



MOUNTCREST
UNIVERSITY • COLLEGE

STUDENT'S HANDBOOK

REVISED JANUARY 2024

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CONTENTS

A BRIEF HISTORY OF MOUNTCREST UNIVERSITY COLLEGE	6
GENERAL INFORMATION	7
ADMINISTRATION OF THE UNIVERSITY COLLEGE	7
PRINCIPAL OFFICERS	7
ADMINISTRATIVE STAFF	7
STUDENTS' PARTICIPATION IN ADMINISTRATION OF THE UNIVERSITY COLLEGE	8
OFFICE OF THE DEPUTY REGISTRAR, (ACADEMIC AND STUDENT AFFAIRS)	8
INTERNATIONAL STUDENTS' OFFICE (ISO)	9
STUDENT HOUSING AND RESIDENCE LIFE	9
STUDENT CONDUCT AND DISCIPLINE	10
STUDENT SUPPORT SERVICES	10
SCHOOLS/FACULTIES/INSTITUTES/CENTRES	12
FACULTY OF LAWS - PROGRAMMES	12
UNDERGRADUATE LAW PROGRAMMES	12
SCHOOL OF GRADUATE STUDIES AND RESEARCH	12
DIRECTOR OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH	13
POST-GRADUATE PROGRAMME	13
SERVICES	17
LIBRARY REGULATIONS	18
REGULATIONS FOR STUDENTS	22
REGULATIONS FOR THE CONDUCT OF CERTIFICATE/DIPLOMA/ UNDERGRADUATE DEGREE PROGRAMMES	28
DEFINITIONS, PROBATION, REPETITION, NON-REGULAR, WITHDRAWAL AND GRACE PERIOD	30
REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS	34
FORMATS FOR PREPARATION OF EXAMINATION RESULTS BY SCHOOL/FACULTY BOARDS FOR PRESENTATION TO ACADEMIC BOARD	36
APPENDIX	44

A Brief History of MountCrest University College (MCU)

In August 2008, following discussions on the establishment of the college with Mr. Bernard Joao da Rocha (BJ), Mr. Kwaku Ansa-Asare, former Director of Legal Education/Director, Ghana School of Law, incorporated the MountCrest University College Ghana Limited, to mark the birth of the institution. On 1st January, 2009, the University College received interim accreditations to enable it to commence preparatory works on the academic programmes, institutional affiliation and accreditation. (Mr. da Rocha passed away on Tuesday, 23rd February, 2010).

At its 76th meeting, the National Accreditation Board (NAB) granted programme accreditation to the School of Medical and Health Sciences to run programmes in Health Services Management and Public Health at both the BSc and MSc/MPH levels. At its 77th meeting, the NAB granted MountCrest University College Institutional Accreditation as well as programme accreditation of its Bachelor and Master of Laws (LLB/LLM) programmes effective January 2011.

On Sunday, 25th May, 2011, the sod was cut for commencement of construction works for the main campus of the University College at Larteh-Akuapem. The ceremony was under the chairmanship of Mr. Freddie Blay, a former 1st Deputy Speaker of Parliament. A Judge of the Supreme Court, Mr. Justice Stephen Allan Brobbey, who deputized for the Chief Justice, Her Ladyship Mrs. Georgina Theodora Wood, cut the sod.

On 1st October, 2011, MountCrest was granted affiliation by KNUST.

In July, 2011, pursuant to the accreditation, the University College advertised admissions into its Bachelor of Laws, Master of Laws as well as the Bachelor and Master of Science in Health Services Management and Master of Public Health.

Otumfuor Osei-Tutu II, the Asantehene, registered formally as a pioneer student to pursue a course of postgraduate studies in Law leading to the award of the Master of Laws (LL.M.) degree. Teaching commenced on Monday, 31st October, 2011, preparatory to signing the Instrument of Affiliation on Thursday, 4th November, 2011.

General Information

Administration of the University College

Principal Officers

The principal officers of the MCU are the President, the Chairman of the University College Council and the Rector.

i. President/Chancellor

Otumfuo Nana Osei Tutu, II

ii. Chairman of the University College Council

Prof. Steve Amisah

iii. Rector

Irene Ansa-Asare Horsham (Ms.), LL.M, MBA

The Rector is the academic and administrative head and chief disciplinary officer of the University.

iv. Deputy Rector

Dr. Samuel Akortey Akor, BSc (Human Biol.), MBChB, MCommH, MA (HMPP), FGCPs

The Deputy Rector exercises powers as specified in the statutes of MountCrest University College and such other as may be delegated to him by the Rector.

v. Registrar

Ama Aboagyewaa Akor (Ms.), MA

The Registrar is the Chief Administrative Officer of the University College responsible for the day-to-day administration of the institution.

Other Officers

Ag. Finance Officer

- Grace Worlanyo Krah (Ms), CA

Internal Auditor

- Osabarima Nana Asiedu Okoo Ababio III, BSc

Faculty of Laws

- Kwaku Ansa-Asare, Esq., LL.M, LLB

School of Medical and Health Sciences

- Professor Gladys Amponsah, (FRCA) MBChB

ADMINISTRATIVE STAFF

Deputy Registrars

- Ernest Acquah Koomson (ASA) MBA, MA
Esther Agbeko (HR), MA
Susana Wumbee-Larbi, MSc (Quality Assurance)

Senior Assistant Registrar

- Rebecca Jeslyn Owusu (Mrs.), EMBA

Assistant Registrar

- Jesse Kankam, EMBA

Governing Body of the University College

The governing body of the University College is the University College Council. The Academic Board is the

supreme academic body responsible under the University College Council for:

- a. formulating and carrying out the academic policy of the University College;
- b. devising and regulating the courses of instruction and study, and supervising research;
- c. regulating the conduct of examinations and the award of degrees, diplomas and certificates;
- d. advising the **University College Council** on the admission of students and the award of scholarships;
- e. reporting on such matters as may be referred to it by the University College Council.

The *Academic Board* may make representations to the University College Council on any matter connected with the University College, and has such additional functions as may be conferred on it by statutes enacted by the *University College Council*.

There are Committees of the Academic Board, which normally make recommendations to it for its approval before they are implemented.

There is the *Welfare Services Board*, which is responsible to the Council through the Rector. The functions of the Board are:

- a. To make such reports and recommendations on matters affecting the estate and the welfare services within the University College and within the scope of policy approved by Council to take such actions as the Board may deem necessary.
- b. To make reports and recommendations to Council either on its own initiative or at the request of the Council on any matter prescribed by Council. There are Committees of the Welfare Services Board the implementation of whose decisions are subject to the approval of the Board.

Students' Participation in Administration of the University College

Students participate actively in the administration of the University College through their representatives serving on the *University College Council*, *Academic Board*, Faculty and Departmental Boards, and Library Committee.

Executive Officers of the Students' Representative Council elected by their peers are the:

President

T.K. Dzidula-Awudi

Vice President

Odamea Amma Amoako

Secretary

General Secretary

Treasurer

Catherine Kwame

Office of the Deputy Registrar, (Academic and Student Affairs)

The Dean of Students is responsible for the welfare and discipline of all students and gives meaning to the role of Senior Members as acting in loco parentis for students.

The Office of the Dean of Students provides the necessary support to students during their University College life, to achieve both academic and personal success. The staff of the Office seeks to assist students in becoming responsible members of the University College Community through purposeful programmes.

i. Mission

The mission of the Office of the Dean of Students is fulfilled through assisting students in understanding University College policies and procedures, providing opportunities for involvement in decision making, developing and enhancing leadership qualities and, through advocacy for students, resolving conflicts.

ii. Activities

The Office of the Dean of Students works in close collaboration with the Student Affairs Section of the Registry and the Student Representative Council (SRC) to ensure the welfare of students. It also links up with external bodies who have to deal with student welfare issues in general or with the SRC in particular.

In addition, it collaborates with the administration to ensure student welfare. The Office is in charge of the management of the non-resident student facilities, and also links up with the operators of hostels for students.

The principal focus of the Office of the Dean of Students is on the welfare of all students at MountCrest University College through specific activities organized under the following:

- a. Counselling Unit
- b. International Students Office (ISO)
- c. Student Housing and Residence Life
- d. Student Conduct and Discipline
- e. Student Support Services
- f. Student Health Services

Counselling Unit

It provides the following services:

- a. Academic and Career Counselling
- b. Emotional/Psychological and Interpersonal Counselling
- c. Training of Peer Counsellors
- d. Drug/HIV/STIs Counselling

International Students' Office (ISO)

The International Students' Office provides an environment for the welfare of International Students at MountCrest University College in relation to academic, residential and social matters. It assists all International Students to appreciate and accommodate the diverse cultures within the MountCrest University College community.

