

DR. HILLA LIMANN TECHNICAL UNIVERSITY



STUDENTS' HANDBOOK

The Registrar

Dr. Hilla Limann Technical University

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Wa

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FOREWORD

This Handbook has been designed to help you understand the operation of the University.

It is also meant to help you organize your life on campus.

Included in the handbook are excerpts from the University Statutes and the Technical University Act, 2016 (Act 922), the Technical Universities (Amendment) Act 2018 (Act 974) and the Technical Universities (Amendment) Act 2020 (Act 1016), which are the relevant rules and regulations that affect your life in the University.

The regulations are intended to ensure that students live and study in peace and harmony. This handbook, therefore, should be a very useful reference to you.

It is also of great importance that each student makes it his or her responsibility to keep himself or herself abreast with the provisions in the book, especially current requirements and regulations of his or her particular programme.

We wish you all a happy stay on campus.

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1.0 INTRODUCTION

1.1 Background

Dr. Hilla Limann Technical University (DHLTU) started in September 1999 as a Polytechnic. However, it was not until 2002 that the interim Governing Council was appointed by Government to provide policy direction to the Institution. The first batch of tertiary students was admitted in 2003 to pursue Higher National Diploma (HND) programmes in Agricultural Engineering and Secretaryship and Management Studies. Following the passing of the Technical Universities Act, 2016 (Act 922), the Technical Universities (Amendment) Act 2018 (Act 974) and the Technical Universities (Amendment) Act 2020 (Act 1016), Wa Polytechnic was converted into a Technical University.

As the only Polytechnic then that started without the requisite infrastructure and seed money, Wa Polytechnic faced very challenging teething problems. For nearly a decade after its establishment, Wa Polytechnic operated from borrowed facilities. For example, while the Wa Municipal Education Directorate released its former offices to house the Central Administration of the University, the Wa Secondary Technical School offered a four-classroom block to serve as classrooms, library, and computer laboratory as well as departmental offices. The Controller and Accountant General's Department and the Institute of Adult Education, Wa also provided a hall each to serve as additional temporary classrooms.

The Institution later acquired land for its permanent site and developed a masterplan to guide the orderly development of physical infrastructure. With funding from the Ghana Education Trust Fund (GETFund), the University was able to build a modern administration block, a lecture theatre complex, a multipurpose workshop, and some bungalows for staff.

In line with our mandate, the University now trains students up to the Bachelor of Technology level with provisions to mount postgraduate programmes soon. Since its inception, the institution has turned out hundreds of graduates who are playing critical roles in industry, the academia and other key sectors of the economy. It is therefore a privilege for you to be part of this great family. The University's motto is: Knowledge, Service and Application. Add statement to market the institution

1.2 Vision statement

Our Vision is to become a world class centre for applied technology and career focused education for rural poverty reduction and national development.

1.3 Mission statement

Our mission is to provide quality tertiary education through three-year Higher National Diploma (HND), degree and non-formal short-term programmes and courses.

2.0 Principal Officers and Central Administration

2.1 Principal Officers of the University:

- Chancellor
- Chairperson of Council
- Vice-Chancellor

2.2 Other key Officers:

- Pro Vice-Chancellor
- Registrar
- Director of Finance
- Director of works and Physical Development
- Director of Internal Audit

2.3 Central Administration

Offices

Office of the Vice Chancellor
Office of the Registrar
Office of the Dean of Students' Affairs
Directorate of Finance
Directorate of Internal Audit
Directorate of Works and Physical Development
Library
Industrial Liaison Directorate
Academic Planning and Quality Assurance Directorate
Office of International Programmes and Institutional Linkages
Industrial Liaison Office Liaison
Planning Office
Quality Assurance Office
Information and Communication Technology Director
Career Development Office Career Development
Guidance and Counselling Unit
Director of Health Services
Director of Legal Affairs
Public Affairs Directorate
Business Advisory and Marketing Directorate
Research and Academic Programmes Development Directorate
Technical and Vocational Education and Training Directorate
Transport Office
Security Section

Head

Vice Chancellor
Registrar
Dean of Students
Director of Finance
Director of Internal Audit
Director
Librarian
Director
Director
Dean
Officer
Planning Officer
Quality Assurance Office
Director
Officer
Counsellor
Director
Director
Director
Director
Director
Director
Transport Officer
Chief Security Officer

2.4 FACULTIES/SCHOOLS

Faculty of Applied Art, Design and General Studies
Faculty of Applied Science and Technology
Business School
Faculty of Engineering

Dean of Faculty
Dean of Faculty
Dean of School
Dean of Faculty

3.0 The Dean of Students Affairs

- a) The Dean of Students Affairs is responsible for the welfare and discipline of students outside their Halls of residence. The Dean normally act in “loco parentis” for Junior Members whilst they are in the University. The Dean of Students Affairs works in close collaboration with the Students Representative Council (SRC), the Guidance Counselling and Placement Centre and the Amalgamated Clubs.
- b) For the efficient running of the office, the Dean shall have the support of a committee comprising:
 - i. The Hall Masters
 - ii. The Guidance and Counseling Officer
 - iii. The Chaplain/Imam
 - iv. Two (2) SRC Representatives (one Undergraduate and one Postgraduate)
 - v. One (1) Representative from the Academic Board
 - vi. Representatives from Faculties/Schools.

4.0 Guidance and Counselling Unit

The Guidance and Counselling Unit supplement other facilities in the University that promotes the welfare and optimum development of students.

Duties and Responsibilities

- i. Provides counseling services to students and staffs to ease academic and social stress
- ii. Organises training workshops/seminars on guidance and counselling and life-planning skills
- iii. The counselor initiates plans and programmes to address like challenges faced by students in academic environment
- iv. Provides individual and group counseling to students with identified concerns and needs
- v. Trains peer educators and peer mediators in the institution
- vi. Ensure that clients who require especial attention are given the necessary attention by the appropriate authority or expert
- vii. Designs competencies in learning and research

5.0 Academic Planning and Quality Assurance Directorate (APQAD)

The APQAD is the main division with direct responsibility for overseeing quality in all departments/units and all affiliated institutions, and is charged with other duties as enshrined in the University's Statutes. The University shall thrive to meet the expectation of students.

5.1 Student Evaluation of Teaching and Courses

There shall be a policy on the minimum requirements that Departments should meet concerning the collection and evaluation of feedback from students on teaching by lecturers and the content

of courses. Meanwhile, departments are not limited by these minimum requirements but are encouraged to go further where necessary.

Student-Staff Consultative Committees shall be formed in every department with representation from all levels. The Student-Staff Consultative Committee should meet at least once a semester. It is considered good practice that such meetings take place prior to departmental meetings so that any issues raised can be addressed at these meetings.

Departments shall seek feedback on individual courses as well as lecturers within programmes of study at the end of each semester or academic year. Both qualitative and quantitative responses are vital for evaluation. The regular assessment of lecturers and courses will help the departments to know whether the purpose for which the course was introduced has been achieved. Departments shall institute tracer studies to find out the fate of their graduating students.

5.1.1 Student Evaluation of Teaching

Evaluating teaching by students may include any of the following methods:

- i. Paper questionnaire
- ii. Electronic questionnaire
- iii. Staff-student liaison committees
- iv. Informal feedback
- v. Open meetings with the student body
- vi. Focus groups

The choice of method will depend on the specific circumstances for a particular course.

Informal feedback

- i. Students may call at a lecturer's office, Academic Advisor, Head of Department or the Departmental Office to discuss problems in person, or drop their written comments in a suggestion box provided by the Department for this purpose.
- ii. Departments should ensure that students have the opportunity to provide feedback on the teaching of a course within the semester that the course is taught.

Response Rate and Reporting Structures

A specific response rate is not required, but it is expected that the majority of students will provide feedback on teaching when requested. Where feedback is low, departments will give consideration to ways in which the response rate might be improved.

Departments will monitor the response rate and take it into account when evaluating the feedback and developing the action plan. A response of at least 60% should be considered adequate. The reports and action plans arising from feedback questionnaires should be approved by the Faculty/School Board. Where it is felt that an issue cannot be addressed by the department, the Head of Department should ensure that it is brought to the attention of the University via the Faculty/School Board. The decision of the Faculty/School Board shall be communicated to APQAD.

5.1.2 Student Evaluation of Courses and Programmes

Process of evaluation

The University shall ensure that all departments have a procedure in place for dealing with student evaluation of courses, and that this is clearly communicated to students. All students taking the course shall complete a questionnaire that will be prepared by the APQAD and administered by the department. The questionnaire will be analysed by the APQAD and the results sent back to the departments.

