirements**

To qualify for the University's postgraduate award, a student must earn the required minimum number of academic credits approved by the respective School Management Committee

/School Board for each study programme and obtain the required minimum Final Grade Point Average (FGPA). The student must pass all the approved and required courses.

All students must apply to graduate whether attending the graduation ceremony or not.

All applications for graduation must be submitted to the Graduate School Secretariat at least a month to the date of graduation and pay the required graduation fee.

A student is ultimately responsible for checking that he/she is meeting graduation requirements for his/her programme of study.

### **6.18 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.

### **6.19 Degree Dating**

A student shall be recommended for his/her degree at the end of the semester/modular session in which he/she completes his/her requirements for graduation. The date on the certificate shall be a day in April or August depending on the date of entry.

### **6.20 Degree Presentation**

Following confirmation of an award of a degree, a student shall be entitled to be awarded a certificate of the appropriate degree under the seal of the University.

### **6.21 Academic Transcript**

At the end of a student’s programme, the University shall issue a complete transcript of his/her academic record. It will reflect all courses studied, all grades earned, all attempts at examinations whether passed, failed or referred (including repeated courses, if any). Any subsequent issue of academic transcript will be upon request and payment of the prescribed fee.

## **7.0 REGISTRATION FOR EXAMINATIONS**

Registration for a University Examination shall require the 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.

Endorsement shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study.

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, and subsequently communicate the same to the Board of Graduate Studies for a final decision.

Where applicable, candidates shall have up to 3 weeks (21 days) from the commencement of the semester within which to ADD or DROP courses.

After 21 days of the semester, departments shall publish for verification by students, lists of registered candidates for the courses offered by the department. The lists of registered candidates shall be forwarded to the Academic Affairs Directorate before the end of the sixth week of the semester. The lists shall be deemed as constituting final registration for the end-of-semester examination. This means that by the end of the sixth week, students whose names do not appear in any course list 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.

## **8.0 APPLICATION FOR RE-ADMISSION**

### **8.1 Loss of studentship resulting from interruption of study**

A student who loses his/her studentship under 6.11 may be allowed to apply for readmission to the University. The grades earned on the previous programme may count towards the current studentship.

### **8.2 Failure in thesis/dissertation/long essay/project work**

i. Where a student's thesis/dissertation/long essay/project work is declared a failure, the candidate may be allowed to apply for re-admission to his/her programme within a period not exceeding two (2) semesters in the case of MA and equivalent programmes

ii. Where a student satisfies the course work requirements of his/her programme but fails the research component, the student may be granted a waiver of course work.

iii. Such an application shall be referred to the relevant Head of Department for comments and if recommended by the Department for re-admission, the candidate shall be readmitted to repeat the thesis/dissertation/long essay/project work component of his/her programme for the following durations:

- One semester (1) in the case of MA and equivalent programmes
- Two (2) semesters in the case of MPhil and equivalent programmes

8.2.1 Such re-application must be made by completing the appropriate postgraduate application form during the normal admissions season only and shall be considered for admission at the next intake.

8.2.2 There shall be only one opportunity for application for re-admission.

### **8.3 LAPSED STUDENTSHIP**

8.3.1 Where a candidate fails to complete a thesis/dissertation/long essay/project work within the required period including extension, the studentship of such a candidate shall be deemed to have lapsed and dissertation or thesis cannot be submitted.

8.3.2 The candidate may wish to apply for re-admission in line with the procedure outlined in the case of a candidate who failed the research component of his/her programme.

8.3.3 Only candidates who have satisfied all course work requirements shall be considered for re-admission.

#### **8.4 TRANSFER OF CREDITS**

8.4.1 Candidates admitted into MPhil degrees may, on the basis of official transcripts, be allowed to transfer credits earned from a taught Master's degree course. A student may get a waiver for the course work if the course work component of the Master's degrees is comparable.

8.4.2 A candidate who completes part of the course work in another University may be offered admission on the basis of credits transferred to the African University of Communications and Business (AUCB), provided:

i. The contents of such programmes are deemed comparable and satisfy the course requirements of the Department and School in which he/she seeks to pursue his/her studies.

ii. The candidate shall take any additional courses as may be required by the Department and School.

iii. Such transfers may be considered only after admission of student into programme.

#### **8.5 COURSE CREDITS**

8.5.1 One (1) course credit shall be defined as one hour lecture, or one hour tutorial, or one practical session (of 3 hours), or three hours of fieldwork per week, for a semester, in line with general University policy.

8.5.2 No graduate taught course shall be more than four (4) credit hours.

#### **8.6 SCHEME OF EXAMINATION**

##### **i.6.1 MA and Equivalent Programmes**

i. The examination shall consist of written papers and such practical/project work/dissertation/long essay as may be prescribed, and where applicable.

ii. A candidate may also be examined orally on the substance of his/her dissertation.

##### **8.6.2 MBA**

i. Project work/long essay/ term paper as may be prescribed.

ii. A candidate may also be examined orally on the substance of his/her dissertation.

## **9.0 FINANCES AND FINANCIAL AID**

### **9.1 Fees**

- 9.1.1 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.
- 9.1.2 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.
- 9.1.3 A student shall participate in a course only after officially registering and paying the requisite fees.
- 9.1.4 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.
- 9.1.5 A student who withdraws from a programme without prior notification shall be liable to pay at least 50% of the fees for the semester/modular session, research, and examination fees.

### **9.2 Financial Aid**

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

All scholarships funded through the University are subject to an award time limit. Students' requests for an extension of financial aid that has expired must be made in writing to the Director of Graduate Studies. There is no guarantee that a request for extension will be approved.

#### **9.2.1 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.

### **9.3 Students Services, Fees and Assessments (Liability Clearance)**

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 the University.

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

**9.3.1 Graduation Fee:** Students must apply and pay a non-refundable graduation fee whether attending the graduation ceremony or not.

For a student to graduate, both academic and financial requirements must be fulfilled. Fulfillment of financial requirements includes payment of all financial obligations, including a graduation fee.

**9.3.2 Transcript Fee:** There is a charge per person per transcript. Upon request, the University may mail transcripts for a fee. To obtain a transcript, registered students must have no obligations to the University and former students' must have been cleared of any financial and other obligations to the University.

**9.3.3 Introductory/Proficiency Letters Fee:** Introductory and English proficiency letters shall be issued at a fee to students of the University upon request. However, there shall be a charge for the issuance of an introductory letter or English proficiency letter for all former students who require such services. The University may mail introductory and English proficiency letters for a fee upon request.

**9.3.4 Attestation Fee:** A fee shall be charged for the issuance of attestation letters to students who require such service.

## **10.0 TEACHING AND SUPERVISION AT GRADUATE LEVEL**

### **10.1 Accreditation of Teaching Faculty**

Teaching faculty for graduate courses shall normally be PhD holders or faculty of professorial rank. For this purpose, a head of department shall submit the names and highest qualification of faculty for teaching at graduate level and submit the list to the Board of Graduate Studies for approval through the appropriate School Board.

### **10.2 Accreditation of Supervisors**

A Supervisor must have taught or carried out research in a university or an equivalent institution and must have a record of research work and publications. All Supervisors shall be accredited by the Board of Graduate Studies. For this purpose, a form for accreditation of Supervisors shall be completed by the prospective Supervisor, endorsed by the Head of Department and submitted through the appropriate School Board to the Board of Graduate Studies for approval.

### **10.3 Assignment of Supervisors**

i). A Supervisor(s) shall be required for every graduate student undertaking thesis/dissertation/long essay/project work in all academic units of the University. A Supervisor from the department, a relevant academic unit or research institute, another University or research institute may be appointed to be on the Supervisory Committee.

ii). The lead Supervisor shall be from the University and shall normally not serve as lead Supervisor for more than five (5) students.

iii). Lead Supervisors shall be appointed by the departmental Graduate Studies Committee.

iv). A Faculty member pursuing a graduate degree programme in the University or other institutions shall not supervise other graduate students' theses or dissertations.