Student Housing and Residence Life

While we do not have hostel facilities as yet, it will be a reality very soon and The Hostel/Housing Unit of the

MCU will coordinate with the Assistant Registrar in-charge of hostels to ensure that students live under the best conditions in the hostels. It liaises with hostel operators to ensure that non-resident students live in decent and affordable hostels. It helps to make students comfortable and creates a conducive environment for living by making sure that the Non-Resident Facilities are always ready for students.

Student Conduct and Discipline

This area of the work of the Dean of Students is the most challenging. All types of cases are either referred to or come directly to the Dean. The Rector, and Deans/Directors of the various Schools/Faculties/Institutes/Centres, may refer cases ranging from theft, fraud, assaults, harassment etc., to the Dean for investigation and necessary action.

Student Support Services

At MountCrest University, our Student Support Services play a crucial role in ensuring a smooth and successful academic journey for our students.

Our dedicated team is here to provide administrative support to students who may encounter difficulties with tasks such as registration, transcript requests, and timetable clarification. We recognize the importance of addressing these administrative matters promptly and efficiently so that students can focus on their studies and personal growth.

Whether you are seeking assistance with course registration, need to obtain transcripts for various purposes, or require clarification on your timetable, our friendly and knowledgeable staff are ready to assist you. We are committed to helping you overcome administrative hurdles, allowing you to make the most of your time at MountCrest University College.

Through effective communication, clear guidance, and a commitment to exceptional service, our Student Support Services aim to simplify and streamline administrative processes, ensuring that you can access the resources and information you need to thrive academically and achieve your goals.

We believe that a strong foundation of administrative support is essential for your overall educational experience, and we're here to support you every step of the way.

Student Support can be reached via all MCU Telephone lines or email: studentsupport@mountcrestuniversity.edu.gh

Scholarships at MountCrest University College: Empowering Excellence through Partnerships

There is an increasing number of requests from needy students to the Deputy Registrar, Academic and Student Affairs for financial assistance.

At MountCrest University College, we are dedicated to fostering academic excellence and supporting the aspirations of our students. Through strategic collaborations, we offer a range of scholarships that provide opportunities for deserving individuals to pursue their educational dreams.

We are proud to announce our partnerships with esteemed organizations such as the Kufuor Foundation, The Ya-Na, Foundation and the Akuapem Traditional Council. These collaborations enable us to identify and support exceptional scholars and indigenes, making higher education accessible to a wider spectrum of talented individuals.

Through the Kufuor Foundation, The Ya-Na, and the Akuapem Traditional Council scholarships, selected students are granted the invaluable gift of education. These scholarships not only alleviate financial burdens but also recognize and nurture potential, allowing recipients to focus on their studies and personal growth.

We firmly believe that education is a transformative force, and our partnerships with these distinguished organizations underscore our commitment to making a meaningful impact in the lives of our students and the communities we serve. At MountCrest University College, we are honoured to play a part in shaping a brighter future through education.

The Student Health Services Unit of the MCU works closely with the Dean of Students and others to ensure the good health of our students. This objective is achieved by:

- Liaising with the Registrar on students' health matters.
- Following up on Students Medical Examination reports as basis for identifying students with special counselling needs.
- Monitoring trends in students' health and sanitation issues on campus and advising accordingly.

Currently, MCU collaborates with the following Health Institutions: Ridge Hospital, North Ridge Hospital, 37 Military Hospital, Police Hospital, La General Hospital and SSNIT Hospital all in Accra, as well as Tetteh-Quarshie Memorial Hospital at Mampong-Akuapem.

SCHOOLS/FACULTIES/INSTITUTES/CENTRES

The following Units which are under the specified designated heads are within the MountCrest University College:

Faculty of Laws – Dean, Mr. Kwaku Ansa Asare

- Department of Consumer Protection and Public Interest Law – Head, Kwaku Ansa-Asare
- Department of Private Law – Head, Kwaku Ansa-Asare
- Department of Public Law – Head, Prof. G.N. Vukor-Quarshie
- BJ da Rocha Institute of Advanced Legal Studies/BJ da Rocha Institute of Law and Governance – Director

School of Medical and Health Sciences – Dean, Prof. Gladys Amponsah

- Department of Midwifery – Prof. Mrs. Faustina Oware-Gyekye
- Department of Nursing – Col. (Rtd.) Mrs. Augusta Aurelia Wellington
- Department of Public Health and Health Studies – Dr. Kofi Ahmed

Undergraduate Law Programmes

Currently, the Faculty of Laws runs undergraduate programmes in Bachelor of Laws (LLB); 4-Year LLB for Senior High School Certificate Holders/HND and its equivalent and the Post-First Degree 3-Year LLB programme.

Career Opportunities:

The LLB programme of study has been designed for the dual purpose of qualifying candidates for entry into the Ghana School of Law to pursue the professional Law course and also to prepare the graduates for professional careers. There are employment opportunities for graduate lawyers in government service, local government, and the private sector. The programme, also, aims at producing the much needed manpower to support the faculty as lecturers.

School of Graduate Studies and Research

The School of Graduate Studies and Research of MountCrest University College coordinates and provides strong leadership in the fields of teaching and research, both locally and to an even greater extent, internationally. Both teaching and research in the School aim to contribute to advancement of knowledge.

Director of the School of Graduate Studies and Research

Professor George Vukor-Quarshie, S.J.D, LLM (Virginia), LLM (Ghana), LLB (Ghana), BL (Ghana)

Contact details:

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Office no.: 0302 263 202

E-mail: novisiball@yahoo.com

The Director has a wide range of duties concerned with relations between the University College and its students. He is available to any graduate student who wishes to raise any problem, academic or otherwise. In

particular, he is available for the counselling of individual students who experience difficulties, and he can help in the reallocation of students to supervisors. He is a supplementary source of help to the Registrar.

The Director will see students by appointment or during his open office hours as published outside his office.

Vision

The vision of the School of Graduate Studies and Research of MountCrest University College is *“to become an academic centre of excellence for teaching, research and innovation”*.

Mission

The School’s mission is *“to produce both specialised and interdisciplinary research of world class quality and to deliver teaching programmes that reflect the breadth of our knowledge to an international student body.”*

The School of Graduate Studies and Research is one of the best places in Ghana to do post-graduate work. It has experienced academic faculty members who enjoy an outstanding reputation for teaching and research. It has also taken steps to enrich its teaching through the contributions of distinguished visiting lecturers, both Ghanaian and Foreign.

Increasingly, we all take more pressures in our family and working lives. Finding the time to attend courses of any kind can be very difficult and well-meant plans are often put aside indefinitely.

Many of our programmes at the postgraduate level can be taken in the evenings aimed at giving local students the opportunity to study part-time. Part-time or weekend courses is the solution to your training needs; It allows you the full benefits of combining full-time employment with studies.

The following programmes have been available as since October. 2011:

- Master of Science in Health Services Management/ Master of Public Health (MSc/MPH)

MountCrest University College has initiated collaboration with some local and foreign universities, and it is expected that this collaboration will be deepened overtime. Formal links with local and foreign universities will provide further opportunities for faculty and student exchanges at postgraduate levels. All of these are intended to assist us build a reputation as a leading centre for critical and innovative thoughts.

Post-graduate Programme

The Faculty of Law runs a postgraduate programme that leads to the award of Master of Laws (LLM) degree.

Career Opportunities:

Several institutions in the country require the services of well-trained and well-disciplined lawyers. Furthermore, a large number of establishments in the public and private sectors require the services of competent and specialist lawyers and non-legal professionals in possession of higher degrees in Law. The programme aims at producing the much needed manpower to support the faculty as lecturers. There will also be employment opportunities in key government Ministries, Departments and Agencies (MDAs), local government, the private sector, NGOs, etc.

Private Hostel Accommodation

The University College is unable to provide students with residential on-campus accommodation. Most students are, therefore, expected to live in private sector housing (hostels), most of which are located outside the University College Campus. A majority of these hostels are, however, within walking distances to the University College’s Kanda Campus.

More detailed information, including the list of private hostels, their locations, facilities and services, as well as rents, are available at the Students Housing and Residence Life Unit at the Dean of Students Office.