The findings should be communicated to students indicating any actions to be taken to address any problems raised, or reasons for not taking action. The Head of Department shall designate a person or group for the course under review to confirm that the report provides an appropriate summary of the feedback and response. The process will be monitored by the appropriate Faculty/School Board, which should ensure that feedback is sought for all courses and programmes on a regular basis.

Feedback

As feedback from students is intended to enhance the current as well as future student experience of their courses, the opportunity to provide feedback shall be well-timed. The Departments shall grant students the chance to provide feedback:

- i. Immediately, so that problems that arise during a course can be addressed as quickly as possible. Feedback can be provided, for example, by discussions with the lecturer or the Head of Department or through the Joint Staff-Student Consultative Committee.
- ii. At the end of a course so that students can provide their opinions on all aspects of the course and the lecturer. It is expected that such feedback will be derived by means of a questionnaire.

Course evaluation

- i. Each course shall be reviewed at least once every other year, although some departments may be obliged by professional or accrediting bodies to obtain feedback from students on a more regular basis.
- ii. All new courses shall be reviewed at the end of their third year of operation. Departments shall ensure that it is clear to all staff and students which module will be reviewed during the course of the academic year.

6.0. International Affairs and Institutional Linkages (IAIL)

The International Affairs and Institutional Linkages Directorate was created to gain synergies between the University and other local and international institutions. The Dean of International Affairs and Institutional Linkages is responsible for:

- i. the management of all agreements establishing links between the University and foreign institutions of learning;
- ii. the promotion and advertisement of the programmes of the University to international students and researchers;
- iii. the organisation of summer schools and orientation programmes for foreign students;
- iv. the provision of guidance and counseling services for international students;
- v. the coordination of staff and student exchange and external staff training programmes;
- vi. creating and maintaining a comprehensive database of students and external assistance programmes; and

7.0 Information Communication Technology Directorate

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

- i. ICT Infrastructure
- ii. ICT Services
- iii. Academic Computing and
- iv. Software Development

8.0 Business Advisory and Marketing Directorate

The Business Advisory and Marketing Directorate (BAMD) was established in 2018 with the mandate of promoting and branding the image of the DHLTU.

Primarily the directorate is to collaborate with other sister Departments and Units to promote and market the Institution in the world of work. The duties and responsibilities carried out by the directorate include but not limited to the following:

- i. Reach out to the corporate world with the view of selling out the institution and graduates to employers
- ii. Work closely with Information Technology Directorate and the Public Relation Unit to ensure that there is a strong media presence across key social media channels and
- iii. Advise management and business implementation committee of the viability of business ideas and proposals
- iv. Scout out business proposals and alternate internally generated funds.
- v. Other initiatives that will help in the branding, marketing and promoting the image of the Institution.

9.0 Technical and Vocational Education and Training Directorate

The Directorate was therefore established in June, 2019. The Directorate runs as the main contact point for CTEVT and all activities relating to TVET on campus. Its mandate is to see to the implementation of government policies on TVET matters across board in the University.

10.0 Members of the University

The membership of the University falls into four categories, and these are:

a) **Senior Member**

Any member of the academic, professional or administrative staff not below the rank of Assistant Lecturer, Assistant Registrar or its equivalent.

b) **Senior Staff**

Those persons in the employment of the University not below the rank of Administrative Assistant or its equivalent.

c) **Junior Staff**

Those persons in the employment of the University of the rank below that of an Administrative Assistant or its equivalent.

d) **Junior Member**

Any student registered for a programme of studies or research in the University.

11.0 Faculties/Schools

Business School	
Department	Programme offered
Accountancy	HND Accountancy DBS Accounting Option
Secretaryship and Management Studies	HND Secretaryship and Management Studies DBS Secretarial Option DBS marketing Option
Purchasing and Supply	HND Purchasing and Supply BTech Procurement, Logistics & Supply Chain Management DBS Purchasing and Supply Option
Faculty of Engineering	
Department	Programme offered
Electricals/ Electronic Engineering	HND Electricals/ Electronic Engineering
Mechanical Engineering	HND Mechanical Engineering BTech Mechanical Engineering
Agricultural Engineering	HND Agricultural Engineering BTech Agricultural Eng.
Civil Engineering	HND Civil Engineering BTech Civil Engineering
Faculty of Applied Sciences and Technology	
Hotel, Catering and Institutional Management	HND Hotel, Catering and Institutional Management BTech Hospitality and Catering
Information and Communication Technology	HND Information and Communication Technology BTech Information Communication Technology

Building Technology	HND Building Technology BTech Building Technology
Estate Management	HND Estate Management
Science Laboratory Technology	HND Science Laboratory Technology
Pharmaceutical Science	HND Pharmaceutical Science BTech Pharmaceutical Tech
Cosmetology	HND Cosmetology
Hospitality and Catering	
Faculty of Applied Art, Design and General Studies	
Industrial Art	HND Industrial Art
Fashion Design and Modeling	HND Fashion Design and Modeling
General Liberal Studies	Servicing Department

12.0 Graduate School

The University commits itself to promoting quality research and graduate training. The Graduate School is headed by a Director. The Graduate School shall be responsible for graduate programmes and research. The Graduate School shall work with the Academic Affairs Unit in all matters regarding graduate admissions. The School shall support the expansion and strengthening of graduate programmes in areas that build on strengths of undergraduate programmes; have a unique educational focus and prepare students for viable careers.

13.0 Regulations for Junior Members

The term "Junior Member" shall apply to a person who is enrolled for the time being in Dr. Hilla Limann Technical University for an approved Programme of study. The term "Junior Member" shall be used interchangeably with the term "Student".

Regulations affecting all Junior Members shall be made from time to time by the Academic Board in accordance with the Statutes of the University and promulgated by the Vice Chancellor. In addition to these Regulations, each Hall/Hostel, Department, Institute, Faculty/School, Library, the Hospital or any other unit of the University may issue its own rules governing the conduct of Junior Members within its precincts provided that they are not inconsistent with the general regulations made by the Academic Board. Such regulations must be tabled before the Academic Board for approval.

Copies of all Regulations shall be deposited with the Registrar, Dean of Students, Deans of Faculty/School, Heads of Department, Library, SRC and brought to the attention of all Junior Members during matriculation/ orientation.

Ignorance of Regulations or of any Official Notice shall not be accepted as an excuse for any breach of discipline. Every student on enrolment, shall be required to obtain a copy of such University Regulations as related to their condition and are for the time being in force.

Junior Members shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence. They shall observe the Statutes and shall conform to all such Regulations and Orders as may be made for the good governance of the University.

The operation of these Regulations is without prejudice to the application of the General Law of the Land (Constitution and other Act of Parliament) which applies to all persons in the University.

14.0 General Academic Regulations

The Semester Calendar

The calendar of the academic year will be determined by the Academic Board and posted on all Notice Boards before the end of the academic year. The Academic Calendar shall include:

- a.** Fresh Students Orientation and Student Registration
- b.** Fresh Students Matriculation
- c.** Issuing of Students Identification Cards

All students shall be required to visit Notice Boards to acquaint themselves with any official notice.

a. Orientation and Registration

New students are required to undergo orientation and counseling before they register for their courses at the beginning of the academic year. The orientation programme shall include Faculty/School and Departmental representatives who will explain to the students the nature of their programmes.

The purpose of the orientation is as stated below:

- i. To welcome the fresh students and help them to adjust and settle down in University life.
- ii. To guide the students through the registration procedure.
- iii. To expose students to facilities in the University.
- iv. To make students aware of the rules and regulations that govern the relationship between the students and the Students Representative Council (SRC).
- v. To make students aware of their rights, privileges, obligations and responsibilities with regard to the University Authorities and their governing bodies.

b. Matriculation

A matriculation ceremony is held every year during the first semester for the purpose of formally registering all new students into the University. Students shall all be required to sign the Matriculation Register and shall be held responsible for not doing so.

c. Issuing of Students' Identification (ID) Cards

All students will be issued Dr. Hilla Limann Technical University Identification Card. They should do well to carry it on them always. These ID cards will be necessary for student identification at Examination and as and when required. In the event of loss of the ID card, a report must immediately be made to the Registrar through the Head of Department for replacement at a fee.

15.0 Industrial Attachment for Students

15.1 General Objective

To strengthen Industrial attachment and other industrial related activities for both faculty and students as a means of enhancing their professional competence and practical skills acquisition and strengthen the link between the University and industry for academic relevance and cooperation for national development.