### **10.4 Supervisory Committee**

i). The number of Supervisors shall normally be as follows:

MA Dissertation/Long Essay/Project Work - One (1) Supervisor

ii). The Supervisor shall be of at least Senior Lecturer status and/or shall hold a degree that is higher than that for which the supervised student is enrolled.

iii). It shall be the duty of the Lead Supervisor to convene supervisory committee meetings at least twice in a semester. The Supervisor must submit a completed progress report form to the Dean of Graduate School through the Head of Department at the end of every semester.

### **10.5 APPROVAL OF THESIS/ DISSERTATION AREAS, TITLES, SUPERVISORS AND EXAMINERS**

10.5.1 Master's dissertation areas and names and addresses of supervisors shall be submitted to the appropriate School Board for approval before the end of the first semester. Final approval of thesis areas and supervisors shall be by the School Board.

10.5.1 Master's dissertation titles, names and addresses of supervisors and full contact details (address, email and telephone number) of examiners shall be submitted to the Board of Graduate Studies at the beginning of the second semester through the relevant School Board.

### **10.6 GRADING SYSTEM FOR COURSE WORK**

**10.6.1** A student's performance in a course shall be graded according to the approved grading structure of the affiliate University for the specific programme.

**10.6.2 Grade Point (GP):** Each Grade shall be assigned equivalent grade point. 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 of the grade obtained in that course.

**10.6.3 Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average shall be calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits for all courses for which the student has registered up to that time.

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

### **10.7.0 GRADING SYSTEM FOR COURSE WORK**

**10.7.1** A student's performance in a course shall be graded as follows:

<b>Grade</b>	<b>Numerical Marks (%)</b>	<b>Interpretation</b>	<b>Grade Point</b>
A	80 - 100	Excellent	4.00
B+	70 - 79	Very Good	3.50
B	60 - 69	Good	3.00
C	50 - 59	Pass	2.00
D	30 - 49	Fail	1.50
F	0 - 29	Fail	1.00
Z		Disqualification	
Y		Continuing	
I		Incomplete with justification	
X		Incomplete without justification	

**10.7.1 Grade Point (GP):** Each Grade shall be assigned 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 of the grade obtained in that course.

**10.7.2 Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average shall be calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits for all courses for which the student has registered up to that time.

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

## **10.8 DEFINITION OF GRADES**

**10.8.1 Pass Grades:** Grades A, B+, B and C constitute **Pass** grades.

**10.8.2 Failure Grades:** Grades D, F, X, Z constitute **Failure** grades.

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

### **10.8.4 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 Graduate Studies as acceptable. 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 Graduate Studies as unacceptable.

### **10.8.5 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.
- ii. A candidate awarded a grade Z may be barred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University.
- iii. A grade Z may be awarded only by the Board of Graduate Studies.

## **10.9 ELIGIBILITY FOR EXAMINATIONS**

**10.9.1** A student shall attend all lectures, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the University for his/her programme.

**10.9.2** Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course.

**10.9.3** Any student who is absent for a cumulative period of 25% from lectures, tutorials, practicals and other assignments prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the

semester examination.

#### **10.9.4 REGISTRATION FOR EXAMINATIONS**

10.10.1 Registration for a University Examination shall require the 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.

10.10.2 Endorsement as in (3.24.1) shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study.

10.10.3 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, and subsequently communicate same to the Board of Graduate Studies for a final decision.

10.10.4 After 21 days of the semester, departments shall publish for verification by students, lists of registered candidates for the courses offered by the department. The lists of registered candidates shall be forwarded to the Academic Affairs Directorate before the end of the sixth week of the semester. The lists shall be deemed as constituting final registration for end-of-semester examination. This means that by the end of the sixth week, students whose names do not appear in any course list 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.

#### **11.0 EXAMINATION REGULATIONS**

A student will be assessed through written examinations, class assignments, participation in class discussions, term papers, syndicate presentations, practical work and project work/thesis/ dissertations may be prescribed by the School of Graduate Studies.

##### **11.1 Eligibility for Examinations**

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

- 1) Registered for the course;
- 2) Has fully paid all fees;
- 3) Attended at least 75 per cent of the lectures, tutorials, seminars and undertake all other activities and assignments as approved by the University.
- 4) Completed the continuous assessment requirements.

## **11.2 Re-sit/Supplementary Examinations**

Students failing in a taught course will normally be allowed one reassessment in that course at a fee determined by the Academic Board. The University may organize supplementary examinations for such students at the end of each semester.

Students are required to attempt all components of assessment in the course for which they are registered. Non submission of assessed coursework is a serious offence against the University's regulations.

The opportunity to re-sit an examination is not an automatic right. The affected student will have to register and pay the appropriate fee.

The list of all re-sit/retake candidates will have to be compiled and submitted to the Academic Board for ratification.

A student who fails to submit coursework or fails to attempt examination without confirmed extenuating circumstances is not qualified for re-sits. The student will be made to repeat the semester.

A student who fails to submit coursework or fails to attempt examination with confirmed extenuating circumstances will take supplementary assessment as a first attempt.

A student who fails to take a recommended supplementary exam or attempts and fails the supplementary examination shall retake/repeat the course and pay the appropriate fee.

## **11.3 Alternative Examination Arrangements**

Alternative examination arrangements may be made for students with long or short term medical conditions, specific learning difficulties or disabilities, subject to the overall requirements that academic standards must be maintained.

Requests for alternative examination arrangements on the grounds of specific learning difficulties or medical conditions shall be notified to the Academic Registry and supported by the necessary evidence from a certified practitioner. The request shall be considered by the Registrar who shall make a decision thereon.

## **11.4 Examination Timetable**

The University's examination sessions may be scheduled weekdays between 9:00 am to 5:00 pm, Saturdays 9:00am to 5:00pm and Sundays 2:00pm to 5:00pm except on public holidays.

A student may have two examinations in one day. Where a student has more than one examination in a day, the minimum period of time between examinations shall be ninety (90) minutes.

It is the duty of the student to consult the daily timetable (to be made available at least forty-eight (48) hours ahead of time) to ascertain the papers to be written each day and to be present at the appointed place at least thirty (30) minutes before the examination.

## **11.5 Attendance at Examinations**

**11.5.1** A student shall not be admitted to an examination if:

- i) he/she has not registered;
- ii) he/she owes fees to the University;
- iii) the subject of the examination has merely been audited, unless the course had been followed previously; or
- iv) he/she is under suspension or has been dismissed from the University.

11.5.2 A student may be refused admission to an examination if he/she reports to the examination more than thirty (30) minutes after its commencement.

11.5.3 A student who arrives late at an examination shall not be allowed extra time to complete the examination.

11.5.4 A student shall be required to produce his/her student ID card to every examination. Without this form of identification, a student may be refused admission to the examination.

A student who does not have the appropriate ID would have to collect a formal 'temporary' ID from the Office of Information Technology (IT) at a fee.

11.5.5 The presumption of the University is that students who partake in examinations have deemed themselves fit to be assessed. If a student becomes ill or is affected by unforeseen circumstances immediately before or during an examination, the student must inform the invigilator of his/her situation. If the student chooses to continue, the student will be asked to endorse the fitness to sit declaration form.

11.5.6 Failure to attend an examination on the given date at the ascribed time shall be regarded as a non-attendance, and in the absence of confirmed extenuating circumstances by the Registrar, a zero mark shall be awarded and the course affected shall not be available for re-sit.

11.5.7 The following shall not normally be accepted as reasons for being absent from any paper at the University's Examination:

- i) Misreading the timetable;
- ii) Forgetting the date or time of examination;
- iii) Inability to locate the examination hall;
- iv) Inability to rouse oneself from sleep in time for the examination;
- v) Failure to find transport;
- vi) Loss of a relation; or

vii) Pregnancy that makes the writing of the examinations impossible or inadvisable, unless it is certified by a medical doctor. Such medical reports shall also be certified by a designated Medical Officer of the University.