The University College Library

MountCrest University College has one of the finest holdings on Law in its Library to support the LLB and LLM Programmes and other research degrees. Efforts will be made to ensure that the Library collection, hours of opening and services are geared to the special needs of the College community. Specialised reference assistance is provided during regular Library hours.

The Law Library is an essential part of the Law Programme. In developing the library collection, the Faculty has two priority objectives:

- To provide a comprehensive, research level, retrospective and current collection of Ghanaian and African law materials; and
- To provide the classic professional texts relating to other common law countries such as the UK, Australia, Canada, New Zealand and the USA.

Students have access to photocopying, microfilm and microfiche equipment, commercial databases on CDROM and the Library's own databases, which is being developed as a basis for a Ghana legal information service.

The Library staff will maintain the collections which they have developed, on a reserve and loan system; they would assist students to find the meanings of legal citations, and to locate the cited material as well as train students in using a wide range of printed and electronic indexes and databases.

The service priority of the Library staff will be to assist students to use efficiently the reference and research materials that are professional tools of every successful lawyer.

The Library section provides study space in the reading rooms. Locked carrels will be provided. Access to the collections would be enhanced with the Library's computer-assisted legal research system, including, but not limited to, LexisNexis, Westlaw, DataCenta and other printed and electronic indexes and databases. It is noted that Law Teachers regard libraries as very important and thus an integral part of their work. Accordingly, the need to improve our library resources will be a top priority.

The Law Faculty Library will be retooled from time-to-time by acquisition of a new basic law collection of statutes, text books, law journals and law reports in sufficient quantity to serve the needs of the staff and students adequately.

The strength of MountCrest University College Library lies in the quality of its leadership.

Library Stock

The collection has been categorized into primary and secondary sources of law. Primary sources are the decisions of courts (Case Law), Acts of Parliament (Legislation) and Treaties. Secondary sources of law comprise the indexes, digest and commentaries on the law, textbooks, encyclopaedia, government reports and journals.

Primary

- Case Law (Ghanaian)
- Legislation (Ghanaian)

Secondary

- Dictionaries
- Encyclopaedia

- Treaties
- Case Law and Legislation of other countries
- Journals
- Textbooks
- Commentary services
- Indexes and Digests
- Government publications/law reform

Primary Sources

MountCrest has a complete set of current Laws of Ghana; the Supreme Court of Ghana Law Reports; the Ghana Law Reports starting from 1959 and Selected Judgements of the West African Court of Appeal (WACA) volumes 1- 14 for the years 1930 to 1955; the West African Law Reports (WLR), the Ghana Bar Reports.

Using the internet, MountCrest has free access to British and Irish primary legal information; those of the 59 Commonwealth common law jurisdiction countries and other countries outside the Commonwealth including seventeen French speaking African States.

The College has the printed version of the English Report Reprints from 1558 to 2009 and the subscription continues. MountCrest is one of the few institutions in the country to possess the complete run of this very important source of English Law. It also holds a complete set of the All England Law Reports (ALLER), a complete set of the Law Reports of the Commonwealth, the European Human Rights Reports and a set of the Legal Decisions Affecting Bankers.

Secondary Sources

Dictionaries

The library stocks the 20 volume Oxford English Dictionary. It also holds two Latin dictionaries in view of the frequent use of Latin phrases in legal literature.

The two most important legal dictionaries are in the stock, namely:

- Words and Phrases Legally Defined, and
- Stroud's Judicial Dictionary of Words and Phrases

The library is making use of the free sites on the internet for information sources on legal abbreviations and legal citations.

The pre-eminent secondary source is the Halsbury's Laws of England. It provides an authoritative statement of the law by experts. It is also comprehensive and current. The MountCrest Library houses the last three editions of this publication; i. e. the 3rd, 4th and 5th editions. The Fifth Edition, also known as the Centenary Edition, is a vastly improved work to appear in 102 volumes in place of the 57 volumes in the fourth edition. The 5th Edition is being issued over a six-year period from 2008 to 2013.

Journals

MountCrest University College has no problem with access to current and retrospective electronic law journals as a result of its membership of CARLIGH.

The current approach to information provision worldwide is on automation, networking and collaboration. The emphasis is on access to information in place of a comprehensive collection at one point. In order to be part of this approach, MountCrest University College has acquired its own VSAT equipment to avoid incessant interruption of its access to information elsewhere.

MountCrest has a good collection of local primary sources of information. Using the internet, the library is capable of providing worldwide primary legal information to its clients.

The primary sources of information happen to be the most expensive part of a legal information provision and MountCrest has been able to collect the relevant literature in this area. The library has the capacity to provide the required access to current journals.

Books

The Library has adequate stock of academic and professional textbooks relevant to all the course being offered in the LLB and LLM Law programmes.

Encyclopaedic Publications

Many practitioners' textbooks are appearing in loose-leaf format and referred to as encyclopaedias. These publications, often multi-volume, are on an aspect of the law. They generally contain all the primary materials, such as statutes and statutory instruments, introductory matter, substantive comments and annotations to the primary materials.

Local Literature

Local literature is in sufficient quantities

Membership

The membership of the Library is open to all students of the University, academic staff, senior administrative and technical staff and such junior members of the administrative and technical staff as maybe recommended by Heads of Department. It is also open to external users, notably members other public and private universities. By special permission of the Rector, other persons may be admitted to membership for purposes of consulting books.

Classification Scheme and Catalogue

The Library on Congress Classification Scheme is used in classifying the books and their arrangements on the shelves. Guides explaining the use of the scheme and the Catalogue are displayed at the Issue Desk. Both the author and classified catalogues are on cards. Readers who cannot find what they require should ask the Library staff.

Who May Use the Library?

The categories of people allowed to use the library are:

- The President and Members of Council of MountCrest University College;
- Academic staff;
- Registered Students of MountCrest;
- MountCrest Administrative and other staff;
- Visitors and researches granted permission.

Registration

Prospective users of the library must first fill in a registration form at the Issue Desk.

Services

Dispelling Anxiety

Most people, especially undergraduate students, who need to use a library are overwhelmed by the atmosphere in the library. They suffer from what has been termed 'library anxiety'. Library anxiety arises when a user feels that she/he is unable to approach the problem that brings her/him to the library in a logical or effective manner. This uncomfortable feeling may arise out of a number of situations:

- Fear due to the feeling that other students are more competent at using the library;
- That they alone are incompetent;
- That asking questions would lead to revelation of incompetence; and
- That lack of competence was shameful and must be kept to oneself.

The library staff is aware of these moods and would be more caring in our approach. We request you **not** to learn to cope better with your deficiencies and hide your inadequacies. We can assure you of three things:

- That you are not the only one in this anxiety mood. In fact, you are 'normal'.
- That we would encourage you to ask for help rather than go out of the library with an unfulfilled need.
- That asking questions cannot be a 'bother' to the staff. That is why the staff has been hired.

The MountCrest University College Library is interested in all who pass through the College to acquire quality education of which one attribute is knowing how to conduct independent library research. Our services to our clients include:

Library Orientation

As fresh students of MCU this occasion may be your first physical contact with the College library and its staff. Depending on the size of the class, this may be a meeting of the entire class or groups as may be deemed necessary. It is likely that some of you might have gone through similar orientations elsewhere; it is, however, necessary that you attend this one to savour the ambience of the MCU library, be introduced to the range of available materials and the tools to locate them, be apprised of policies, current thinking and the immediate future of the library, establish personal contact with library staff and to give the library staff the opportunity of listening to your comments and expectations.

Reserve Collection

This is one service which appeals to most students. The collection consists of materials in high demand by patrons, most often recommended readings by lectures. Because of the limited copies they are normally available for reading in the library for short periods; though they may be borrowed overnight or weekends. Books in the reserve collections are to be signed for at the issue desk and returned to the Library Assistant after use. Please ensure that your responsibility for the book is discharged.

Reservation

Patrons may request the library to put a hold on an item out on loan to another user but urgently required. When this happens the current borrower would not be allowed to renew the item. The user requesting the hold would be informed of the availability of the material. He would have three (3) days within which to collect it or the item returns to the shelves.

Inter-library Loans

This is an arrangement between libraries which enables one library to request an item not in its collection but available in another library's collection. The service may take a few days to weeks to fulfil depending on the

location and the availability of the item in the second library to which the request is being made.

Photocopying

There is a facility for photocopying. Patrons are to note that depending on the volume of work at a particular time, photocopying may not be instantaneous. In such a situation, users would be required to fill a form indicating pages to be printed, pay the cost of the work and collect it later. Patrons are entreated to observe the laws relating to copyright and reproduction.