15.1.1 Specific Objectives

The specific objectives are to:

- i. Equip graduates of the University with practical skills in order to reduce re-training period by employers to the barest minimum.
- ii. Use supervised attachment and internship training to complement the practical training of students.
- iii. Use educational and industrial tours to broaden the horizon of both students and lecturers.
- iv. Use production units of industry to complement the practical training of students in order to enable them gain the requisite skills.
- v. Develop practical understanding and appreciation of the major roles of graduates in industry as well as the skills that are required to perform these roles.
- vi. Develop professional attitudes and qualities of adaptability and sensitivity to the industry or the working environment

15.2 Benefits of Attachment

The following benefits shall be derived from it by students;

- i. Acquire new knowledge and practical experience.

- ii. Gain experience working with others and to see how decisions are made (team work)
- iii. Improve their confidence in problem solving.
- iv. Gain exposure to the demands and challenges of the work place.
- v. Develop a relationship with a mentor and cultivate a vast network of contacts.
- vi. Get the opportunity to meet and work with potential employers.
- vii. Appreciate the profession better and improve work ethics.
- viii. Acquire experience in job-seeking skills, interviewing, preparation of resume and cover letters.

15.3 Attachment/ Internship for Students

- i. The place of attachment should be approved by the Liaison Officer.
- ii. All Departments in conjunction with the Industrial Liaison office shall assist students to secure places of attachment.
- iii. The code of conduct of the host institution shall be the guiding principle of the student during attachment.
- iv. During attachment, any misconduct such as embezzlement, theft and laziness etc, shall be deemed as serious offence under the students code of conduct of the University.
- v. False declaration on the part of students or supervisors shall attract a serious penalty, according to the code of the University.

15.4 Grading

- i. The marks obtained during the attachment shall be computed to form part of the grading of students per the departmental requirement. This condition must be satisfied before the award of the HND and Degree certificate.
- ii. A pass in attachment/internship shall be a basic requirement for graduation in the department whose attachment and internship is not their requirement.

15.5 Supervision

- i. Supervision of students on attachment/internship shall be exercised by a team of lecturers and staff from the Industrial Liaison Office.
- ii. It shall be the responsibility of students to ensure that the weekly logsheet provided by the University is fully signed by his or her supervisor during every supervision session.
- iii. All Departments running internship programmes for students shall collaborate with the Industrial Liaison Office for proper supervision of students.

15.6 Reporting

- i. Attachment report shall only be accepted if the place of attachment relates to the approved course of the students.
- ii. Report on attachment and logsheet shall be submitted to the Industrial Liaison Office for assessment within two (2) weeks after the end of the attachment.
- iii. An assessment form shall be completed by Supervisors (industrial and Institutional) on students and lecturers at the end of the attachment period.

15.7 Relationship with the Host Organization

It shall be an offence for any student to demand wages or salary from the host organization. Any report on misconduct to the Industrial Liaison Officer shall be referred to the disciplinary committee for the necessary action to be taken.

15.7.1 Responsibilities of Attaché (Students)

- i. Students have to take field attachment as part and parcel of their training at the University and have positive attitude towards learning by practice.
- ii. Students shall respect all field supervisors and any other person they interact with throughout their attachment period regardless of their background training and social differentiation.
- iii. Students must adhere to the University's attachment code of conduct as well as the code of conduct of the host organization.
- iv. If for any reason, a student cannot report for attachment he/she must seek permission from the Liaison Officer before commencement of the attachment period, through the Academic Head of Department.
- v. Establish and maintain a positive relationship with the mentor.
- vi. A student on attachment shall not report to work while under the influence of alcohol or drugs.
- vii. A student on attachment shall maintain an appropriate and decent mode of dressing and personal hygiene at all times.
- viii. Students on attachment shall obtain permission from their supervisors before absenting themselves from work within a reasonable period.

15.7.2 The Host Organizations

The host organization shall;

- i. Participate in the planning, supervision and evaluation of the students in the field of attachment.
- ii. Provide on-site technical and professional guidelines to the students on field attachment throughout attachment period.
- iii. Provide feedback to the University on the experience of the field attachment programme.
- iv. Commit their organizational facilities or resources for effective implementation of the field attachment programme.
- v. Provide students on the field of attachment with a wide range of experiences that goes beyond technical skills.
- vi. Complete all formal assessment forms provided by the Institution.

15.7.3 The University shall;

- i. Have Group Personal Accident Policy insurance package for students on industrial attachment.
- ii. Provide overall institutional management of the programme.
- iii. Integrate field attachment into the University's curricula and have it reviewed periodically.

- iv. Be responsible for developing a monitoring and evaluation criteria for the field attachment programme including the code of conduct for students.
- v. Build field attachment expenses into the University fees structure and budget. Efforts should be made to supplement the budget with internally and externally mobilized funds.
- vi. Source for funding from development partners internally to support implementation of the field attachment programme.
- vii. Create platforms and mechanisms for sharing experience arising out of the field attachment programme by the stakeholders.

15.8 Educational Tour/Visit

The educational tour/visit is to give the students an opportunity to have first-hand experience/information in areas related to their courses of study as part of their training process to equip them for the industry.

16.0 Students Fees

Students' fees are fixed annually by the Academic Board subject to approval by the University Council. Any student enrolled at the University is required to pay his/her fees in full within the first two weeks of the first semester. Students are advised to endeavor to register and pay fees as early as possible to avoid problems. All fees shall be paid through accredited banks in the country.

17.0 Responsibility for Notices

Students are advised to be interested in all notices they see around. They are expected to be aware of the contents of all general notices including those appearing on official campus bulletin boards.

18.0 Enforcement of Regulations

- i. The Officers of the University who have a special responsibility, under the Vice Chancellor, for the discipline of Junior Members are the Registrar, the Dean of Students Affairs, Heads of Department and Deans of Faculty/School. It shall be an offence to disobey these Officers in the discharge of the University duties.
- ii. Members of the Academic Staff, the Academic Board, Residence Board Committee, the Senior Administration Officers, Hostel Officers and all other persons so authorized for the purpose shall maintain order and proper conduct and take appropriate disciplinary action against any student for breach of regulations.
- iii. The Librarian or his representative shall be responsible for maintaining order in the library and may require any person who is guilty of causing disorder, improper conduct or of any breach of regulations to withdraw from the Library for a stated period.

19.0 Misconduct of Students

It shall be a misconduct for a Junior Member (Student) of the University:

- i. To be absent from lectures and other prescribed assignments without permission or reasonable excuse.
- ii. To be insubordinate.
- iii. To indulge in any anti-social activities (while in residence or outside the campus) which tend to bring the University into disrepute;
- iv. To involve in any examination irregularities.
- v. To be in possession of unauthorized University property.
- vi. To provide unauthorized information about the University to the media and/or other agencies.

20.0 Penalties

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

- i. A warning
- ii. A reprimand
- iii. A fine
- iv. Suspension from the use of the University services or facilities for a stated period.
- v. Requirement to make good to the satisfaction of the University any damage or injury caused to the property of the University or an institution attended as a part of a University programme.
- vi. Rustication for a stated period.
- vii. Withdrawal from the University for Examinations Malpractices.
- viii. Expulsion from the University.

Penalties (iv-viii) are major penalties and shall be applied by the Registrar on the expressed directive of the Vice Chancellor.

21.0 Disciplinary Procedure

- a) The Vice Chancellor shall appoint an adhoc Committee with the following composition to make findings in a disciplinary case likely to attract the imposition of major penalty:
 - i. Dean of Student Affairs.....Chairman
 - ii. Warden.....Members
 - iii. One person representing the JCR Committee.....Members
 - iv. HoD of the Student involved.....Members
 - v. One person representing the SRC.....Members
 - vi. The Finance Officer or his Representative.....Member
 - vii. The Registrar or his Representative.....Member/Sec
- b) The report and recommendations of the adhoc Committee shall be forwarded to the Vice Chancellor for his necessary action.

- c) The Hostel Council responsible for the management of each Hostel or other residential facility shall be responsible for taking disciplinary action against any Junior Member with respect to breach of discipline. In a major breach of discipline the matter shall be referred to the Vice Chancellor for his decision.

22.0 Admission and Registration of Students

- i. Only students who fully satisfy the entry requirements for their programme of study can be admitted to the University. Any student found not to be fully qualified shall be withdrawn immediately when found out. If found out after graduation the University shall withdraw the Diploma/Certificate/Degree awarded.
- ii. A student shall be responsible for verifying his/her results from appropriate Examination Bodies.
- iii. A student found to have gained admission into the University through fraud or misrepresentation may be liable to prosecution.

Admission of Junior Members to the University shall be subject to their passing a Medical Examination.

22.1 Departmental Registration (Freshmen)

- i. On arrival on campus, fresh students shall register at their respective Departments and Halls.
- ii. Students shall pay the necessary charges/fees as shall be determined by the Academic Board.