### **11.6 Conduct in Examinations**

All examinations are conducted under the University's regulations. The following regulations shall apply:

11.6.1 It is the responsibility of the student to provide a pen, pencil, ruler, eraser, calculator and any other required equipment to each examination. These should be kept in a transparent case.

11.6.2 A student shall not be allowed to leave the examination room during the first thirty (30) minutes of the examination session unless in extenuating circumstances. A student must also not leave during the last fifteen (15) minutes of the examination and must remain seated until all examination scripts have been collected and checked by the invigilators.

If a student has completed the paper before the specified time and wishes to leave, he/she must seek permission and must leave as quietly as possible so as not to disturb the other students.

Permission to leave at any time must be requested from the invigilator.

A student who completes an examination ahead of time (not before the first thirty (30) minutes and not within the last fifteen (15) minutes of the examination) may leave the examination room after surrendering his/her answer books. The student shall not be allowed to return to the examination room.

A student who is allowed to leave the examination room, with the intent to return, shall be accompanied while outside the examination room by an attendant or by the invigilator. The invigilator shall be satisfied personally that the student does not carry on his or her person any unauthorized material.

11.6.3 A student who is suspected of hiding unauthorized material (such as mobile phones, smart watches and other electronic devices, revision notes, books, data tables, etc.) on his/her person may be asked by the invigilator to submit to a reasonable body search. Refusal to submit to a body search is tantamount to misconduct.

11.6.4 Communication between students is not permitted in the examination hall:

i) A student shall not pass or attempt to pass information or an instrument from one to another during an examination;

ii) A student shall not copy or attempt to copy from another student or engage in any similar activity;

iii) A student shall not allow himself/herself to be copied by another student;

- iv) A student shall not disturb or distract any other student during an examination. A student creating a disturbance may be expelled from the examination room;
  - v) The borrowing of any material by a student from another student shall not be permitted;
- 11.6.5 A student may attract the attention of the invigilator by raising his or her hand.
- 11.6.6 Smoking or drinking of alcoholic beverage is not allowed in the examination room.
- 11.6.7 The use of any form of correcting medium, including fluid, correcting pens and correcting tape on any examination answer book is prohibited. Neatly cross out incorrect answers or mistakes.
- 11.6.8 Use of programmable calculators or language translation devices is not allowed unless expressly permitted for a particular examination. Electronic calculators, dictionaries, smart watches or similar time pieces capable of storing or accessing data are not permitted on desk or to be worn about your person. All other unauthorized materials including pencil cases brought into the examination room/hall must be submitted to the invigilator prior to the examination. Failure to place these items out of reach will be treated as examination malpractice.
- 11.6.9 At the end of each examination, a student should ensure that he/she does not take away any answer books, supplementary sheets, whether used or unused, or any official examination material from the hall.
- 11.6.10 A student shall not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the invigilator.

### **11.7 Breach of Examinations Regulations**

- 11.7.1 Breach of a provision of the Regulations made for the conduct of the University's examinations constitutes examination misconduct.
- 11.7.2 The chief invigilator or his/her assigned Officer in the examination hall shall administer the Examination Misconduct Form to the student and submit it to the Director of Academic Affairs. Upon receipt of the report, the Director of Academic Affairs shall inform the student in writing that his/her conduct shall be reported and that the decision as to whether his/her work shall be accepted rests with the Academic Board. A copy of the letter will be addressed to the School Board/Examinations Committee concerned, through the Dean.
- 11.7.3 A student, who is considered to have infringed the rule, shall be required to submit a written report of his/her side of the case to the Director of Academic Affairs within two (2) working days.

Such a report shall be taken to the respective School Board, through the Dean.

11.7.4 The Examinations Committee/School Board shall review the reports received in connection with an examination malpractice or an offence and on the basis of its review, the Committee may recommend sanctions involving:

- 1) Loss of marks in a particular paper.
- 2) Warning
- 3) Credit denial in respect of any courses or examination completed or attempted
- 4) Suspension
- 5) Dismissal

In extreme cases, the grade of Z shall be awarded where it is established that a student had attempted and had gained an unfair advantage in an examination. The student may be debarred from writing the University's examinations for a stated period, indefinitely, or expelled from the University.

11.7.5 In all instances, the Committee shall make an appropriate recommendation to the Academic Board for its final decision.

The Academic Board may review all the reported cases and may vary the sanctions as it deems it fit. The Academic Board may take any other disciplinary measures deemed appropriate.

### **11.8 Missing or Lost Examination Scripts**

11.8.1 In cases where it is verified that a student has taken an examination and the script is deemed to have been lost prior to the declaration of results, the relevant student shall be permitted one of the following options:

- i) Completing a substitute examination, the form to be authorised by the Dean of the School/Faculty. OR
- ii) Writing the next scheduled examination in the course (e.g. a supplementary or retake examination), and abiding by the grade obtained therefrom. OR
- iii) Being awarded the mark obtained in the corresponding coursework element to the lost script. OR
- iv) Where it is possible to compile an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.

If an examination script deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the script will be marked.

If the mark awarded to the located script is higher than the mark awarded to the chosen option, the exam mark will supersede the chosen option mark. If the mark assigned to the located script is lower than the mark awarded for the chosen option, the chosen option mark will stand.

11.8.2 In cases where a remark has been requested and the relevant script cannot be retrieved, the student, subject to consultation with the Director of Academic Affairs shall be permitted one of the following options:

i) the student shall be awarded the mark obtained in the corresponding coursework element to the lost script. OR

ii) the student shall be allowed to write the next scheduled examination in the course (e.g. a supplementary or retake examination), and abiding by the grade obtained therefrom. OR

iii) the student shall be awarded the minimum pass mark if the original mark fell within 5 marks of the pass mark/grade. OR

iv) where it is possible to compile an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.

If an examination script for which a student has requested a remark and was deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the options would be withdrawn and the remark process activated.

### **11.9 Publication of Results**

Approved results of examinations taken at the end of each session/semester shall normally be published by the Academic Board before the commencement of the next session/semester.

Publication of examination results shall be through any means including the student portal (LMS).

It is the responsibility of the student to find out the result of an examination taken.

11.9.1 A student may obtain feedback on examinations taken by submitting a request through the Academic Registrar to their course Instructor.

11.9.2 After receiving feedback, a student who is still not satisfied with the results of his/her examination may request for a re-mark by submission of an application to the Academic Registrar and on payment of an appropriate fee, which shall be determined by the Registrar.

11.9.3 A request for feedback and/or re-mark shall be submitted to the Academic Registrar not later than twenty-one (21) days after official release of the results and shall state the grounds for feedback or re-mark.

11.9.4 The Academic Registrar in consultation with the Dean shall appoint an independent examiner for the re-mark.

11.9.5 An application entered on a student's behalf by a person other than the aggrieved student shall not be entertained.

- 11.9.6 No action shall be taken on an application, which is submitted outside the time stipulated in subsection (9.9.3), and a re-mark shall not proceed unless the fee is fully paid.
- 11.9.7 The mark of the new and independent examiner is regarded as the final mark. Where the re-marking of a script results in a higher mark than that previously recorded, and the re-mark results in a positive grade change, the student should be awarded the new grade.
- 11.9.8 Where it emerges that a complaint is frivolous or ill-motivated, the University shall caution the student accordingly.

## **12.0 RESPONSIBLE ACADEMIC CONDUCT AND ETHICAL RESEARCH**

### **12.1 Overview**

The University in general, promotes responsible and ethical research among students. Students are cautioned to avoid practices that threaten the integrity of their academic career and their research, including, but not limited to:

- falsification or fabrication of data;
- violations of privacy and confidentiality provisions;
- conflicts of interest;
- cheating - receiving, purchasing or selling research or any academic work and presenting it as own work other than that of the author;
- plagiarism; and
- copyright infringements.

Unethical research threatens the integrity of the academic and scientific enterprise and may subject students to severe penalties.