Internet Service

The library has six (6) computers connected to the internet. The service is provided through the institution's own VSAT installation

Library Regulations

General Rules

- Admission to the library is by MountCrest University College ID card
- Absolute silence should be observed within the precincts of the library
- Eating and smoking are forbidden in all parts of the library and this includes toffees, fruits, candies, water etc.
- Readers must submit any books, files, bags and materials they are carrying while leaving the library for inspection.
- Personal books are not allowed in the library.
- Use of mobile phones is not allowed in the library
- Marking, mutilation and misapplication of library materials is a serious offence and it attracts severe disciplinary sanctions.
- Library users are to ensure that they do not infringe copyright laws or other copyright restrictions.
- Books consulted should be left on the reading tables; the library staff will re-shelve them.
- No seat shall be reserved by or for any reader; any seat(s) so reserved shall be cleared by the library for use of others.

Borrowing

Any book may be borrowed except the following:

- Books marked REFERENCE
- Encyclopaedias, General and Subject Dictionaries
- Newspapers
- Journals
- Electronic media
- The following law publications cannot be borrowed
 - Legislations
 - Practice manuals
 - Law reports
 - Digests

Borrowing Privileges

An undergraduate student may borrow two books for two weeks, renewable only once during the semester. No

borrowing is allowed during vacation.

Postgraduate students are allowed four (4) books for two weeks, renewable twice in the semester.

Postgraduates in their second year may be allowed extended borrowing depending on the exigencies of the situation

Senior Members may borrow up to four (4) books for four (4) weeks. However, a book may be recalled after two weeks if circumstances so demand.

Checking Out Materials

One must present a valid MountCrest ID card to be able to borrow books from the library.

Readers must ensure that items they borrow are in good condition and that a due date is stamped on the slip inside the back cover.

Readers are responsible for knowing the due date on all items checked out in their name.

Books borrowed should on no account be passed from one reader to another reader; but in all cases be formally returned and re-issued at the Issue Desk.

Renewals

Books borrowed from the open shelves must be returned to the Issue Desk during the library's opening hours.

Short Loan Materials

Materials in high demand are housed in a closed access collection and are designated as reserve. Reserve items may be borrowed for use in the library during the day. It may be borrowed for overnight use after 5.00 p.m. Items borrowed for overnight use must be returned by 9.00 a. m. the following day. One must be a registered user of the library to use the reserve collection.

Overdue Fines

Items returned to the library beyond the date due attract the following fines:

Fines for long-term items are calculated per day or part thereof;

Fines for reserve items are calculated per hour or part thereof from 9.00 a. m. on the date due;

Fines apply to all categories of borrowers.

Schedules for overdue fines are displayed at the Issue Desk and the library notice board.

Misplacement of Books

A member who reports the misplacement of a borrowed book will be given up to fourteen (14) days to look for it and return the same. During that period, s/he shall be liable to pay a fine equivalent to the first seven (7) days of the fine for a long term overdue and thereafter double this fine. The book will be deemed lost if not returned by the fourteenth (14th) day.

Lost Items

A member who loses an item borrowed from the Library shall be liable to pay twice the current price of the item in Ghana cedis plus service charge.

No refunds will be made for lost items subsequently returned a month after payment.

Stealing

A user who steals an item of and from the library commits an offence and shall be dismissed from the University College.

Receipts

Receipts shall be issued for all payments made in respect of library fines.

Opening Hours

During the Semester, the Library opens as follows:

Monday -Fridays	9.00 am - 5.00 pm.
Saturdays	9.00 am – 12 00 p.m.

During Vacations, the Library opens as follows:

Monday- Fridays	9.00 am - 5.00 pm.
Saturdays	9.00 am - 12.00 noon

Note: The Library does not operate on Sundays and during Public Holidays

General Regulations

- i. Silence should be observed in the Library.
- ii. Books consulted in the Library should not be returned to the shelves; they should be left on the tables.
- iii. Marking, mutilation and misappropriation of library materials is a serious offence and severe disciplinary action will be taken against offenders.
- iv. Smoking and eating are forbidden in the Library.
- v. Brief cases, large handbags etc. should be placed in the pigeon holes provided at the Issue Desk.
- vi. Readers must submit any book and materials they are carrying while leaving the Library for scrutiny at the Security Check Point.

Sanctions on Books and Periodicals:

Failure to Return Books on Date Due:

A member who commits this offence shall be liable to pay a fine of C100.00 per day up to 7days. Thereafter, a fine of C200.00 a day plus loss of borrowing rights will be imposed until the books are returned. (Charges are subject to review).

- ii. All students who fail to return all library books to the University College Library three (3) days before the Second Semester final examinations will be debarred from taking the examinations.

Misplacement of Books

A member who reports the misplacement of a borrowed book will be given up to fourteen (14) days to look for it. During that period, he shall be liable to a payable fine of C100.00 per day for the first seven (7) days and a fine of C200.00 per day thereafter. (Charges are subject to review).

Loss of Books

A member who commits this offence shall be liable to pay twice the current price of the book in cedis plus service charges.

Stealing of Books/Periodicals

A member who commits this offence shall be dismissed from the University College and prosecuted in the Courts.

Mutilation of Books/Periodicals

A member who tears pages, sections and illustrations from library materials shall be dismissed from the University College.

Writing in Library Books or Underlining Sentences

A member who commits this offence will pay the current price of the book in cedis and will lose borrowing

rights for one semester.

Social life on Campus

Students' social life on the campus is organized by the Junior Common Room Committees, which also act as liaison between the student body and the Hall authorities in their Halls.

The Students' Representative Council, whose executive is appointed from campus-wide elections, is responsible for the co-ordination of the activities of the various Junior Common Room Committees.

There are Faculty societies, which provide extra curricula activities for junior members of the particular Faculty.

Regulations for Students

1. Preamble

The Regulations for Students are made under the authority of the Statutes of the University College and the Statutes of the College promulgated from time to time.

The term STUDENT (i.e. *in statu pupillari*) shall apply to a person enrolled in the MountCrest University College for a programme of study. The University College has a general disciplinary authority over all students enrolled in the University.

There are General Regulations affecting students that have been made by the Academic Board in accordance with the Statutes of the University College and passed by the Rector.

In addition to these General Regulations, each School/Faculty/Institute/Centre, Library or any other Unit of the University College has its own rules/regulations to govern the conduct of students provided that such rules/regulations are not inconsistent with the general regulations made by the Academic Board. The Academic Board shall approve such rules/regulations.

2. Access to Regulations

Copies of all regulations shall be made available to the Registrar, Dean of Students, Heads of Department, and S.R.C. and shall be brought to the attention of students. Students shall acquaint themselves with all Regulations as well as Official Notices, which affect them, and ignorance of them shall not be an acceptable excuse for breach of discipline.

3. Enforcement of Regulations

Members of the Academic Staff, the Academic Board, Dean of Students, the Senior Administrative Officers, and other persons, so authorized for the purpose, shall maintain order and proper conduct and take appropriate disciplinary action against any student for misconduct.

4. Probation

All students are considered to be on probation for the entire period of their programme of study, and may be withdrawn at any time for unsatisfactory academic work or misconduct.

5. Misconduct

It shall be misconduct for any student:

- i. To be absent from the campus without permission from the appropriate authority or reasonable excuse;
- ii. To be absent from Lectures and other prescribed assignments without permission or reasonable excuse;
- iii. To indulge or to be involved in any anti-social activity while in residence or outside the campus which tends to bring the name of the University College into disrepute.

6. Banned Activities

Occultic activities are banned on campus and it shall be misconduct for any student to indulge in them.

i. Possession of Fire Arms

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

ii. Smoking

Smoking in all Public or communal places of the University College and in all offices on campus are hereby banned. It shall, therefore, be an offence for any student to be found smoking, for example in and around the

Lecture Theatres, Classrooms, Library, etc.

iii. Sale of Cigarette and Alcoholic Beverages

The Sale of Cigarettes and alcoholic beverages in the University College are prohibited.

iv. Narcotic and Illicit Drugs

It is an offence and a breach of University College Regulations to indulge in the sales, marketing, distribution, promotion and use of narcotic and illicit drugs including but not limited to cocaine, crack, heroine, cannabis, Indian hemp (wee), etc.

v. Ponding

“Ponding” in any form is banned in the University College and any student or group of students found guilty of breaching the ban shall be dismissed from the University College.

vi. Indecent Exposure

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

7. Penalties for Breach of Regulations

A student who is deemed to have misconducted himself may be liable to one or more of the following penalties:

- i. Warning
- ii. Reprimand
- iii. Rustication for a stated period
- iv. Suspension from the use of University Services or facilities for a stated period.
- v. Payment or making good the loss of, or damage to, any property of the University
- vi. Dismissal from the University

Clauses (iii) to (vi) above shall be treated as major penalties, which shall be imposed only by the Rector. The Rector shall appoint a Committee of Enquiry to investigate cases likely to attract the imposition of a major penalty against a student. The findings and recommendations of such a Committee shall be forwarded to the Rector for him/her to take the final decision. The other penalties shall be treated as minor ones and may be imposed on his/her behalf.