22.2 Continuing Students

Continuing students shall register at their respective Departments and halls after the necessary formalities at the Administration have been completed.

22.3 Penalty for Late Registration

- i. A fine determined from time to time for each day of absence shall be imposed on both new and continuing students.
- ii. No registration shall be allowed four (4) weeks after reopening
- iii. Students who fail to register shall lose their student status.
- iv. Fee paid shall not be refunded.

22.4 Penalty for Non-Payment of Fees

- i. All students who owe the University shall settle their debts to the Accounts Department before they are registered.
- ii. Hostels shall not admit any student who has not paid his or her fees.
- iii. "Perching"* shall not be allowed in the hostels/halls of residence.

**Perching refers to the practice whereby a non-resident student unofficially shares room with a student in an institutional hostel/ hall of residence.*

23.0 Academic Programme/Voluntary Withdrawal

- i. Junior Members are required to attend lectures, tutorials and practical classes specified for their course of study, and take all such Examinations as the University or the Departments may from time to time require, and to perform all written and practical work prescribed for them.
- ii. Students who voluntarily wish to withdraw from the University before the completion of their study programme must serve written notice of their intentions through their Head of Department and Dean of Faculty/School to the Registrar. A minimum notice period of four (4) weeks is required before the intended date of leaving the University. Failure to comply with the above procedure may result in the preclusion of the student from pursuing any programme in the University.
- iii. A student in good standing who withdraws from the University, and wishes to return to it, shall indicate his/her intention in writing through the Registrar to the Dean of Faculty/School. A minimum of one semester notice is required before the proposed date for returning to the University.
- iv. To be eligible for any University examination, the candidate must have made a cumulative attendance of 75 percent of lectures and practical for the course. Thus any student who is absent without proper leave from lectures, tutorials or practical classes for a total of 14 lecture days or more in any semester shall be deemed not to have satisfied the attendance requirements for the semester. Such defaulting student shall not be allowed to take part in the end of semester examination.
- v. All students must present themselves for the appropriate examinations in accordance with the regulations of the University. A student who is prevented by ill-health from taking a prescribed examination must produce a medical certificate from a recognized Medical Officer certifying his inability to sit for the examination.
- vi. To be qualified to write an examination, a student must register for the appropriate course at the due time. Failure to register will disqualify a student from writing the examination. No student shall be allowed to take an examination in a course for which he/she has not registered. Where a student registers for a course and fails to write an examination, the student shall be deemed to have failed the course unless good reasons, acceptable to the Faculty/School Board, can be advanced for failure to write the examination.
- vii. In cases of absence involving non-attendance at lectures, tutorials or practicals, or examinations, the written permission of the Department concerned must be obtained in addition to that of the Hall/Hostel authorities.
- viii. Changes in registered courses may only be permitted during the period of registration.

23.1 Re-Sit Examination / Qualification

- i. Re-sit examinations shall be held every semester;
- ii. The re-sit examination periods shall be incorporated into the academic calendar so as not to interfere with normal study periods;
- iii. Re-sit examinations for first semester shall be held during the third week of the second semester;
- iv. To qualify to take the re-sit examinations, the student must have taken the main examination for the semester and must have obtained the acceptable CGPA and number

of passes. Such students must register for the trailed course(s) within the re-sit registration period suggested on the Academic Calendar, after paying the required fee per paper.

- v. Where a student has to write more than one (1) paper in one re-sit examination session due to clash of papers per the re-sit timetable, such a student shall be given the chance/time to write those papers.
- vi. Re-sit examinations shall be marked as 100%.

24.0 Use of Technical University Library by Students

The University Library complex is the academic nerve centre of the University.

24.1 Membership

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

24.2. Services Offered

The following services are offered:

- i. Borrowing
- ii. Referencing
- iii. Photocopying
- iv. E-Resources, etc.

It remains the central location of collections on all disciplines pursued in the University and also has in stock standard reference sources including encyclopedias, dictionaries and Vice-Chancellors' Reports. There are also collections of unpublished students' project works.

24.3 User Responsibility and Behaviors Guidelines

In order to maintain a quiet learning environment, any behavior in the library that is abusive or disruptive will not be tolerated.

While in the library, please observe the following guidelines:

- i. All users must observe total silence in the library and its environs at all times
- ii. All users are required to show their IDs to the security officer upon entrance to the library
- iii. Use of mobile phones is strictly prohibited in the library
- iv. All bags, cases, folders etc. must be left in the luggage area outside the library.
- v. Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user
- vi. All users are required to show all items to the security officer before leaving the library
- vii. No student is allowed to enter the circulation area without the consent of the library staff
- viii. Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same
- ix. Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed

- x. Group discussions are not allowed in the library. Consultations must be kept to a minimum and should not disturb any other user in the library
- xi. Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environs
- xii. Seats in the library may not be reserved
- xiii. Users are not allowed to resshelf books after removing them from the shelf. Leave the books on the table.
- xiv. No library equipment may be moved, modified or tampered with without permission from the librarian

Please remember that many of the library materials you use may be irreplaceable. Please treat them carefully so they will be available for future students.

24.4 Borrowing

- i. Borrowing period is strictly between 2:00pm and 4:00pm on weekdays and 9:00am and 12:00pm on half days
- ii. A user must be a registered student in the current semester to be able to use the library services
- iii. All students must present their IDs before borrowing any library materials
- iv. Library materials may not be removed from the library unless the library staff has properly issued them out
- v. Students are allowed to borrow a maximum of two books for a period of one week
- vi. All borrowed materials must be returned on or before the due date
- vii. Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students
- viii. Students with overdue materials and overdue fines will not be allowed to use the library services
- ix. All reserve materials must be returned at the specified time
- x. The following materials can only be used within the library
- xi. Reference books
- xii. Newspapers
- xiii. Journals and magazines
- xiv. All registered students, faculty and staff have borrowing privileges in the library. Other people may use the library but do not have borrowing privileges.
- xv. Loan periods: The length of time that books may be borrowed is as follows:

24.5 Sanctions

a. Failure to Return Books on due Date

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

b. Misplacement of Books

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

c. Loss of Books

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

d. Stealing of Books/Periodicals

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

e. Mutilation of Books/Periodicals

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

f. Writing in library books or underlining sentences

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

24.6 Registration of readers

Students wishing to borrow books shall be registered and issued with a borrower's card which must be shown at the issuing desk. Students are, however, requested to present their identity card/admission letters and a passport size photograph for the registration to be effected. Registration is valid for the duration of a registered programme. A reader shall be issued with a Borrower's Card which must be shown at the Issue Desk whenever a book is being borrowed from the Library. Students are entitled to borrow two books at a time from the Library.

24.7 Opening Hours

Monday—Friday: 8:30 a.m. — 4:00 p.m.

The library is closed on Weekends and all public holidays.

Hours may vary during holidays, which will be posted in the library.

25.0 Social Life on Campus

Students' social life on University campus is regulated by the Junior Common Room Committees (J.C.R). The JCR Committee coordinates activities of the student body and the authorities in their respective Halls. The SRC executive appointed from campus-wide election, is responsible for the coordination of the activities of the various J.C.R Committees.

25.1. The Sports Complex

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

25.2. Restaurant and Canteen Services

The University has a temporal canteen within the premises of the library complex.

26.0 Halls of Residence Regulations

a. Admission and Residence

- i. Junior Members who do not hold an award granted by the Government, or by an institution recognized by the Technical University shall be required to pay all approved fee on or before registration.
- ii. Junior members whose accounts are in arrears and unpaid at the beginning of an academic year will normally not be allowed to come into residence or attend lectures until their outstanding accounts have been settled.
- iii. Dates of academic semesters are published on Technical University Notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of semester unless permission is granted for temporary absence. Students who are non-resident are required to register at the Halls/Hostels to which they have been assigned.

b. Management of Halls of Residence

- i. The Hall Council shall be the Governing Body of the Halls of Residence.
- ii. The Hall Council shall be established, subject to the University Statutes.
- iii. The Hall Master/Mistress shall be the chairman of the Hall Council and shall be responsible for the administration of the halls.

c. Provision of Accommodation

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

d. Admission to the Halls of Residence

- i. Students in University accommodation shall at the beginning of the academic year for the amount due and sign the Residence Book placed at the Porters' Lodge.
- ii. Semester dates shall be published through the University Notice Board. Students must come into residence on the first day of every semester unless special permission has been granted by the Registrar.
- iii. It shall be a misconduct for a non-resident student to be found lodging in a student cubicle in a Hall of Residence.