For example, students are required to certify that any use of copyrighted material beyond “fair use” has the written permission of the copyright owner. If the permission to use copyrighted material does not accompany the project work/long essay, the copyrighted material will not be reproduced.

### **12.2 Sanctions for Research Misconduct**

Sanctions for research misconduct include, but are not limited to:

- Loss of marks in a particular paper;
- Warning;
- Credit denial in respect of any courses or examination completed or attempted;
- The imposition of special certification or assurance requirements;
- Suspension;
- Dismissal; or
- Cancellation of an award already conferred.

## **13.0 QUALIFICATION FOR A POSTGRADUATE AWARD**

A postgraduate qualification, appropriately designated, shall be awarded to a student who has been properly admitted to a programme at the University, has followed the prescribed course of study over the period, fulfilled all the requirements pertaining to the programme and obtained minimum credit requirements of the respective programme. A student must pass in each course and the project work/thesis/dissertation as appropriate.

### **13.1 Cancellation of Award**

An award conferred on a student may be canceled at any time by the Academic Board, even with retrospective effect if it becomes known that:

- 1) the student entered the University through fraudulent means;
- 2) the student impersonated someone else;
- 3) the student has been found guilty of examination malpractice;
- 4) there are other reasons that would have led to the withholding of confirmation of the award in the first place.

## **14.0 ACADEMIC RESOURCES AND STUDENT SERVICES**

### **14.1 Library**

The library's holdings are books and periodicals in hard and electronic copies. There is a collection of journals, newspapers and a variety of other documents. The library is categorized under the following sections:

- electronic;
- reference; and
- lending.

A direct borrowing agreement makes the library resources of the University available for use by registered students, faculty, and staff of the University. The University participates in the Consortium of Academic and Research Libraries in Ghana (CARLGH).

Library hours are posted at the entrance to the building, on the library's web pages and printed copies are available upon request.

A student shall obtain library and information services at the University's library. Electronic information services may also be accessed via wireless network.

## **14.2 Students Affairs Directorate**

The Student's Affairs Directorate is the office for formal and informal extracurricular activities for students on campus.

Specifically, the unit provides the following services:

- i) **Counselling Services** - The Students' Affairs Directorate provides counselling services to students on request. The Office of the School Counsellor attaches professionalism in executing their tasks and assures students of the utmost confidentiality. The counselling unit provides the needed assistance to students on personal, relational, family, academic and other issues.
- ii) **Career Development** - The Students Affairs Directorate also provides assistance to students in developing strategies for effective job search.
- iii) **Internships** - Students are assisted to carry out industrial attachments as interns to enable them learn practical knowledge and skills on the job. Some organizations forward notices of internship placements for students to the Students Affairs Directorate. The Students Affairs Office organizes seminars to equip students with the knowledge and skill to prepare winning C.Vs among others to help them plan their career and job placement effectively and efficiently.
- iv) **Students with special needs** - The Students Affairs Office provides and coordinates services to students with special needs. The Office is to help ensure that students with special needs have equal access to the University's programmes and to help provide an environment in which they can be successful while enrolled at the University.
- v) **Students Associations** - The policy of the University is to encourage students, who so desire, to organise themselves into, and join organisations which contribute to the academic, cultural, recreational and social life of the University. This excludes political party's organizations. For this reason, the University will encourage a network of student-directed clubs and societies designed to provide education outside the classroom, and through which a student may manifest his/her feelings and attitudes and seek out relief from the purely academic life.

Students are advised to refer to the guidelines for the formation of students associations/ clubs/ societies at the University. Copies are available at the office of the Director of Students Affairs and the University Library.

## **14.3 Residential Accommodation**

The University will provide residential accommodation to interested students.

#### **14.4 Health /Clinic Services**

Students requiring medical attention may contact the Director of Student Affairs for the appropriate assistance or advice.

#### **14.5 Parking**

All students must park their vehicles at the designated students' car park. Students must abide by the regulations for parking and traffic control and must observe the maximum 20 km/h speed limit within the Campus.

Vehicles parked in violation of the parking regulations and restrictions shall be subjected to ticketing, clamping and other disciplinary measures.

The University reserves the right to withdraw any parking privileges from any student at any time.

#### **14.6 Security and Public Safety**

All crimes and requests for police assistance should be made through the Director of Student Affairs to the Security Coordinator. Individual students are responsible for their personal effects.

In the interest of public safety, the Security may subject students and/or their vehicles to random searches.

### **15.0 EXAMINERS AND DETERMINATION OF RESULTS**

#### **15.1 Moderation of Written Papers**

All written examinations shall be moderated by faculty members within the department, school and external moderator(s) from affiliate and other recognized universities

#### **15.2 Examination of Thesis/Dissertations**

Two (2) examiners shall be appointed by the Academic Board on the recommendation of the School Board and the Board of Graduate Studies to examine a Thesis/ Dissertation/ submitted for the Master's degree.

#### **15.3 Internal Examiners for Thesis/Dissertations**

i). Internal examiners shall be assigned for thesis, dissertations, project works and long essays from within the academic unit or from outside the academic unit provided the examiner is not from an institution other than the University. The internal examiner must be the holder of a degree that is at least equivalent to the degree for which candidate has enrolled.

ii). The Head of Department shall complete and submit an accreditation form to the School of Graduate Studies for approval in the case of new internal examiners.

iii). Faculty members pursuing graduate degrees in the University or other institutions cannot examine other graduate students.

iv. The Lead Supervisor of a student shall NOT normally examine the student's thesis/dissertation. However, only one of the supervisors of a Master's student may be appointed as an Internal Examiner.

#### **15.4 Appointment of External Examiners**

i). All external examiners shall be appointed by the Pro-Vice Chancellor for Academics on recommendation of the Deans of the various Schools.

In the case of new external examiners, both abridged and full curriculum vitae shall be submitted through the School Management Committee to the Board of Graduate Studies for approval. The abridged curriculum vitae may also be submitted together with thesis/dissertation examination particulars for approval.

#### **15.5 Grading System for Dissertation/Thesis/Project work**

i). A student's performance in a dissertation/thesis/long essay/project work shall be graded according to the approved grading structure of the Affiliate University under which the specific programme is being taken:

ii). A separate report, duly signed, shall be submitted by each Examiner to the Board of Graduate Studies in respect of a dissertation or thesis submitted.

iii). The Examiners' reports on a dissertation or thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of a particular field of learning within which the subject of his/her dissertation or thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.

#### **15.6 Oral Defence by Postgraduate Candidates**

i). A candidate who submits a thesis for postgraduate degrees, shall undertake a departmental oral defence of his/her thesis before the thesis is submitted to the School of Research & Graduate Studies for examination.

ii). For this examination, a panel of three including a Chairman, who shall normally be the Head of Department and the internal examiner of the candidate, shall be constituted. The Chairman of this panel must be a person other than the candidate's supervisor. Where the Head of Department is the candidate's internal examiner or the supervisor, another faculty member shall be nominated by the Head of Department to serve on the panel in addition to the internal examiner.

iii). The thesis shall be submitted for examination together with the report of the oral examination.

iv. If a candidate for the MBA degree fails to satisfy the examiners at the oral examination, the panel may recommend to the Board of Graduate Studies that the candidate be permitted to submit to a further oral examination within a period not exceeding two (2) months.

v). If the candidate for the MBA degree fails to satisfy the Examiners at the second oral examination, the thesis shall fail.

### **15.7 Determination of Dissertation/Thesis Results**

The Board of Graduate Studies shall review the recommendations of the examiners of a Master's Thesis or Dissertation as follows:

- i.) Where both examiners pass the dissertation/thesis and the candidate passes the oral examination, the Board shall pass it.
- ii.) Where one examiner fails or refers a dissertation/thesis, the Board shall review the nature of the fail or referral grade and decide whether to pass, refer or fail it.
- iii.) A Master's dissertation or thesis referred by more than one examiner shall be referred.
- iv.) A Masters' dissertation or thesis failed by more than one examiner shall fail.
- v.) A candidate who fails the oral examination shall be referred and given another opportunity to undertake the oral examination.
- vi.) A Masters dissertation/thesis referred for a second time shall fail.
- vii.) A plagiarized dissertation/thesis shall be rejected and the candidate shall be deemed to have failed.