8. Appeal

- i. Any student who is aggrieved of any disciplinary action against him/her may appeal to the Rector within twenty-one days upon the receipt of the notice of the punishment.
- ii. The Rector, upon receipt of the appeal may review the punishment by taking into consideration the circumstances of the case.

9. The Student Representative Council (SRC)

- i. Subject to its Statutes and Regulations, the University College recognises the Student Representative Council (SRC) as the legitimate representative organ of the student body as a whole.

- ii. The University College does not recognise any body or organization outside the University, which purports to speak on behalf of the student body.
- iii. The Student Representative Council shall make representations to the authorities of the University College on matters affecting the students.
- iv. The SRC shall be governed by a Constitution promulgated by the Academic Board on the recommendation of the Residence Committee.

10. Names of Students

- i. For the purposes of the University College, students are known only by the names used in completing their application for admission and are known by those names only in the sequence in which they are written.
- ii. When a female student contracts marriage, she may apply to have her name changed to include the surname acquired by the marriage. The application shall be supported by a marriage certificate or requisite documentary evidence.
- iii. The University College shall not entertain change of names of any form. Once a student has been registered with a name he/she goes through his/her programme with that name.

11. Admission and Registration of Students

i. Admission of Students

Only students who fully satisfy the entry requirements for their programme of study may be admitted to the University College. Any student found not to be qualified would be withdrawn immediately.

ii. New Students (Freshmen)

Students shall pay all approved fees at the Finance Office on or before registration.

iii. Arrangement at end of Semester

No student may go home before the end of semester without the written permission from his Dean/Head of Department and his Senior Tutor. Each student must sign the Residence Register. Any student who contravenes this rule shall be liable to a suspension for a period not exceeding two weeks. Students are expected to leave their vacation forwarding address before going home at the end of each semester.

iv. Arrangements for Final Going Down

When a student has completed his programme of studies in the University College or leaves the University College for any other reason, he shall obtain clearance certificate from his Dean, Librarian, and the Finance Officer for presentation to the Assistant Registrar who shall issue him or her with a final exeat in the case of resident students and to the Dean of Students in the case of non-resident students. A final year student who is not cleared will not have his/ her certificate released and no academic transcript will be issued on his/her behalf.

13. University College Property

Students shall be liable to pay for any loss or damage to University College property of any kind caused by students. This includes SRC property.

Students may not make attachment to, nor transfer furniture or fixtures of any kind from any part of the University College buildings without prior permission from the Registrar or the appropriate Authority. This includes SRC property.

Students must not interfere with the electrical installation in their cubicles, Halls or any other part of the University College.

14. The University College Library

- i. The Librarian or his/her Deputy shall be responsible for maintaining order in the library and may require any person who is guilty of disorderly or improper conduct or of any breach of regulations to withdraw from the library for a stated period.
- ii. Students are required to make themselves familiar with the regulations of the library.
- iii. All students are required to return their library books three (3) days before the beginning of the second semester examinations.
- iv. The names of all final year students who do not return their books by the stated period shall be sent to the Deans of the Faculties concerned who shall, through their Faculty Examinations Officer, ensure that the students are debarred from taking examinations.

15. University Medical Services

- i. Students may visit an approved public or private Hospital for treatment only at appointed times prescribed by the Doctor, Medical and Health Services except in an emergency.
- ii. All new students shall undergo a medical examination at a Hospital approved by the University College.

16. Use of University College Transport

- i. All requests for use of University College transport must be submitted in writing to the Deputy Registrar (Academic & Student Affairs) through the SRC at least 7 (seven) days before the date of the journey. Each requisition must contain the following:
 - i. The destination and purpose of the journey
 - ii. The date and time when transport will be required
 - iii. The names of students who wish to travel as well as their halls of residence and Faculties. This should be provided at least 48 hours before the journey.

17. Sports Union

The Sports Union is the body responsible for the regulation of all Students Sporting activities in which the University College participates. The Sports Section of the Academic and Student Affairs of the Registrar's Department coordinates all the Sports Union's affairs. The Sports Union in addition to University College Statutes and Regulations shall be governed by its Constitution

- the promulgation of which shall lie with the Residence Committee of the Academic Board.

Penalty for Withholding Sports Equipment

Immediately on cessation of the semester's sporting activities a list of the names of all students in possession of sports equipment shall be published on School/Faculty notice boards and a deadline given for the return of the items Two (2) weeks prior to the start of semester examinations a list of all students still in possession of sports equipment shall be sent to the Rector through the Registrar to prevent the affected Students from taking their examinations till they have returned items listed against their names.

18. Chaplaincy Committee/Council/Clubs and Societies

i. Membership

Identified students' Clubs and Societies on the campus fall within six main groupings, namely: Religious, Alumni, Ethnic, Professional, School/Faculty/Departmental and International. Membership of some of the Societies is restricted to members of Faculties and Religious groups. Clubs and Societies are financed partly by the payment of membership dues.

Students shall have freedom of Association.

However, only Clubs/Societies recognised by the Academic Board shall be entitled to the use of University College facilities.

Clubs and Society Secretaries are required at the beginning of each session to submit to the Dean of Students the particulars of Principal Officer and Committee Members of their Club or Society with a copy to the Registrar.

ii. Registration Procedures

The registration procedures are as set out below:

- a. A new Club or Society shall be required to obtain an application form from the Office of the SRC.
- b. The completed form shall be submitted to the SRC, accompanied by three (3) copies of its Constitution and forwarded by the SRC to the Dean of Students, with necessary comments.
- c. The Dean of Students shall vet the submitted application form and constitution, as appropriate.
 - i. If the application is by a non-religious Club or Society, it shall be submitted to the Residence Committee by the Dean of Students for approval/recognition, after the vetting.
 - ii. If the application is by a Christian, religious Club or Society, it shall be submitted by the Dean of Students to the Chaplaincy Council for their comments/recommendations. The application shall then be returned to the Dean of Students for final submission to the Residence Committee for approval/recognition.
- d. The Dean of Students shall request the applicant to submit a required number, as considered appropriate, of the vetted application and constitution for submission to the Welfare Board
- e. After approval of application by the Welfare Board, a certificate for commencement of activities shall formally be issued at a cost (to be determined by the SRC in consultation with the Dean of Students) to the Club/Society by the Office of the Dean of Students with a copy to the Welfare Board and the SRC.
- f. Club/Society shall be inaugurated without a certificate of commencement. Only Clubs/Societies issued with certificates for commencement of activities shall be entitled to the use of University College facilities.
- g. Every Club or Society, which collects or receives funds, shall submit an annual statement of account to the Office of the Dean of Students in accordance with the University College Financial and Stores Regulations. Such reports should reach the Dean of Students not later than two weeks after the handing over of office or before a new Executive takes over.
- h. The Welfare Board, on recommendation by the Dean of Students, shall ban any unregistered Club/ Society formed on campus or any Club/Society formed on campus whose activities are considered not to be in the interest of the University College.

19. Publications

- i. The Rector shall be informed of the intent to produce any student publication within the University College and his/her approval shall be obtained for such publications.
- ii. A copy of each issue shall be lodged with the Rector and the Librarian on the day of publication.
- iii. Each issue shall state the name of the editor, the membership of the editorial board, and the publisher.

- iv. The members of the editorial board shall be held jointly and severally responsible for the whole contents of each issue of the publication.

A memorandum for the guidance of student journalists is available at the Student Affairs Office.

20. Public Functions within the University College

Permission to hold public functions within the University College shall be obtained from the Deputy Registrar (Academic & Student Affairs). The applications must supply information relating to:

Date and time of the function

Place where the function is to take place

Names and description of lecturers, speakers or artistes at the function, and

Fulfil any requirements prescribed by University College Statues and Regulations in relation to the holding of such public functions.