e. Registration of Resident Students

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

f. Freedom of movement within the University premises

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

g. Loss of Property

- i. The University accepts no responsibility for the loss of students' property.
- ii. A student who destroys or loses the key to his cubicle shall pay for its replacement.
- iii. Students shall hand over keys to the rooms to the Porter on duty whenever they go out.
- iv. Students shall be required to sign an inventory of the furniture and fixtures and any other University property in their cubicles and shall be accountable for such at the end of each semester.
- v. No commercial activity is permitted in students' cubicles, e.g. photocopying, typesetting, CD burning, scanning, sale and repair of mobile phones, sale of phone cards, pens, etc.
- vi. Plumbing and electrical fittings, door locks furniture (louvre blades, beds, mattresses, etc) remain the property of the Hall and should be handled with extreme care.
- vii. Faults found with any Hall facility or item should be reported and recorded in the Fault Occurrence Book at the Porters' Lodge for attention. Under no circumstance should any occupant force a door lock open if they lock themselves out. Duplicate keys are obtainable at the Porters' Lodge.
- viii. "Perching" or allowing a non-resident student to share your room violates University Regulations and is therefore prohibited. Residents of a room caught with a "percher or perchers" shall be expelled from the Hall.
- ix. Excessive noise making from sound systems, shouting, etc. is prohibited. Students who persistently play their sound systems loudly shall have the system seized after two warnings from the Hall Master, or the Porter on duty or any official of the Hall.
- x. Smoking and drunkenness in the Hall is strictly prohibited.
- xi. No student should throw rubbish or litter in the form of pieces of paper, empty water sachets, polythene bags, food wrappers, etc., over their balconies or onto the compound and the surroundings of the Hall.
- xii. Rubbish should be disposed of in the bins provided at the floor corridors and emptied as often as possible into the main dustbins provided at the ends of each floor.
- xiii. Throwing of waste water over the balcony or the veranda is strictly forbidden.
- xiv. Posting of bills and notices on the walls in the Hall is strictly prohibited.

h. Visitors to Halls of Residence

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

i. Arrangement at end of Semester

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

j. Arrangement for final completion of programme

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

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

k. Use of Hall of Residence during vacation

- i. All students shall vacate the halls of residence during vacation.
- ii. Students who want to stay in any Hall of Residence during holidays/vacation on academic grounds shall apply to the Hall Authorities through their Heads of Department or Deans.
- iii. However, if it is on a private matter, such a student shall be required to directly apply to the Hall Master.
- iv. It shall be the prerogative of the hall authorities to decide which part of the Hall shall be used during the vacation.
- iv. All University and hall regulations shall continue to be in force during the vacation.
- v. Infringement of any such regulations shall make a student liable to disciplinary action.
- vi. Accommodation in the Halls may be given out for conferences during vacation, students are therefore required to leave the cubicles and rooms tidy.
- vii. Students leaving personal belongings in the cubicles shall be deemed to be using the room and shall be made to pay the prevailing rate upon their return.
- viii. Students not returning to the University or students leaving for the long vacation are not permitted to leave their property behind in the Hall. Any property left behind without permission is liable to be disposed of at the discretion of the Hall Authorities.

l. Banned Activities

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

- i. Sub-letting of rooms in the Halls of Residence the practice whereby students who have been allocated rooms in the halls of residence sub-let them to non-resident students for a fee is prohibited. This practice is not only unauthorized but also illegal.
- ii. Indecent Exposure: The act of exposing a part of the body especially the genitals, publicly as to make it offensive to modesty or propriety is prohibited. The practice of students embarking on procession naked or even half-naked is, thus, anti-social and reprehensible and is proscribed.

- iii. Pongding “Ponding” in any form is banned in the University and it shall be a punishable offense for any student or group of students to indulge in it. The University does not accept liability for any injury or injuries from “ponding” and shall hold the student or group of students liable to any such offence.
 - iv. Possession of Fire Arms: It shall be a breach of the University Rules/Regulations for any student or group of students to be found in possession of firearms on campus.
 - v. Possession and use of Bombardier: It shall be an offence to possess and use fireworks/bombardier (carbide bomb) in and around the campus.
 - vi. Narcotic and Illicit Drugs: It shall be an offence and a breach of University rules and regulations to use or be in possession of any narcotic and illegal drugs.
 - vii. Smoking and Drunkenness: It shall be an offence for any student to be found drunk and or smoking in and around the campus.
 - viii. Sale of Cigarette and Alcoholic Beverages: It shall be an offence for students to sell cigarette and alcoholic beverages on campus.
 - ix. Commercial Activities
 - It shall be an offence for a student to trade in the Halls of Residence.
 - Hawkers are not allowed to sell in the halls.
 - No food items should be sold in the cubicles.
- Viii Gambling it shall be an offence for any student to be found gambling in and around the halls of residence.

27.0 Names of Students/Change of Names

- i. For the purposes of the University, Junior Members are known only by the names which they have signed in the Application Form and Register of Matriculation and are known by those names only in the sequence in which they were signed (that is, first name, middle name(s) and surname).
- ii. Provided that:
 - a. Where a female Junior Member gets married, she may apply to have her name altered to include the Surname acquired by marriage, followed in parenthesis, by the word "nee" and her former surname. In such cases, proof of marriage would be required before the official change is affected.
 - b. Junior Members may apply to the Registrar for recognition by the University of a new name, and if the Registrar is satisfied that the legal requirements have been met, they shall submit applications to the Vice Chancellor who on approval of the said application shall authorize the change. Any such change of name shall be entered in the Register of Matriculation and published in the University Reporter.

As an institutional Policy, the University does not accept to change or amend biological records.

28.0 Academic Dress/Gown

All junior Members are required to wear the academic dress/gown appropriate to their status or Hall of Residence or Hostel on the following ceremonial accessions:

- a. Matriculation
- b. Congregation; and other occasions as required.

29.0 The Student Representative Council

- i. Subject to the University Statutes and Regulations, the University recognizes the Students Representative Council (SRC) as the legitimate representative organ of the student body. The University does not recognize anybody or organization outside the University which purports to speak on behalf of the Student body.
- ii. The Students Representative Council (SRC) shall make representation to the Authorities of the on matters affecting studies.
- iii. The SRC shall be governed by a constitution ratified by the Academic Board on the recommendation of the Residence and Housing Committee with the prior approval of the Technical University Council.

30.0 Office of the Sports Coach

Sports play a vital role in the education and upkeep of the individual through the functional and structural mechanisms that underlie human performance, hence the Office of the Sports Coach. The Office of the Sports Coach is an administrative section not a teaching department. It is the Unit/Section that has been mandated by the University administration to see to the organization of sports for both staff and students. The Office therefore works directly under the Registrar.

30.1 Sports Union

The Sports Union is the body responsible for the regulation of all student sporting activities in which the University participates. The Sports Section of the Academic and Students Affairs of the Registrar's Office coordinates all the Sport Union's affairs. Membership of the Students Representative Council and the Amalgamated Club of the University is compulsory for all Junior Members.

The Sports Union, in addition to the University Statutes and Regulations shall be governed by its own Constitution; the promulgation of which shall be with the Residence and Housing Committee of the Academic Board.

30.2 Penalty for Withholding Sports Equipment

Immediately after cessation of the Semester's sporting activities, a list of the names of all students in possession of sports equipment shall be published on all School/Hostel notice boards and a two (2) weeks deadline given for the return of the items. The deadline shall be prior to the start of semester examination. A list of students still in possession of sports equipment shall be sent to the Faculties/Schools through the Registrar to prevent the affected students from taking their examinations until they have returned the items listed against their names.

31.0 Formation of Societies and Clubs

- i. Students shall have freedom of association. However, certain clubs like secret societies, etc. shall not be allowed in the University.
- ii. Student Societies and Clubs in the University shall be formed at the request of at least ten interested students. In addition there must be a Senior Member who shall be the Patron.
- iii. The request shall be submitted for approval by the Residence Housing Committee through the Students Representative Council and shall be accompanied by the recommendations of the Students Representative Council and the Constitution/Bye-laws of the proposed Society or Club.
- iv. The proposed Society or club shall be formally promulgated in the University Reporter after the Residence Housing Committee has given its approval.
- v. Within three (3) months from the date of the promulgation of the Society or Club, the Secretary shall deposit the names of persons holding principal offices in the Society or Club with the Registrar and Dean of Students. Thereafter the names of Principal Officers shall be notified to the Registrar through the Dean of Students Affairs once every year.