### **16.0 REVIEW OF WRITTEN EXAMINATION**

- i) A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by the submission of an application to the Director of Graduate Studies through the Head of Department and pay a review fee.
- ii.) An application for a review shall be submitted to the Director of the School of Research and Graduate Studies through the Head of Department not later than 21 days after the release of the said results and shall state the grounds for review.
- iii.) No action shall be taken on an application, which is submitted outside the time stipulated above. Review shall not proceed unless the Review Fee has been fully paid.
- vi.) An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.
- v). In the light of the review, the Board of Graduate Studies may authorize the Registrar to amend the results previously released as appropriate.
- v). If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Graduate Studies may prescribe further sanctions which may include barring the complainant from University examinations for a stated period or an indefinite period.

## **17.0 SUBMISSION OF / DISSERTATION/THESIS FOR EXAMINATION**

- i). The Thesis Coordinator shall submit the dissertation or thesis titles of all postgraduate candidates to the appropriate Board of Graduate Studies for approval.
- ii). After completing his/her course of study, the candidate shall submit to the Graduate Secretariat a/dissertation/ thesis which shall comply with the following conditions:

Each copy of the thesis/dissertation/shall be signed by the candidate and the supervisor(s).

- a) A thesis or dissertation not signed as such must be accompanied by a letter from supervisor(s) explaining the reason for the thesis not being signed.
- b) Unless otherwise specified, the dissertation or thesis shall normally be written in English and the presentation of the dissertation or thesis must conform to the prescribed format.
- c) A dissertation/thesis submitted shall consist of the candidate's own account of his/her research. There shall be a Declaration to the effect that the thesis/ dissertation is the candidate's own work produced from research undertaken under supervision. It may describe work done in conjunction with the candidate's Supervisor provided that the candidate states clearly his/her share in the investigation and that his/her statement is certified by the Supervisor.
- d) A candidate shall not be permitted to submit a dissertation or thesis for which a degree has been conferred in this or any other university. However, a candidate shall not be precluded from incorporating his/her published work based on the thesis research.
- e) A paper written or published in the joint names of two or more persons shall not, normally, be accepted as a thesis.

## **18.0 DEADLINES FOR SUBMISSION OF REVISED THESES/DISSERTATIONS**

### **18.1 Submission of Revised Thesis/Dissertation Passed subject to Correction**

- i). A dissertation passed subject to correction shall be submitted to the School of Research and Graduate Studies through the Graduate Thesis Coordinator within One (1) Month from the date of notification.
- ii). A thesis passed subject to correction shall be submitted to the School of Graduate Studies through the Head of Department within Two (2) Months from the date of notification.
- iii). In all cases, a candidate who fails to submit the revised dissertation/thesis within the deadlines stated above may be granted not more than two semester of extension and shall be charged the appropriate extension fees for the semester.

iv). Beyond the extension grace period after the stipulated deadlines, the student shall lose his/her candidature.

### **18.2 Re-submission of Referred Thesis/Dissertation for Re-examination**

i). If a dissertation or thesis submitted for a Master's degree is Referred, the candidate may be permitted to re-submit it in a revised form within a semester.

ii). Where a dissertation/thesis submitted for a Master's degree is Referred and is being resubmitted, the candidate shall be required to re-register and pay the appropriate fee(s).

The re-submitted thesis shall reflect the new date of submission.

### **18.3 Failed Thesis/Dissertation**

i). Where a candidate's thesis/dissertation is declared a failure, the candidate may apply for re-admission to his/her programme.

ii). A student shall not be allowed to renew his/her candidature one (1) year after determination of thesis as failed.

## **19.0 PUBLICATION OF RESULTS**

i). Results of Semester examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester.

ii). The results of thesis/dissertation shall normally be declared when all the semester examination processes are completed.

iii). A result slip indicating the student's performance in the examination shall be made available to the student by the Registrar.

iv). Results of graduate degree programmes shall normally be published as follows:

- a) The Date of Award for Thesis/Dissertations submitted by 31st July shall be July of the year of submission.
- b) The Date of Award for Thesis/Dissertations submitted between 1st August and 20<sup>th</sup> December shall be December of the year of submission.
- c) Where a candidate re-sits a failed course and passes it after submission of his/her thesis/dissertation, the date of award shall not precede the date of passing written examination.

## **20.0 ELIGIBILITY FOR THE GRADUATE DEGREE**

A higher degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved course of study over the period, and who has fulfilled both the University and School/ Departmental requirements.

## **21.0 AWARD OF DEGREE**

- i). A Masters degree shall not be conferred on a candidate unless the examiners are satisfied that the dissertation or thesis is worthy of endorsement as a dissertation or thesis approved for appropriate higher degree.
- ii). The result of examinations held in connection with the award of Masters shall be laid before the Academic Board and Council for approval. Thereafter, the degree shall be conferred under the seal of the University upon each successful candidate at a Congregation of the University assembled for the purpose.
- iii). Candidates shall qualify for graduation at a congregation if they have satisfied all the requirements for graduation by the end of the previous academic year. A candidate who could not fulfil all the requirements by the end of the previous academic year but does so in the first semester of the ensuing academic year shall be eligible for the next graduation.
- iv). Candidates who intend to be presented at a Congregation must submit the corrected version of their theses for publication at least four weeks preceding the Congregation.

## **22.0 CANCELLATION OF AWARD**

Notwithstanding previous confirmation of an award of a degree, 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;
- ii). a candidate had impersonated someone else;
- iii). a candidate had been guilty of an examination malpractice for which a Grade implying disqualification or cancellation as may be assigned by the university, have been awarded;
- iv). a candidate had plagiarized material in his/her thesis/dissertation. (All references to other people's work must be duly acknowledged in a student's dissertation or thesis. Failure to do so would be regarded as an act of plagiarism).
- v). that there are other reasons that would have led to the withholding of confirmation of the award in the first place.

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

### **23.0 TRANSCRIPT OF ACADEMIC RECORD**

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

### **24.0 APPENDICES**

#### **24.1 APPENDIX I:**

##### **FORMAT OF DISSERTATION OR THESIS**

24.1.1 All theses must be prepared according to both the University requirements and School/Departmental documentation or reference formats. Such formats must be deposited with the School of Graduate Studies. Where there is a conflict between the Departmental style and the University Style, the latter must be satisfied. Students must consult the University and School/Departmental manuals for details.

#### **24.2 Faculty Format Requirements**

Notwithstanding 14.1, School/Departmental formats shall apply to:

- Chapter Structure Design
- Chapter Headings
- Reference Style
- Figures and Tables
- Chapter Content Design
- List of Abbreviations

**24.3 University Format Requirement** shall consist of the following sections:

- Preliminary Information
- Substantive Section
- Bibliography and Appendices

##### **1. Preliminary Information**

###### **i). Title Page**

The title page shall consist of the following which should be centered following the sample and wording in the Graduate School Manual:

- Title of the Thesis
- Statement of Submission
- Name of Candidate (No Titles)
- Student Number (In brackets below the name)
- In partial fulfillment (partly taught courses, e.g. MA, MPhil) of the Requirement for the Award of (Relevant Degree, e.g. Master of Philosophy – written out fully)
- The date of submission (Month and Year)

**ii). Declaration/Signature Page**

- A candidate submitting a dissertation or thesis for the Masters degree shall make a declaration to the effect that the thesis/ dissertation is his/her own work produced from research under supervision.
- Signatures: The declaration page shall be signed by the following:
  - a) The Candidate
  - b) Supervisors

**iii). Abstract**

Every candidate shall present a short abstract of his/her dissertation or thesis of a maximum of 2 pages (double spaced).