REGULATIONS FOR THE CONDUCT OF CERTIFICATE/DIPLOMA/ UNDERGRADUATE DEGREE PROGRAMMES

1. Programme of Study

- i. Programmes of Study for the award of diploma or undergraduate degrees shall consist of courses for each of which a number of credit hours shall be prescribed. Each module shall cover a period of not more than one semester, with the exception of project work.
- ii. Departments shall submit details of course credit hours and total Credit hours for the programme classified as REQUIRED COURSES and OPEN ELECTIVES for approval by the School/Faculty and Academic Boards.

2. Structure of Programme

- i. The programme shall be divided into semesters, each course falling within one semester only Courses in each Semester shall consist of:
 - Required Courses
 - Open Electives
- ii. Open electives may be selected from any Department or any other teaching institution in the University College. Until there is an improvement in the facilities in the University College, the implementation of the open electives concept is to be optional.

3. Credit hours for Programmes

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

PROGRAMME	MINIMUM CREDITS	MAXIMUM CREDITS
1-year Certificate	12	30
2-year Certificate	60	84
2-year Diploma	60	84
3-year Undergraduate degree	90	126
4-year Undergraduate degree	120	168

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

4. Registration

- i. Every student must be admitted into a School /Faculty/Department for a Programme of study and must be properly registered for courses during the official registration period at the beginning of each Semester. The student shall plan his/her course in consultation with his/he-r academic tutor.
- ii. Continuing students who trail between one (1) and six (6) 1st, 2nd and/or 3rd year courses at the end of the second semester Examination shall be required to:

First register the outstanding trailed course(s) for the appropriate semester. Then register additional current course(s) to make up the required maximum credits for the semester and defer the rest of the courses.

- iii. Students shall report on the day that the University College re-opens and register within the normal period as would be determined by the University College. It shall be permissible for those who are unable to register within the said period to undergo late registration.

- iv. A fine to be determined by the University College shall be imposed for late registration. Formal registration ends on the last day of the period of late registration.
- v. A student who is unable to register within the formal registration period on grounds of ill-health, shall on provision of a Medical Report issued or endorsed by the Director of an approved Health Institution, be allowed to register within seven days from the day of the closure of formal registration.

In the event of the inability of such a student to register within the seven days stipulated in paragraph 'a' above, he/she will be allowed a deferment for a semester. In a situation where the first semester courses are prerequisite for the second semester courses, the deferment shall be for the whole academic year (i.e. two semesters).

- vi. There shall be no registration by proxy.
A student who does not duly register within the registration period shall be precluded from commencing the semester's programme of courses.
- vii. Registration for the appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination, the student shall be deemed to have failed the course unless reasons acceptable to the School/Faculty Examiners Board can be advanced, in this case the student shall be graded incomplete ('I') and be expected to take part in the next available formal examination.

Students shall be permitted to change their courses only during the registration period.

In order to qualify as a full-time student, the student must take courses equivalent to the following range of credit hours, both limits inclusive, per semester. This will be prescribed by the Department with approval of the School/Faculty and Academic Boards.

Undergraduate	15 - 21
Diploma	15 - 21
Certificate	15 - 21

A student shall attend all lectures, seminars, workshop sessions and practicals prescribed for the courses for which he/she has registered as a pre-condition for writing an examination.

5. Change of Programme of Study

Students who wish to change their programmes of study after the first year shall apply to the Deputy Registrar (Academic) for the requisite application forms. All such applications will have to be finally approved by the Rector.

6. Deferment of Programme

- i. A student could interrupt his/her programme for whatever reason for a maximum period of one year, but he/she must be granted permission by his/her Dean through his/her Head of Department. Such request for interruption of the programme will normally be granted within the first four (4) weeks of the start of the semester.
- ii. Where the interruption is for one semester, the student shall be required to satisfy the requirement for that semester before he/she proceeds to the next Semester.
- iii. A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her programme. iv. However, a first year student may be granted permission to defer his/her programme on medical grounds on the recommendation of the Director of the Hospital approved by the University College.

7. Duration of Studies

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

Prescribed Duration of Maximum Number of Programmes Extra Semesters Allow

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

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

8. Examination and Assessment

- i. There shall be formal University College Examinations in Programmes of study at the end of each semester. The examination in each course shall not be less than two (2) hours duration. In addition, there shall be a system of continuous assessment based on any or a combination of the following: mid-semester examination, class tests, essays, tutorials, assignments etc.
- ii. The End-of-Semester examination shall be weighted 70% and continuous assessment 30% of the total marks of the course.
- iii. Examination in all courses shall be credited by marks and later graded as follows

10. Pass Mark

A B C D F I	
Excellent	70 -100
Very Good	60 - 69
Good	50 - 59
Pass	40 - 49
Fail Incomplete	0 - 39

The pass mark for any course shall be 40%. However, a Cumulative Weighted Average (CWA) mark of 45% shall be required at the end of each year. Where a student does not maintain the above minimum Cumulative Weighted Average of 45% the student shall be put on probation (See Section 10 B)

A final year student who passes in all courses but does not achieve the required CWA mark of 45% shall be permitted to use his/her grace period to improve his/her CWA in order to qualify for the award of the certificate/degree for which he/she is studying (See Section 10F).

Definitions, Probation, Repetition, Non-Regular, Withdrawal and Grace Period

A. Definitions

- i. Trail -A student trails a course when he/she Fails (F) to obtain a pass mark or is graded Incomplete (III*) or has Deferred (Of) a course Fail -A student fails a course when he/she obtains a mark of less than 40% or fails to write an examination after registration without any tangible reason.
- ii. Incomplete (I or I*) - A student is graded Incomplete (I) for a course when he/she is unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course.

A student is graded Incomplete (I*) for a reason(s) other than 10A(ii)a above which is acceptable to the Academic Board.

iii. Deferred - A Deferred (Of) course is an unregistered course which is neither Fail (F) nor Incomplete (I) and for which the student is/was required to register.

B. Probation

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

- a. 2nd and 3rd year students on trailing (F) more than four courses at the end of the second semester examination.
- b. 1st, 2nd and 3rd year students on obtaining a CWA of 40.00% to 44.99% at the end of the second semester examination.

A student on probation is required to improve his/her performance and be in good academic standing with regard to 10B, within two semesters, failing which he/she shall repeat the year.

C. Repetition

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

- i. i. 2nd and 3rd year students on obtaining a CWA of less than 40% at the end of second semester examination. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.
- ii. A student on trailing all registered courses as fail (F) in a semester in the case of Departments that offer up to six courses per semester.
- iii. A student on trailing more than six courses as Incomplete (I) at the end of first semester examination or a total of more than six courses as Incomplete (I) at the end of second semester examination.
- iv. A student who must be put on Probation for the second successive time. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

A student on deferring his/her programme for one semester.

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

D. Non-Regular

A student shall be considered as Non-Regular under the following situation: continuing student on trailing (F) more than six courses at the end of the second semester examination.

- i. A Non-Regular student shall cease to be a full-time student of the University (See Section 4 (vii c) and shall be required to improve his/her performance and be in good academic standing by:
 - a. Reducing his/her trails to not more than four within a period of two semesters immediately after the second semester examination and
 - b. Obtaining a CWA of not less than 45% within the same period as in Section 10 D (i)a.
- ii. Such a student, after satisfying conditions 10D (i) above may be required to register for the next class in

that Academic Year.

E. Withdrawal

- i. A student shall be withdrawn from the programme in any of the following situations:
A First year student upon trailing more than four courses at the end of the First semester examination or a total of more than four courses at the end of the second semester examination.
- ii. A First year student on obtaining a CWA of less than 40% at the end of the second semester examination.
- iii. A Second or Third year student whose performance is such that he/she has to repeat for the second time in the programme.
- iv. A repeated student failing to obtain a CWA of 40% or above.
- v. Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

F. Grace Period:

It is a maximum period of four semesters, immediately after the second semester examination, granted to final year students to correct their deficiencies in the following situations:

- i. A final year student who at the end of the second semester examination still trails any course(s)
- ii. A final year student whose performance is such that he/she has to be put on probation for the second time in succession.
- iii. A final year student whose CWA is below 45% and has to take any course(s) to make up the grade for the award of a degree.
- iv. A final year student whose performance is such that he/she has to be a Non-Regular student for the second time in the programme.

11. Special School/Faculty Requirements

In addition to the general University College Examination Regulations, students are expected to satisfy special School/Faculty/Departmental requirements approved by the Academic Board.