32.0 Public Functions Within the University

- i. Students who wish to organize any public function within or outside the University shall obtain prior permission from the Head of Hall/Hostel or the Dean of Students Affairs as appropriate. The Head of Hall/Hostel or the Dean of Students Affairs shall in turn inform the Registrar.
- ii. An application for permission to organize a function shall provide the following information:
 - a. Date and time of the function;
 - b. Place where the function is to take place;
 - c. Names and description of Lecturers, Speakers, or Performers at the function.
- iii. This information together with evidence of fulfillment by the organizer of any requirements imposed by law in relation to the holding of such a function shall reach the Registrar/Dean of Students at least three (3) days before the function takes place. The Registrar/Dean of Students may impose such other requirements and conditions as may appear to him to be necessary or desirable.
- iv. For the purpose of this section, public function is one to which persons other than Senior and Junior Members of the University are invited or entitled to attend.

33.0 Procession and Demonstration

- i. Any student or students wishing to organize a procession/demonstration within or outside the University shall notify the Vice Chancellor in writing with a copy to the Registrar and Dean of Students at least three (3) days before the procession/demonstration is due to begin.
- ii. The notification shall state the purpose of the procession/demonstration and the names of the organizers.

- iii. The Vice Chancellor may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- iv. If, in the opinion of the Vice Chancellor, the procession/demonstration will be likely to lead to a breach of the peace or cause serious interference with the work of the University, he may forbid the procession/demonstration.
- v. The procession/demonstration will follow an approved route and keep as close as possible to the left side of the road as to facilitate free passage of traffic.
- vi. No procession/demonstration shall be held between the hours of 6.00pm and 6.00am.
- vii. During the procession/demonstration, nothing may be done or said that might occasion violence or cause a breach of the peace.
- viii. If any acts of violence and/or breach of University or other regulations occur during a processional demonstration, or other mass action, the perpetrators as well as the organizers shall be held jointly and severally responsible.
- ix. The fact that a procession/demonstration is not prohibited does not in any way imply that the University has either approved of it or is in sympathy with its objectives.
- x. Notification of the Police of Processional demonstration shall be done by the Registrar.

33.1 Penalty for Unauthorized Processions/ Demonstrations

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

34.0 Students Newsletters/ Other Publications

- i. The Dean of Students will be informed of the intention to produce any student publication within the University and his approval in writing shall be obtained for such a publication.
- ii. A copy of each issue will be lodged with the Vice Chancellor, Registrar and Dean of Students as appropriate and the University 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 will be held jointly and severally responsible for the full contents of each issue of the publication.
- v. Obscenities, libel, derogatory statements, personal attacks, falsehoods or any other information likely to cause disharmony should be avoided in all publications and broadcasts.
- vi. On the advice of the Registrar, the license for publication which flouts any of the rules above may be suspended.

35.0 Other Regulations

It shall be an offence for a Junior Member to:

- a) Cultivate, possess, use or peddle narcotics and other drugs as listed in the Second Schedule part II, of the Drugs and Pharmacy Act, 1961 (Act 64).
- b) Willfully cause damage to University property or the good name of the University and incite others with a view to such damage being caused

- c) Publish defamatory material on the campus.
- d) Smoke in:
 - i. the Library or Lecture rooms
 - ii. Smoke in all public places on campus.
 - iii. Smoke in student rooms.
- a) POND any person in the University.
- b) Possess any form of arms or ammunition on campus, licensed or unlicensed.

35.1 Trading

- i. Any student who trades in the hostel does so at his/her own risk.
- ii. Hawkers are not allowed to sell in the hostels.
- iii. No food items should be sold in cubicles.
- iv. Trading in alcoholic beverages and tobacco products is banned.

35.2 Noise-Making

- i. It is desirable to maintain at all times a kind of environment that supports the basic academic enterprise.
- ii. To maintain a suitable academic environment it is desirable that the campus be kept as quiet as possible. Students shall not make undue noise on the campus, especially from 10:00pm to 6:00am. This rule shall not apply where permission to organize a function (like a Hall Week Activity) has been granted by the authority of Dr. Hilla Limann Technical University.
- iii. Radios, stereophonic instruments and musical instruments may be used quietly with Consideration for others at any time, subject to such regulations as may be made by individual Hostels.
- iv. If the above regulation (iii) is not observed the privilege may be restricted or, in serious cases, withdrawn.
- v. Disorderly behaviour that contravenes regulations and disturbs peace on the campus will attract a one week suspension.
- vi. Club, society and religious meetings must not be held in student's room.

35.3 Drunkenness

- i. Drunken and disorderly behaviour on the campus constitutes a serious breach of discipline.
- ii. Habitual drunkenness on campus or in town, especially if accompanied by disorderly or scandalous behaviour, shall be considered as bringing Dr. Hilla Limann Technical University into disrepute.
- iii. No student shall be under the influence of alcohol during lectures, games competitions and other activities sanctioned by the University
- iv. Any student breaching any of these regulations will first be given a written warning by Hostel Authorities/Head of Department. If the student persists in drunken and disorderly behaviour, the Hostel Authorities shall recommend dismissal from the Hostel or from the University.

36.0 Use of Vehicles

- i. Any Junior Member who wishes to use or keep a vehicle on the campus of the University must obtain written permission from the Registrar through the Chief Security.
- ii. The University accepts no responsibility for such vehicles, nor for any damage that may occur to them or to their owners, drivers or passenger. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.
- iii. The University does not provide garages for vehicles of Junior Members. Any arrangement for garaging them in the University should be made privately by the owners.

37.0 Collection of Money

Permission to make general collections of money other than for club subscriptions and cinema shows or parties must be obtained from the Dean of Students Affairs. Junior Members are advised to ask to see the license or other valid authority of any collector who comes from outside the University.

The University does not approve the formation and operation of Credit Unions by junior members. Any group of students which undertakes such a venture does so at its own risk.

38.0 Disciplinary Procedure

i. Within Hall of Residence or Hostel

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

ii. Outside hall of Residence or Hostel

If a student violates any University regulations outside the hall of Residence, it shall be reported to the Dean of Students Affairs who will notify the Registrar for appropriate sanctions. For serious offences involving a group of students, the Committee of the Dean of Students Affairs shall investigate the matter and apply appropriate disciplinary sanctions or make recommendations to the Vice Chancellor.

iii. Disputes between Students of different Halls/Hostels.

Where disputes arise between students from different Halls, the Tutors of the students involved should attempt to resolve the dispute. Should their attempts fail, the matter should be referred to the Senior Tutors of the Halls involved. Should the dispute persist, the matter should be referred to the Committee of the Dean of Students Affairs.

39.0 Sanctions

- i. Any student who does not observe the Statutes and Regulations, or commits any act subversive of discipline or good order or tending to bring discredit upon the

- Hall/Hostel or the University, or neglects his/her duties, may be punished by a warning, or reprimand, or fine, barring or rustication for a limited period, or withholding of results or outright dismissal.
- ii. Sanctions which involve temporary or permanent removal from the University shall be effected only with the approval of the Vice Chancellor.

40.0 Appeal against Sanctions

Junior Members who are aggrieved by any disciplinary sanctions may appeal to the Vice Chancellor through the Head of Department for a review within seven (7) days of the notification to them of the sanctions imposed on them. The Vice Chancellor on receipt of approval from the appropriate source may request a review of the sanctions so imposed. When carrying out a review, the Vice Chancellor may act on the advice of a committee on which students interests are represented.

41.0 Additional Rules and Regulations

41.1 Academic

a. Transfer/Change of Programme

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

- i. Have a minimum CGPA of 2.50.
- ii. Meet admission requirements for the proposed new programme.
- iii. Must not trail more than two courses. The total workload to be carried as a result of the transfer in any semester shall not exceed 30 contact hours per week.
- iv. Obtain change of programme form from the Admission Office.
- v. Complete the relevant sessions thereafter.
- vi. Forward the form through the HoD to the HoD of the intending department and thereafter to the Registrar.
- vii. The transfer shall be subject to vacancy existing in the new department.
- viii. The transfer is subject to approval by the Academic Board.

b. Transfer from Other Institutions

Students transferring from other institutions to the University must:

- i. Meet the University specified admissions requirements.
- ii. Transfer to the relevant programme.
- iii. Not transfer to the first year of any programme
- iv. Have a minimum CGPA of 2.50.
- v. Abide by the rules and regulations of the University.
- vi. Submit transcript and clearance certificate from his/her former institution.
- vii. Submit an application to the Registrar who shall refer it to the appropriate Head of Department for action. All cases of change of programme/transfer shall be reported to the Academic Board for approval.

c. Visiting and exchange students

- i. The same examination arrangements as adopted for home students shall normally be adopted for visiting students attending the full academic year.
- ii. Special arrangements may be made for visiting/exchange students who study at the University for part of a year, such that they cannot follow full modules and complete the normal assessment tasks.
- iii. Visiting/Exchange students whose first language is not English are permitted to use a bilingual dictionary during University examinations, except that bilingual dictionaries may not be used in certain examinations in which their use would negate the purposes of the examination. Such examinations will be publicized by the Academic Affairs office. A bilingual dictionary is defined as a single-volume, non-specialist, general-purpose bilingual translation dictionary covering English and the student's first language. Permitted dictionaries shall give only equivalent words and phrases in English and the first language and shall include further explanatory text or appendices, other than that of a trivial nature. Encyclopedic, pictorial or specialist/subject-specific dictionaries (e.g. legal or business dictionaries) are not permitted.
- iv. The Academic Board may approve requests from departments concerning a variation in assessment method for visiting/exchange students attending for less than a full academic year.
- v. Once a particular variation in assessment method has been approved for a given module under (iv) above it shall be deemed a precedent for future cases which need not be submitted again
- vi. Examination marks for each visiting and exchanging student shall be approved by the Faculty/Institute/ School Board of Examiners. Transcripts of academic records shall be prepared by the appropriate faculty/school and forwarded to the Directorate of International Affairs and Institutional Linkages.
- vii. If the examination marks of a visiting or exchange student need to be released to the student's home University before the meeting of the Academic Board, a clear statement shall be included to the effect that these marks are provisional and subject to approval.
- viii. A special re-sit examination shall be organized for visiting and exchange students.