**iv). Dedication (Optional)**

**v). Acknowledgement: (1 page maximum)**

- The candidate may briefly acknowledge those who made important contributions to the success of his/her research and presentation of thesis.
- Where the thesis has benefited from a collaborative project done in conjunction with the candidate's Supervisor(s), this should be dully acknowledged.

**vi). Table of Contents**

A well aligned presentation of preliminary information, chapters with subsections, bibliography and appendices of the thesis with relevant page numbers indicated.

**vii). List of Figures/Maps**

A list of figures and maps with their relevant designated numbering and relevant pages at which they are located.

### **viii). List of Tables**

A list of tables with their relevant designated numbering and relevant pages at which they are located.

### **ix). List of Abbreviations**

A list of relevant abbreviations and their full rendering occurring in the thesis.

## **2. Substantive Section**

### **i). Chapter Structure**

A thesis must consist of substantive Chapters including an introduction, intervening chapters and a concluding chapter as determined by the School/Departmental format which has been deposited with the School of Graduate Studies.

### **ii). Reference Style**

The reference style shall follow the School/Departmental format which has been deposited with the School of Graduate Studies.

### **iii). Thesis Size**

A thesis/dissertation shall normally not exceed the following pages excluding bibliography, figures, tables, photographs, and appendices.

Degree Research Designation Number of Pages

MBA Long Essay 60

MA/MSc Dissertation/Project 80

## **3. Bibliography and Appendices**

i). The bibliography should be placed at the end of the thesis and not after each chapter with the exception of cases where the Departmental format filed with the School of Graduate Studies requires this.

ii). The order of arrangement of the bibliography and appendices should follow the format of the Graduate School Manual, unless the Departmental format requires an alternative order.

iii). The candidate may submit, as subsidiary matter in support of his or her candidature, any printed contributions to the advancement of his/her subject, which he or she may have published independently or jointly, or any other supporting material. In the event of a candidate presenting material from joint work, he or she shall be required to state fully his or her own contribution.

## **24.4 Presentation Format**

- i). Two (2) typed or printed copies of the dissertation or thesis, using standard A4 paper, shall be submitted to the School of Graduate Studies through the thesis supervisor for examination.
- ii). Typed thesis should be on only one side of the paper.
- iii). Margins: When bound all margins of the thesis should be 2.54 cm (1 inch).
- iv). Font Type & Size: Theses should be typed in New Times Roman Font Size 12.
- v). Chapter headings should be in New Times Roman Font Size 14 Bold.
- vi). Font sizes for indented citations, graphs, figures and tables should not be lower than New Times Roman font size 10.
- vii). Page Numbers: Page numbers should be centred at the bottom of page throughout the thesis.
- viii). The preliminary pages should be numbered with Roman numerals.
- ix). Page numbering in Arabic numerals should run through the entire thesis.
- x). Footnote numbering should run through a thesis.
- xi). Footnotes NOT Endnotes should be used in all theses.

## **24.5 Binding**

### **1. Examination Copy**

- i). A thesis submitted for examination should be bound in blue soft comb. The cover should bear the details of the Title Page of the thesis.
- ii). For the purpose of examination, a candidate shall be required to submit two (2) copies of his/her Master's degree thesis or dissertation and a soft version in PDF.

### **2. Final Copy**

After the dissertation or thesis has been approved, it must be bound in standard form Art or cloth; overcast; edges uncut. Three (3) final hard copies and the PDF soft version of the thesis/dissertation that have been accepted for the award of a Master's degree shall be distributed as follows:

- ✓ One (1) hard copy and the PDF version shall be sent to the School of Graduate Studies to be kept by the School;
- ✓ The remaining two (2) copies shall be retained by the candidate's Head of Department, one of which shall be kept in the Departmental Library and the other given to the candidate.

### **3. Labeling of Final Copy**

#### **i). Front Cover**

The front cover of the final copy should be lettered boldly in gold (0.5.-1.25cm) with the details of the Title Page of the Thesis.

#### **ii. Spine**

The spine of the thesis should be lettered boldly up back in gold (0.5 to 1.25cm) with the degree, date, name, before the award of the Degree is published by the Registrar.

#### **iii. Binding Colour Scheme**

The following colour scheme should be used in binding the dissertations/theses:

Degree Designation Colour Scheme

MA Degrees: Dissertation/Long Essay/Projects: Wine

MBA: Blue Black

MSc: Green

#### **iv. Soft Copy of Abstract**

A soft copy of the abstract of the thesis should be separately submitted. In addition to the details in the thesis, this copy should bear the thesis title, the name of the candidate and the names of supervisors.

### **25.0 DRESS CODE**

All students are expected to dress decently at all times on campus.

### **26.0 GRIEVANCE MANAGEMENT**

The University recognises the importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in the University. All members of the AUCB community are, therefore, free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

A student with a grievance must use and exhaust all internal channels for redress before resorting to redress beyond the University.

## **26.1 GENERAL RULES OF BEHAVIOUR AND DISCIPLINARY PROCEDURES**

### **26.2 Attendance**

Students are held accountable for absences incurred owing to late enrolment and/or registration.

It is the policy of the University to respect statutory public holidays and accordingly, no student shall be penalized or suffer any penalties for failure to attend lectures or undertake other assignment which is organized on a public holiday.

Where necessary, the University may hold events (including lectures and examinations) on weekends.

### **26.3 Unlawful Entry or Trespassing**

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

### **26.4 Media Invitations**

Members of the AUCB Community (including students) planning to invite media other than the University's media to cover an event should contact the Head of University Relations in advance of the event.

Since the AUCB campus is private property, external media are not allowed on campus without an invitation.

### **26.5 Other Offences**

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

- i) Forgery and falsification of documents, records, examination material, or any other material used on account of the respondent being deemed a student.
- ii) Assault, fighting or other disorderly conduct.
- iii) Insulting any faculty member, staff or any person engaged by the University.
- iv) Making a telephone call, text messaging, or using other media platforms on a telephone to chat with another person(s) in a class, while lectures or tutorials are ongoing.
- v) Signing in on an attendance book on behalf of another student.
- vi) Breaking any campus security rule or openly disregarding a security directive.
- vii) Stealing, mutilating or otherwise damaging any asset belonging to the University including books.
- viii) Possession, use, buying or selling of illegal drugs.

- ix) Excessive use of alcohol that is likely to endanger the health and safety of others.
- x) Threatening, offensive or indecent behaviour or language that causes distress to others.
- xi) Misappropriation of or damage to the property of any student or member of staff.
- xii) Harassment of any kind and any antisocial behaviour.
- xiii) Contempt

## **26.6 Demonstrations, Rallies and Picketing**

On occasion, recourse to public demonstration and protest may become, for some, a necessary and justified means of supporting their course or position. In such cases, the University must seek to ensure a fair and reasonable balance and coordination between two sets of rights that are brought into conflict with one another.

The first is the right of the members of the AUCB community to freely pursue their academic and vocational objectives without unreasonable obstructions or hindrance.

The second is the right of the members of the community to freely communicate by lawful demonstration and protest, the position that they conscientiously espouse on vital issues of the day.

The University endorses both sets of rights and believes that each can be fully exercised without serious damage to the other.

The rights of students to demonstrate or to undertake other public protests or to go on processions on or outside the campus shall be subject to regulations enacted for that purpose by the Academic Board and in accordance with the relevant national law.

## **26.7 Student Discipline**

The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

- i.) Subject to the Statutes of the University, the Council, Academic Board, Vice Chancellor, or other delegate of the aforementioned shall administer disciplinary sanctions against students found to have violated any rule or regulation.
- ii). Where a disciplinary offence is also subject to criminal investigation and legal proceedings, the University may suspend the disciplinary process until the criminal investigations and legal proceedings have been concluded. The Registrar in consultation with the lawyer of the University shall review the case on a monthly basis and shall determine if any action is required during the review period.