12. Graduation Requirements

- i. In order to graduate, a student is required to:
Have completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study:
Have achieved the minimum average mark:
Undergraduate - 45%
Diploma - 45%
Have satisfied any other requirements of the Department and Board of Examiners of the Faculty.
- ii. The class of degree for undergraduate programmes only shall be determined by the following Cumulative Weighted Averages:

First Class	70% or above
Second Class (Upper)	60-69.99%
Second Class (Lower)	50-59.99%
Pass	45-49.99%
- iii. The class for diploma/certificate award shall be determined by the following Cumulative Weighted Averages:

Distinction	70% or above
Pass	45-69.99%

13. Re-Marking of Examination Script

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

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

14. Examiners Board

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

15. Moderators and External Examiners

i. Appointment

External Examiners and Moderators shall be appointed by the Academic Board upon recommendation by School/Faculty/Boards.

Moderators shall not normally hold office for more than three consecutive years, and there shall not normally be more than one moderate for each degree programme.

ii. Duties of Moderators

Moderators shall be requested to advise on course structure and syllabuses relating to their field.

They shall be requested to review all draft examination papers which have been commented upon by the External Examiners and thereafter submit their recommendations to the Faculties.

The moderator in each academic programme shall visit the School/Faculty once in every three years upon request by the School/Faculty Boards to assess the overall standard of the programme. These visits shall be approved by the Academic Board.

iii. Duties of External Examiners

a. External Examiners shall among other things, review examination questions, model answers and marking schemes, and in some cases mark scripts.

b. They may be present for the conduct of oral examinations

c. They shall be requested to comment on the conduct of examinations, academic standards and any other matters relevant to examinations. Such comments shall be sent to the Rector with copies to Departmental, Faculty and School Boards for their consideration.

REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS

ALL Students are advised to take note of the **REGULATIONS** guiding the conduct of University College Examinations. Students are required to inform themselves of the following, taking note particularly of item 17.

1. Examination Time tables shall be posted on School/Faculty and Student Notice Boards and it is the responsibility of Candidates to consult these Notice Boards for details of their Departments concerned, unless otherwise stated. The University College reserves the right, where circumstances so demand, to make changes in the Time-tables. All affected Candidates shall be informed, accordingly.
2. All Candidates shall report at the Examination Hall not earlier than **THIRTY (30) MINUTES** before the start of the Examination. Candidates shall occupy the places assigned to them as indicated by their Index Numbers or any form of identification arranged for the purposes of the Examinations.
3. Candidates are to have in their possession their Identity and Examination Cards and shall show these to the Invigilators before entering the Examination Hall.
4. No Candidate shall be allowed to leave the Examination Hall until after **THIRTY MINUTES** after the commencement of the Examination.
5. Any Candidate who enters the Examination Hall within **THIRTY MINUTES** from the start of a Paper shall report to the Invigilator before being checked in.
6. No Candidate shall be allowed to leave the Examination Hall within the last **THIRTY MINUTES** of the Examination.
7. Candidates are not permitted to start the Examination until the Invigilator instructs them to do so. Writing on Answer Booklets prior to the start of the Examination shall constitute a breach of Examination Regulations and the appropriate sanction applied.
8. Unless specifically authorized by the Examiner, no Candidate shall take into an Examination Hall or have in his/her possession during an Examination, any of the following:

Notes: *Textbooks; Prepared Materials; Hats, Bags, Pencil Cases; Mobile Phones; Programmable Calculators; Palm-top Computers; Scanners; Radios; and, any unauthorized Electronic Gadgets, etc.*

Invigilators have the authority to **CONFISCATE** such material and/or items and have them **DESTROYED**. The affected Candidates shall be reported to the Faculty/School Examination Officer/Registrar in writing as being in breach of Examination Regulations and the appropriate sanctions applied.

9. Candidates shall use their Index Numbers throughout the Examination. Under no circumstance should candidates use their names during Examinations. Failure to do so shall render the student's Answer Booklet/supplementary sheet invalid.
10. Candidates may leave the Examination Hall temporarily only with the expressed permission of the Invigilator and shall be under escort. The Invigilator reserves the right to take every necessary precaution, including physical search on the Candidate, before he/she is allowed to leave or return to the Examination Hall. The maximum time a Candidate shall be allowed such leave shall be at the discretion of the Invigilator.
11. No Candidate shall pass Notes or seek any other information or make any form of solicitation from other Candidates during the period of the Examination. Such form of solicitation shall be taken to be a breach of Examination Regulations and the Candidate involved shall be sanctioned, accordingly. For purposes of these Regulations, the Following shall apply:

- i. a Candidate may attract the attention of the Invigilator by raising a hand;
 - ii. a candidate shall not pass or attempt to pass any information or instrument to another Candidate during Examination;
 - iii. a Candidate shall not copy or attempt to copy from another candidate;
 - iv. a Candidate shall not leave his/her answers in such a manner that another Candidate may be able to read; and,
 - v. a Candidate shall not in any way disturb or distract other Candidates during Examination.
12. No candidate shall take away any USED or UNUSED Answer Booklet; Supplementary Sheet; Scannable Forms or any material supplied for the purposes of the Examination.
13. Plagiarism in any form is a serious offence punishable by dismissal from the University College. Candidates are advised to credit any material used in their work that has been derived from another source. When in doubt, Candidates are advised to consult their Supervisors and/or Heads of Department.
14. Any candidate who finishes an Examination ahead of the stipulated TIME may leave the Examination Hall after handing over his/her Answer Book(s) to the Invigilator. Such Candidates(s) shall not be allowed to return to the Examination Hall.
15. Smoking or Eating is not permitted in the Examination Hall. Any violation shall be treated as a breach of Examination Regulations.
16. A Candidate shall have himself/herself to blame in the event of violation of any of the said Regulations for the Conduct of University College Examinations. It is the responsibility of the Candidate to inform him/herself of these Regulations at all times. Ignorance of these Regulations shall not be considered as a mitigating factor in the event of any breach of a said Regulation. Infringement of any of these Regulations by an Examination Candidate shall constitute **MISCONDUCT** - and shall attract anyone and/or more of the following sanctions:
- i. Rustication from the University College for Stated Period;
 - ii. Reprimand;
 - iii. Warning;
 - iv. With-holding of Results for a period; v. Suspension from the University; and
 - v. Dismissal
17. Students, both males and females, are entreated to dress decently to the Examination Hall. The University Administration is concerned about the indecent dressing of some students and every effort would be made to correct it. Any candidate who does not dress decently would be refused entry into the Examination Hall.

FORMATS FOR PREPARATION OF EXAMINATION RESULTS BY SCHOOL/FACULTY BOARDS FOR PRESENTATION TO ACADEMIC BOARD

Undergraduate Programme
 In Final Results for the Academic Year
 The following students having:

- i. achieved a minimum of credit hours
- ii. passed all required courses
- iii. achieved a Cumulative Weighted Average (CWA) of 45.00% or above
- iv. satisfied all other requirements of the Department, Faculty and College/Boards are recommended for the award of the degree in the class indicated below.

SN	Index No.	Name	CWA
First Class			
....
....
Second Class (Upper division)			
....
....
Second Class (Lower division)			
....
....
Pass			
....
....

The following students are TRAILING the course(s) shown against their names:

SN	Index No.	Name	CWA	Course(s) Trailing (indicate, 'F' 'I' or 'Df')
....
....

The following students are REPEATING the year for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
....
....
....

The following students have been RUSTICATED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
....
....
....

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

These results are published subject to the approval of the Academic Board.

DEAN AND CHAIRMAN
School/Faculty Board

.....
(Date of Special School/Faculty Board Meeting)
UNDE RG RADUATE PROGRAMM E IN.....
RESULTS UP TO YEAR.....SEMESTER.....

The following students have passed all required courses up to the year and semester indicated above and have achieved the Cumulative Weighted Average shown against their names.

SN	Index No.	Name	CWA
....
....

The following students are TRAILING the course(s) shown against their names:

SN	Index No.	Name	CWA	Course(s) Trailing (indicate, 'F' 'I' or 'Df')
.....
.....

The following students are REPEATING the year for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

The following students have been RUSTICATED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

These results are published subject to the approval of the Academic Board.

DEAN AND CHAIRMAN

School/Faculty Board

.....
(Date of Special School/Faculty Board Meeting)

Where the results are for the first semester of the first year, this should be Weighted Average (WA) not Cumulative Weighted Average (CWA)

DIPLOMA/CERTIFICATE PROGRAMME IN.....

FINAL RESULTS FOR THE ACADEMIC YEAR.....