41.2. Request for Transcript

Academic transcript shall only be given to institutions of higher learning, scholarship boards and employers on request made by students. On no account shall academic transcripts be given direct to students.

- i. A request for academic transcript shall be honoured only on application by the student, on a prescribed form. A student has to pay the prescribed fee determined by the Academic Board.
- ii. A student shall be entitled to Statement of Result at the end of each Semester.
- iii. A copy of each Student's Transcript and Statement of result shall be sent to the Dean of Faculty/School and Head of Department respectively.

41.3 Petitions on Examination Results

A student has the right to petition the Academic Board for a review of his/ her examination scripts if he/she believes that his/her academic performance has been wrongly assessed in any

part or parts of a subject, tests, course work, etc. that form part of an examination under the following conditions.

- i. Payment of Review Fee determined by the Academic Board.
- ii. Submission of a petition with a copy of the receipt showing payment of the Review Fee through the Head of Department to the Registrar.
- iii. Petitions received thirty (30) days after the date of approval of the Examinations results by the Academic Board shall not be entertained.
- iv. The script shall be sent for reassessment to an External Assessor drawn from persons who had not participated in the marking exercise.
- v. The grade awarded to the student in the examination shall remain valid until the result of the review is received and approved by the Academic Board if different from the original award.
- vi. The Vice Chancellor shall appoint the External Assessor(s) to review the script.
- vii. The result of the review shall be subject to approval by the Academic Board.
- viii. The result of the review shall supersede the original result.
- ix. An application entered on the candidate's behalf by a person other than the aggrieved candidate himself shall not be entertained.
- x. If it emerges that a complaint for review is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

41.4. Right of Appeal on Conduct of Examinations

Any student who has any grievance on the conduct of any examination is free to make representation to the Academic Board within 24 hours of the examination. Such representation must state clearly the facts.

41.5 Absence from Examinations

Except for the following approved reasons no student shall absent himself/herself from examinations.

a) Ill-Health

- i. A candidate who falls sick during examination should report immediately to the Invigilator who shall take the necessary action.
- ii. In case a candidate falls or reports seriously ill prior to, or during the examination period and is attended to at the University Clinic or by an accredited medical facility a written report on the Candidate shall be made by the Medical Officer in charge and forwarded to the Registrar within one week of attendance.
- iii. If seven days to the start of examinations or during the examination period, a student falls sick or reports seriously ill he/she is attended to by a nurse at the University Clinic, a situation report shall be made in writing within 24 hours to the Medical Officer and forwarded to the Registrar.
- iv. External Medical Reports on candidates shall be submitted to the HoD who shall then forward same to Registrar for authentication by the University Medical Officer:
 - Only Medical Certificates issued by recognized/registered Medical Officer and authenticated by the Technical University Medical Officer are acceptable.

- v. Any other reasons for absence from examination must be acceptable to the Academic Board.
- vi. Where a student is permitted to absent himself/herself from a given Examination, the student will be required to take the Examination a subsequent date on the same status as the one he/she missed.
- vii. In cases where approval is not granted or a medical report is rejected the student is deemed to have failed the examination.
- viii. A student who submits a forged medical report shall be expelled from the University.

42.0 Deferment of Academic Programme

Any student who has completed at least one semester of study in the University may apply to the Academic Board for deferment of the appropriate semester provided that:

- i. The student is in good academic standing.
- ii. The student will be readmitted into the semester of deferment only.
- iii. The period of deferment shall not exceed one academic session.

NOTE: When readmitted, students shall be required to pay full fees for the academic year in which they have been readmitted. Fees paid for the academic year in which the deferment was granted shall not be transferred to the academic year of readmission.

43.0 Channels of Communication

43.1 Hierarchical Order

All Students shall follow the hierarchical order of authority to have their academic and non-academic request, notifications and complaints resolved. No student or group of students shall deal directly with the Vice Chancellor or Pro-Vice Chancellor without passing through the hierarchy as shown below:

- ✓ Vice Chancellor
- ✓ Pro-Vice Chancellor
- ✓ Registrar
- ✓ Dean of Students' Affairs
- ✓ Dean of Faculty/School
- ✓ Head of Department
- ✓ Hostel Council
- ✓ Head of Hostel Counselors
- ✓ Head Porters/Porters
- ✓ S.R.C (President/Executive)
- ✓ J.C.R (President/Executive)
- ✓ Department Secretaries / Representative

a) **Non-Academic Matters**

Individual Students

- i. All requests, notifications and complaints from students should go to their Counsellors. If the matter is unresolved, the Hall Administrator, and, as a last resort the Hall Warden, would be involved.
- ii. The student will have the right of appeal to the Hall Council if the matter is still not resolved at that level. An appeal could be made to the Dean of Students' Affairs.

Clubs and Societies

- i. All requests and notifications (except financial) affecting all members of a club should be directed to the Dean of Students' Affairs.
- ii. Cases requiring settlement of grievances should be directed to the Residence Board Committee through the Dean of Students' Affairs.

Junior Common Room (JCR)

- i. All requests and notifications affecting all students of the Hall should be directed at the Hall Council.
- ii. Cases requiring redress of grievance should be directed to the Hall Council.
- iii. Any impasse in the Hall should be referred to the Residence Board Committee by the Hall Council.

Students' Representative Council (SRC)

- i. All requests and notifications affecting the student body should pass through the Dean of Students' Affairs.
- ii. Generally, cases requiring the redress of grievance should be directed to the Residence Board Committee, with a copy of the correspondence sent to the Hall Warden.
- iii. Where a special Committee exists, grievances should initially be channeled to such committee.
- iv. In all communications on non-academic matters from the University Administration to the SRC, the Dean of Students' Affairs and the Hall Warden should be copied.

b) Academic Matters

All academic matters affecting students individually should be directed to:

- i. The academic Counsellor or the Head of Department.
- ii. The Dean of Faculty/School, if it is an inter-departmental matter.
- iii. The Pro-Vice Chancellor or the Registrar, if it is an inter-faculty matter.

All matters affecting students collectively should be directed to:

- i. The Departmental Board.
- ii. The Dean of Faculty/School, if it is an inter-departmental matter.

c) Appeals

As a last resort, appeals may be made to the Vice-Chancellor, and if necessary, the University Council, whose decision shall be final and binding.

d) Grievance Procedure

Where a junior member (student) has a dispute or grievance with a colleague junior member or member of staff, he/she shall make a formal written complaint to his/her Head of Department in the case of academic issues and to his/her hall warden or the Dean of Students' Affairs in all other matters.

The person to whom the grievance has been made shall investigate and resolve the matter within 2 weeks of receipt of the complaint. Where the matter is not resolved within the period stated or the person making the complaint is not satisfied with the manner in which the grievance was resolved, further action shall be taken with reference to the University Statutes.

This procedure shall be complied with before a junior member can take any further action. Failure to comply with this procedure amounts to misconduct.

44.0 Amendments of the Regulations

The Academic Board or the Students Representative Council may propose any amendments to the regulations in this Handbook.

In case of the Academic Board making proposals for amendments to these regulations, the views of the Students Representative Council shall first be sought.

In case of the Students Representative Council, any proposals for amendments of the regulations shall be considered at the General Assembly meeting of the Council attended by at least two thirds (2/3) of the total membership of the General Assembly.