The fact that the police or other legal authorities might be unable, unwilling, or not yet able to proceed will not automatically preclude the University from instigating its own

disciplinary action, with the understanding that the respondent's response to the police or other legal authorities shall take precedence should a conflict in hearing times occur.

iii). Where the student has been acquitted following legal proceedings, the University will take into account the decision of the court. However, it may be the case that it is reasonable and within the University's interest to pursue outstanding matters of concern to the University that have not been addressed.

## **26.8 General Disciplinary Procedure**

This section sets out the University's disciplinary procedures to ensure that a student with alleged misconduct will receive a fair hearing.

### **1. Pre-Hearing Procedures**

#### **i) Filing Complaints**

Any student of the University who believes a violation of the rules has been committed may file a written complaint with the Director of Students Affairs who shall immediately transmit the same to the appropriate Disciplinary Committee. The complaint shall state with particularity the person(s) involved, the nature of the offence, and the circumstances under which the offense may have been committed.

#### **ii) Investigation of Complaints**

Upon receipt of the complaint, the Disciplinary Committee shall conduct such investigation into the matter as it deems it fit.

#### **iii) Respondent's Right to an Advisor**

A respondent may be assisted in his or her defence of charges of a violation by an advisor of his or her choice from within or without the University. The advisor may be a lawyer.

### **2. The Hearing of Charges**

#### **i) Presentation of Charges**

An Officer of the University not below the rank of Assistant Registrar shall be responsible for the presentation of charges at the hearing.

The Responsible Officer, who may be assisted by a lawyer from within or without the University, shall produce all evidence and call all witnesses in support of the charges at the hearing of any complaint or allegation against any student or faculty of the University.

The respondent and/or his/her advisor may examine any evidence and cross - examine any witnesses.

## **ii) Presentation by the Respondent**

Following presentation by the Officer, the respondent and his/her advisor may produce evidence and indicate witnesses in his/her defence if relevant.

## **iii) Rules of Procedure**

The Disciplinary Committee of the University shall have wide discretion in the determination of its rules of procedure in particular cases, provided howsoever, that any procedure adopted shall not violate the rules as stated in the University Statutes.

## **iv) Record of the Hearing**

The Disciplinary Committee shall keep a record of the hearing in a manner as it shall determine. Unless the hearing has been closed at the request of the respondent, the record of the hearing shall be a public record.

## **v) Open Hearing**

Unless a closed hearing is requested by the respondent, the hearing may be open to members of the University Community except that the Disciplinary Committee may impose reasonable limits on the number of persons admitted. For the avoidance of doubt, the Disciplinary Committee may exclude witnesses from attendance at the hearing, and may close the hearing if it is disrupted by disorderly behaviour of the participants or spectators.

## **vi) Attendance of Witnesses: Testimony by Respondent**

Members of the University Community, subject to these rules are compelled, under penalty of disciplinary action under these rules, to appear as witnesses if summoned by a Disciplinary Committee.

Failure to appear shall constitute a violation provided there is proof of notice. The respondent is compelled to attend the hearing under penalty of suspension, and he/she may be a witness only if he/she freely consents to be.

## **vii) Contempt Procedures: Disruptions**

The Disciplinary Committee may find a person who fails to obey a proper order of the Committee during the hearing in contempt of the rules. If any person present at a hearing continues seriously to interfere with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Committee, the Committee may proceed to find the person in contempt of the rules. The Committee may hear and decide cases of contempt by summary proceedings during hearings.

Where the person found in contempt is a respondent, he/she shall be subject to warning and any further contempt, including further disruption, will lead to his/her suspension. The penalty for being twice found in contempt shall be suspension, in accordance with these rules.

If the person found in contempt is not a respondent, he/she shall be subject to warning and shall be asked to leave the hearing. The Committee shall warn the party that if he/she does not leave he/she will be suspended. Failure to leave at this time shall mandate a suspension in accordance with these rules. If a disruption occurs, the Committee may:

- a) order a recess and reconvene;
- b) reconvene at an alternate place;
- c) reconvene and limit the number of spectators;
- d) reconvene and exclude designated spectator participants in the prior disorder;
- e) reconvene in a closed hearing, provided that members of the University and news media shall be excluded only on request of the respondent, save when an individual reporter acts disruptively, in which case the Disciplinary Committee may admit a replacement for him.

### **viii) Status of Respondent during Proceedings**

Any respondent granted a leave of absence during the pendency of proceedings shall not, on that account, be granted a postponement or deferment. If, however, a respondent, having been notified of charges brought against him/her, voluntarily withdraws from the University permanently or indefinitely, the charges shall be dropped and proceedings shall be terminated. Upon any subsequent application for readmission to the University by a respondent who has withdrawn under such circumstances, the Director of Graduate Studies shall decide whether the applicant shall be subject to further discipline as a requirement for readmission.

Whether degrees or certificates shall be withheld from students charged with violations of these rules pending hearings is a matter of administrative discretion to be exercised by the Academic Board. The decision shall take into account the seriousness of the charge, the degree of punishment likely to be given, and the extent to which the plans of the respondent will be disrupted.

A student's transcript shall not be withheld during the pendency of hearings, but the transcript shall be issued with a notation thereon of the pendency of the hearing and the possibility of sanctions if the respondent is found guilty of a violation of the rules.

Where the proceedings end and the said student is found not guilty of the charges preferred, he/she shall have a new transcript issued him/her with a notation indicating that fact.

The requirement of the notation may be waived at the discretion of the appropriate Dean provided however that where the proceedings end and the said student is found guilty of the charges preferred, he/she shall have a new transcript issued him/her with a notation indicating that fact.

### **ix) Decision of the Disciplinary Committee**

The Disciplinary Committee promptly after the conclusion of the hearing shall prepare and send to the Academic Board its decision and recommendation(s) for the Academic Board's final decision. The Academic Board may vary the Disciplinary Committee's recommendations as it deems it fit. The Academic Board may also take any other disciplinary measures deemed appropriate.

### **x) Decision of the Academic Board**

Decisions reached by the Academic Board shall be immediately communicated to the appropriate Officer of the University who shall proceed to communicate the decision of the Academic Board to the respondent within a period of two calendar weeks.

## **27.0 SANCTIONS**

Sanctions comprise the following penalties for violation of these rules:

### **27.1 Reprimand**

A reprimand indicates that a student's behaviour is inappropriate for a member of the University. A notice of reprimand shall be maintained in the student's personal file for one year and would serve as a basis for further sanctions should subsequent violations occur. It is hoped that the student shall not in future shall not repeat such an offence.

### **27.2 Warning**

A warning states that future violations will be treated more seriously. It in no way limits consideration for, or receipt of any benefit for which the student may be eligible. Upon notification by the proper authority, a notice of warning shall be maintained in the student's personal file and would also serve as a basis for further sanctions should subsequent violations occur.

### **27.3 Suspension**

A student who has been suspended is not permitted to continue his/her association with the University in any form.

The period of suspension shall be for not less than one semester.

Upon notification by the appropriate authority, a copy of the suspension letter with date shall be placed on the student's record.

Should the student subsequently resume, a copy of the resumption letter with date shall be placed on the student's record.

Where a suspension may lead to a student exceeding his/her status of limitation, a Disciplinary Committee shall recommend a dismissal of the student.

### 27.4 Dismissal

When a student is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one year after the imposition of the sanction except by an act of clemency granted by the Council.

Upon notification by the appropriate authority, Should the student subsequently dismissed, a copy of the dismissal letter with date shall be placed on the student’s record.

Should the student be subsequently readmitted, a copy of the readmission letter with date shall be placed on the student’s record.

The notations on the record are permanent.

### 27.5 Violations and Sanctions

A student who is found guilty of a violation of these rules after a disciplinary hearing shall be sanctioned by the University on the basis of the gravity of the offence as indicated in the table below. The range of penalties below is to serve as a guide to ensure appropriateness of penalty in relation to the offence as well as relative consistency in disciplinary action throughout the University. The fact that a particular offence is not listed below does not mean that a student cannot be punished for that offence.