The following students having:

- i. achieved a minimum of credit hours
- ii. passed all required courses
- iii. achieved a Cumulative Weighted Average (CWA) of 45.00% or above.
- iv. satisfied all other requirements of the Department, Faculty and College

Boards are recommended for the award of the Diploma/Certificate in the class indicated below.

SN	Index No.	Name	CWA
		DISTINCTION	
.....
.....
		PASS	
.....
.....

The following students are TRAILING the course(s) showing against their names:

SN	Index No.	Name	CWA	Course(s) Trailing (indicate, 'F' 'I' or 'Df')
.....
.....

The following students are REPEATING the year for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

The following students have been RUSTICATED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

These results are published subject to the approval of the Academic Board.

DEAN AND CHAIRMAN
School/Faculty Board

.....
(Date of Special School/Faculty Board Meeting)

DIPLOMA/CERTIFICATE PROGRAMM E IN.....
RESULTS UP TO YEAR..... SEMESTER

The following students have passed all required courses up to the year and semester indicated above and have achieved the Cumulative Weighted Average shown against their names.

SN	Index No.	Name	CWA
....
....

The following students are TRAILING the course(s) shown against their names:

SN	Index No.	Name	CWA	Course(s) Trailing (indicate, 'F' 'I' or 'Df')
.....
.....

The following students are REPEATING the year for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

The following students have been RUSTICATED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

The following students have been WITHDRAWN/DISMISSED for the reason(s) stated:

SN	Index No.	Name	CWA	Reason(s)
.....
.....
.....

These results are published subject to the approval of the Academic Board.

DEAN AND CHAIRMAN
School/Faculty Board

.....

(Date of Special School/Faculty Board Meeting)

Where the results are for the first semester of the first year, this should be Weighted Average (WA) not Cumulative Weighted Average (CWA)

Calculation of Cumulative Weighted Average

The following steps are to be taken:

- i. Multiply the percentage mark scored in each course by the course credit to obtain the Weighted Marks.
- ii. Add up all the Weighted Marks calculated up to the end of the semester in question to obtain the Cumulative Weighted Marks.
- iii. Add up all the corresponding Course Credits up to the end of the semester in question to obtain the Cumulative Credits.
- iv. Calculate the Cumulative Weighted Average (CWA) up to the end of the semester in question as follows:

$$\text{CWA} = \frac{\text{Cumulative Weighted Marks}}{\text{Cumulative Credits}}$$

Examples:

First Semester

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)
1.	ARC 151	3	58	3x58=174
2.	ARC 153	3	51	3x51=153
3.	ARC 155	2	42	2 X 42 = 84
4.	ARC 157	3	30	3 X 30 = 90
5.	ARC 159	3	35	3 X 35 =105
6.	ARC 161	3	56	3 X 38 =114
Total	17			720

Total Semester Weighted marks	=	720
Total credits for the Semester	=	17
Semester Weighted Average	=	720/17=42.35

Second Semester

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)
1.	ARC 152	3	75	3x75=225
2.	ARC 154	3	54	3x54=162
3.	ARC 156	4	67	4X 67 =268
4.	ARC 158	3	36	3 X 36 = 108
5.	ARC 160	4	30	4 X 30 =120
Total	17			883

Total Semester Weighted marks	=	883
Total Credits for the Semester	=	17
Semester Weighted Average (SWA)	=	883/17=51.94
Cumulative Weighted Marks up to the end of Semester Two	=	(720 + 883) =1603
Cumulative Credits up to the end of Semester Two	=	(17 + 17) =34
Cumulative Weighted Average (CWA) up to the end of Semester Two	=	1603/34 =47.15

Courses to be registered in Year Two Semester One are as follows:

SN	Course No	Credits
1.	ARC 251	3
2.	ARC 253	4

3.	ARC 255	3
4.	ARC257	3
5.	ARC 259	3
6.	ARC 261	3
	Total	19

This student has to first register all his/her Trailed Courses in Year One Semester One of the previous year. He/she then adds some of the Year Two Semester One Courses to make the Maximum of 21 credits and then defers (Df) the rest of the courses as follows:

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)
1.	ARC 157	3	55	3 X 55 = 165
2.	ARC 159	3	61	3 X 61 = 183
3.	ARC 161	3	45	3 X 45 = 135
4.	ARC 251	3	76	3 X 76 = 228
5.	ARC 255	3	73	3 X 73 = 219
6.	ARC 257	3	30	3 X 30 = 90
7.	ARC 259	3	28	3 X 28 = 84
8.	*ARC 253(Of)	4	-	-
9.	*ARC 261(Of)	3	-	-
	Total	21		1,104

NB: The credits for the deferred (Of) courses are not loaded against the student.

Total Semester Weighted Marks	=	1,104
Total Credits for the Semester	=	21
Semester Weighted Average (SWA)	=	1,104/21 =52.57

Cumulative Weighted Marks up to the end of Year Two Semester One:	=	1,603+1,104 =2,707
---	---	--------------------

Cumulative credits up to the end of Year Two Semester One:	=	(34+21) =55
--	---	-------------

Cumulative Weighted Average (CWA) up to the end of Year Two Semester One:	=	(2,707/55) =49.22
---	---	-------------------

Courses to be registered in Year Two Semester Two are as follows:

SN	Course No.	Credits
1.	ARC 252	2
2.	ARC 254	3
3.	ARC 256	3
4.	ARC 258	3
5.	ARC 260	2
6.	ARC 262	3
	Total	16

This student has to first register the trailed Courses from Year One Semester Two of the previous year. He/she then adds some of the Year Two Semester Two Courses to make the Maximum of 21 Credits and then defers (Of) the rest of the courses as follows.

SN	Course No.	Credits	Marks (%)	Weighted Marks (WMK)
1.	ARC 158	3	40	3 X 40 = 120
2.	ARC 160	4	45	4 X 45 = 180
3.	ARC 252	2	59	2 X 59 = 118
4.	ARC 254	3	44	3 X 44 = 132
5.	ARC 256	3	60	3 X 60 = 180
6.	ARC 258	3	42	3 X 42 = 126
7.	ARC 260	2	56	2 X 56 = 112
8.	*ARC 262(Df) 3		-	-
	Total	20		968

Total Semester Weighted Marks	=	968
Total Credits for the Semester	=	20
Semester Weighted Average (SWA)	=	968/20 = 48.40
Cumulative Weighted Marks up to the end of Year Two Semester Two:	=	(2,707 + 968) = 3,675 = 75
Cumulative Credits up to the end of Year Two Semester Two: (55 + 20)	=	75
Cumulative Weighted Average (CWA) up to the end of Year Two Semester Two: 3,675/75	=	49.00

NB: Calculation of CWA's for subsequent years shall be the same as illustrated above.

Appendix

Guidelines For The Observance Of School/Faculty/Society Week Celebrations

The following shall constitute the Guidelines for the observance and/or celebration of School/Faculty/Society Week and other Student's public activities:

All forms of processions and floats in and around the campus and outside of the campus during the said Week's Celebrations shall not be allowed. However, in exceptional cases, express approval shall be sought from the Rector, through the Dean of Students, TWO WEEKS before the event. Such processions shall not be held between the hours of 6:00 p. m and 6:00 a. m;

All School/Faculty/Society Week celebrations shall be organised from Wednesday through Saturday of the week;

All programmes of activities shall be submitted to the Office of the Dean of Students for review and approval TWO WEEKS before the intended date of the Week's Celebration;

All programmes during the celebration of the Week shall be restricted to the University Campus unless otherwise approved by the Rector through the Dean of Students;

All programmes involving external Artistes shall be cleared with the Office of the Dean of Students TWO WEEKS before the event takes place.

The University College Security, and Safety Committees shall be adequately informed of all programmes that take place after 1800 hours (6:00 p.m.). to enable them to monitor the safety and security of life and property at such functions;

In the event of any acts of indiscipline, commission or omission during the Week, the Executives and Organisers of the programme shall be held individually, severally and, collectively responsible;

All School/Faculty/Society Groups shall submit to the Registrar and the Dean of Students through the Student Representative Council (SRC), the list of all their Executives and Organisers of their programmes of activities

All Students Clubs and Associations shall have PATRONS who will provide the necessary Guidance and Counselling for the respective Groups. It shall be the responsibility of the Hall Management to act in the same vein for the respective Halls of Residence and Hostels through the SRC; and,

All Clubs and Associations shall write to the Registrar through the SRC, indicating their acceptance and compliance of these Guidelines as a precondition for approval to hold a Week or any organised student public activity.