Students found guilty for violation of these rules may also be referred to the University’s Counseling Centre to be put on a structured counseling programme.

### 27.6 Table of Sanctions

OFFENCE	SOURCES	SANCTIONS		
		1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>OFFENCES RELATING TO EXAMINATION MISCONDUCT</b>				
<b>General Acts of Indiscipline</b>	Talking, eating, drinking of alcohol whilst in the examination room.	Reprimand	Warning	Suspension for one academic year.
	Possession of any books, notes, duffle bags, cellular phone, any electronic devices, or any other material that has not been authorised.	Suspension for one (1) academic year and cancellation of paper	Dismissal	
	Unauthorised possession of	Suspension for one (1)	Dismissal	

	a spare examination booklet or answer sheet	academic year and cancellation of paper		
	Verbal attack on examination officials	Suspension for one (1) academic year and cancellation of paper	Dismissal	
	Refusal to fill or sign examination misconduct form	Suspension for one (1) academic year and cancellation of paper	Dismissal	
	<b>SOURCES</b>	<b>SANCTIONS</b>		
		<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
	Physical assault of invigilator or supervisor	Dismissal		
<b>Cheating</b>	From textbooks, handouts notes, journals, electronic devices etc.	Suspension for one (1) academic year and cancellation of paper	Dismissal	
	Student copying from fellow student and student assisting a fellow student to answer question(s) or allowing themselves to be	Suspension for one (1) academic year and cancellation of paper	Dismissal	

	copied and/or passing pieces of paper(s)			
	Exchange of question paper or answer scripts during examination	Suspension for one (1) academic year and cancellation of paper	Dismissal	
	Jotting of items(s) relevant to the examination pieces of paper, parts of the person, desk, handkerchief, ruler, registration slip, calculators, money etc.	Suspension for one (1) academic year and cancellation of paper	Dismissal	
	Deliberate writing of examination outside official examination venue	Dismissal		
<b>OFFENCES</b>	<b>SOURCES</b>	<b>SANCTIONS</b>		
		1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Examination leakage</b>	Emanating from students a. Possession of live questions  b. Prepared answer booklets	Dismissal		
	Writing of examination without proper registration	Examination booklet will not be marked and credit shall not be awarded for paper(s)	Studentship shall be withdrawn	
<b>Impersonation</b>	Where student (A) attempts to	Dismissal for both students A		

	write an exams for student (B).	and B and both students handed over to the police for criminal prosecution.		
<b>Acts of Contempt</b>	Failure of student(s) to report when summoned by a Disciplinary Committee	Warning	Suspension for one (1) academic year and the student will also be tried in absentia and punished accordingly	Dismissal
	Rudeness to members of a Disciplinary Committee during interrogation	Suspension for one (1) academic year and a letter of apology to the Committee Members	Dismissal	
	Acts meant to prevent the cause of justice, hiding of useful information, lying etc.	Suspension for one (1) academic year	Dismissal	
	Destruction of evidence(s) and or exhibits by students	Suspension for one (1) academic year	Dismissal	
<b>OFFENCE</b>	<b>SOURCES</b>	<b>SANCTIONS</b>		
		1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>OFFENCES RELATING TO UNRULY BEHAVIOUR</b>				
<b>Traffic Offences</b>	Reckless driving on campus and driving above the approved speed limit	Warning	If other charges of misconduct accompanying the offence then offender shall in	Dismissal

			addition be suspended for one (1) academic year	
	Reckless driving on campus and driving above the approved speed limit resulting in injury/damage of property	Suspension for one (1) academic year and surcharge of the cost of damage and student handed over to the police for criminal prosecution.	Dismissal	
	Forging of parking sticker	Suspension for one (1) academic year and student handed over to the police for criminal prosecution.	Dismissal	
	Parking at unauthorized places	Clamping and Payment of fine	Reprimand and revoking parking right	Warning
<b>OFFENCE</b>	<b>SOURCES</b>	<b>SANCTIONS</b>		
		1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Other Unruly Behaviours</b>	Disturbance of peace of any kind anywhere on campus	Reprimand	Warning	Suspension for one (1) academic year
	Defacing University building in any way	Warning and surcharge of the cost of damage	Suspension for one (1) academic year and surcharge of the cost of damage	Dismissal and surcharge of the cost of damage
	Talking on phone or surfing on social media while lectures are in Progress	Reprimand	Warning	Suspension for one (1) academic year

	Selling of items in the lecture room and on campus	Reprimand	Warning	Suspension for one (1) academic year
<b>OFFENCES RELATING TO INDECENT BEHAVIOUR</b>				
<b>Indecent Behaviours</b>	Defecating outside	Reprimand	Warning	Suspension for one (1) academic year
	Urinating outside designated area	Reprimand	Warning	Suspension for one (1) academic year
	Littering	Reprimand	Warning	Suspension for one (1) academic year
	Indecent dressing	Reprimand	Warning	Suspension for one (1) academic year
	Making overt sexual gestures	Warning	Suspension for one (1) academic year	Dismissal
	Crossing of lawns	Reprimand	Warning	Suspension for one (1) academic year
<b>OFFENCE</b>	<b>SOURCES</b>	<b>SANCTIONS</b>		
		1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>OFFENCES RELATING TO VANDALISM</b>				
<b>Acts of Vandalism</b>	Wilful damaging or destruction of University property or property of a member of the University	Warning and surcharge of the cost of damage	Suspension for one (1) academic year and surcharge of the cost of damage	Dismissal and surcharge of the cost of damage
<b>OTHER OFFENSES</b>				

<b>Other Offenses</b>	Pilfering	Warning	Suspension for one (1) academic year	Dismissal and hand over to police for criminal prosecution
	Stealing	Dismissal and hand over to police for criminal prosecution		
	Moving chairs & tables from lecture rooms for private use & not returning them	Reprimand	Warning	Warning and a bond of good behaviour
	Indiscipline	Warning	Suspension for one (1) academic year	Dismissal
	Threatening	Suspension for one (1) academic year & hand over to police for criminal prosecution	Dismissal	
<b>OFFENCE</b>	<b>SOURCES</b>	<b>SANCTIONS</b>		
		1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>GROSS MISCONDUCT</b>				
	Fighting	Dismissal and hand over to police for criminal prosecution		
	Assault	Dismissal and hand over to police for criminal prosecution		
	Fraud (Sakawa, 419 etc.)	Dismissal and hand over to police for		

		criminal prosecution		
	Membership of a Secret cult on campus	Dismissal and hand over to police for criminal prosecution		
	Illegal possession of firearms	Dismissal and hand over to police for criminal prosecution		
	Possession, use, buy and sell of illicit drugs	Dismissal and hand over to police for criminal prosecution		
	Kidnapping	Dismissal and hand over to police for criminal prosecution		
	Burglary	Dismissal and hand over to police for criminal prosecution		
	Rape/Sexual assault	Dismissal and hand over to police for criminal prosecution		
	Arson	Dismissal and hand over to police for criminal prosecution		

	Murder	Dismissal and hand over to police for criminal prosecution		
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**28.0 CHANGES IN REGULATIONS**

Every reasonable effort has been made to ensure the accuracy and completeness of the information at the time of publication. However, the African University of Communications & Business (AUCB) reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this Student Handbook without prior notice.

The latest version of the Handbook can be obtained from the Office of Academic Affairs, Office of the Dean of Students Affairs or the Office of the Dean of your programme. You may also visit our website at [www.aucb.edu.gh](http://www.aucb.edu.gh) to obtain the latest version.

If you require advice on any aspects of the regulations and procedures contained in this Handbook or have questions about an issue that may not have been addressed, please direct your inquiries and/or concerns to the Dean of Student Affairs or the Director of Graduate Studies or the Registrar.

**SIGNATORY CLAUSE**

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**VICE CHANCELLOR**

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**DR. MRS. JULIANA OWUSU ANSAH**  
**REGISTRAR**

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**PROF. PASHINGTON OBENG**  
**COUNCIL CHAIR**