The proposed amendments shall be accepted by a simple majority of the General Assembly members present and voting. The proposed amendments shall then be submitted to the Academic Board for consideration at its Regular Meeting. The decision of the Academic Board on the proposed amendment shall be final.

APPENDIX A

PERFORMANCE GRADING SYSTEM

The following Grading System is what is currently being used in the University for non-CBT course/programme:

<u>Mark Range</u>	<u>Letter Grade (LG)</u>	<u>Grade Point (GP)</u>
85-100	A+	5.0
80-84	A	4.5
75-79	B+	3.5
70-74	B	3.5
65-69	C+	3.0
60-64	C	2.5
55-59	D+	2.0
50-54	D	1.5
Below 50	F	0
	X	0
	Z	0

Pass Grades: Grade A to D constitute pass grades

Failure Grades: Grade 'F' and 'X' constitute failure grades

Grade X constitutes failure to write without any reasons

Grade Z constitutes cancellation of results due to examination malpractice

CLASS DESIGNATION

<u>CGPA</u>	<u>Class Award.</u>
4.00-5.00	1 st Class
3.00-3.99	2 nd Class Upper
2.00-2.99	2nd Class Lower
1.50-1.99	pass
Below 1.50	Fail

CBT PERFORMANCE GRADING SYSTEM

<u>Mark Range</u>	<u>Class Awards</u>
80-100	Competent with Distinction
60 – 79	Competent with Merit
50 – 59	Good
65-69	Very Satisfactory
60-64	Satisfactory
55 – 59	Very Fair
50 – 54	Fair
00-50	Not Yet Competent

APPENDIX B

MEMORANDUM FOR THE GUIDANCE OF STUDENT JOURNALISTS

The Law of Ghana

All student publications, even though they may be circulated only within a Hall or the Technical University are subject to the law of the land. This memorandum is intended to give them general information about their legal liabilities. It is not a substitute for professional legal advice, and it only deals with those parts of the law which are most likely to concern student publications. But a student journalist who uses his commonsense and the information given here should not run into legal difficulties.

The Civil Law of Libel

Everyone concerned with a publication runs the risk of being sued and made to pay damages if the publication libels anyone. Material published is libelous, for example, if it suggests that the person has committed a crime, or is dishonest, or immoral, or not to be trusted, or has misconducted himself in his office. It does not have to refer to the person by name; it is sufficient if ordinary people would understand what is published as referring to the person who brings the action.

The liability is not confined to the author of the libelous article or picture; everyone on the editorial committee would also be liable, and even those who take part in typing or distributing the publication may be liable as well. So if you take any part in the publication, it is wise to realize that you are legally responsible for what is included in it, and normally it makes no difference whether you troubled to read the copy or not. You have a complete defense if what is published is true, so long as you can actually prove this in court. But this may be difficult, so the safe rule is to be very careful before you publish an attack on a person's character. You also have a defense (called "fair comment") which allows you to comment upon matters of general public concern, and express opinion and voice criticism upon such matters. To come within this defense, you must confine your opinion to matters which are of concern and interest to the public generally (though, normally, a person's private character is not of public interest). You must also avoid making false factual statements; the law allows you to express your opinions, but not to tell untruths. But there is nothing against your expressing your opinions on matters of public concern in a vigorous way, though if you express them in an indecent way then you must expect a court to doubt your good faith.

The Criminal Law of Libel

If you carelessly publish a libel, you can be fined, and even imprisoned too. The details of the law are set out in the Criminal Code; the rules are broadly the same as the rules of Civil Law, with one important difference - truth is only a defense "if it was for the public benefit that the matter should be published". Consequently, even a true statement about another student's private life might be criminal, even though the student himself could not sue for damages.

The Criminal Law of Obscenity

You can be fined or imprisoned if you publish obscene material whether it takes the form of writing or pictures. Common sense is the best guide as to what the court is likely to regard as "obscene".

Comment on Judicial Proceedings

It is possible to commit offences by commenting upon legal proceedings; it is prudent to seek advice before doing so.

APPENDIX C

UNIVERSITY EXAMINATIONS: INSTRUCTIONS TO CANDIDATES

- i. A candidate for a Technical University Examination must have followed the approved course as regular student over the required period, and must have registered for the examination.
- ii. Entry to the Examination shall be by registration on a form on which the papers to be written are indicated by title. The Registration Form duly endorsed by the Head(s) of Department shall be submitted to the Assistant Registrar (Academic Affairs) not later than four (4) weeks after the commencement of the semester.
- iii. A candidate shall not be admitted to a Technical University Examination if:
 - He/she has not been entered for it as in 2 above;
 - The subject of the Examination has merely been audited unless the course had been followed previously;
 - He/she owes fees to the Technical University;
 - He/she is under suspension or has been dismissed from the Technical University.
- iv. It shall be the duty of the candidate to consult the daily time-table (to be made available at least 24 hours ahead of time) to ascertain each day and to make himself/herself available at the appointed place at least one hour before the Examination.
- v. A candidate shall be refused admission to a University Examination if he/she reports to the Examination more than half an hour after its commencement.
- vi. It shall be the candidate's responsibility to provide for him /herself a pen, pencil, calculator and an eraser as needed Programmable calculators however, strictly prohibited. It is also his/her responsibility to ensure that he /she is given the right question paper and other materials needed for the Examination.
- vii. An Examination candidate shall not bring to the Examination centre or to the washroom of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper or written information or Cellular/mobile phones or other unauthorized materials. Any such material shall not be deposited at the entrance to the Examination Room or the washroom or in the immediate vicinity of the Examination centre. No student shall enter the Examination room until he/she is invited or called and/or requested to enter the Examination Room.
- viii. Any candidate who is seen with lecture notes or book or cellular/ mobile or any unauthorized material in the Examination Centre or in the immediate vicinity of the Examination centre before the commencement of the Examination shall be deemed to have committed an offence, and shall be banned from the Examination and awarded a grade x.
- ix. The candidate shall uphold the highest standard of civility and courtesy in an Examination centre. A candidate who flouts the instruction (s) of the Chief Invigilator or invigilator or misconducts himself/ herself in any manner to an Examination official at an Examination centre commits an offence. Such candidate shall be banned from the Examination and awarded a grade x.

- x. A candidate who is suspected of hiding unauthorized material on his/ her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.
- xi. An Examination candidate shall, for the purpose of identification by the Chief Invigilator/invigilator, carry on him his student identity card on the Examination table to enable the Invigilator ascertain the identity of the person writing the Examination. The Chief Invigilator shall reserve the right to refuse any candidate without identity card entry the Examination. A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the attendance sheet commits an offence.
- xii. No communication between candidates is permitted in the Examination hall.
 - A candidate shall not pass or attempt to pass any information or instrument to the from one to another during an Examination.
 - A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
 - A candidate shall not disturb or distract any other candidate during Examination.
 - Candidates may attract the attention of the invigilator by raising their hands.
- x. Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.
- xi. Candidates may leave the Examination room temporally, and only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself that a candidate does not carry on him/her person any unauthorized material. A candidate who is allowed to leave the Examination room temporarily will be accompanied while outside the examination room by an attendant appointed by the Invigilator.
- xii. A candidate who finishes an Examination ahead of time may leave the Examination room but not earlier than thirty minutes from the commencement of the Examination after surrendering his/her answer books. candidate shall not be allowed to return to the Examination Room.
- xiii. At the end of each Examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the hall.
- xiv. Candidate should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.
- xv. A candidate who fails to be at an Examination without any satisfactory reason shall be awarded x. The award grade x in a paper means failure in that paper. The following shall not normally be accepted as reason for being absent from any paper at a Technical University Examinations:
 - Misreading the time table;
 - Forgetting the date or time of Examination;
 - Inability to locate the Examination hall;
 - Inability to rouse oneself from sleep in time for the examination;
 - Failure to find transport;
 - Loss of relations;
 - Pregnancy.

xvi. A breach of any of the foregoing regulations made for the conduct of Technical University Examination may attract one or more of the following sanctions:

- a. A reprimand;
- b. Loss of marks;
- c. Cancellation of a paper (in which case zero shall be substituted for mark earned);
- d. Withholding of results for a period; award of grade x.

xvii. Further to xvi, a grade z leading to failure in Technical University Examination, shall be awarded wherever it is established that candidates had attempted to gain an unfair advantage in an Examination be it in a Principal Subject or an Ancillary or any other paper.

Further sanctions may include:

- a. Being barred from a Technical University Examination for stated period;
- b. Being barred from Technical University indefinitely;
- c. Suspension from the Technical University;
- d. Expulsion from the Technical University

xviii. Results of Technical University Examination shall be posted on the Technical University Notice Board. It shall be the responsibility of the candidate to consult the Technical University Notice Board for the result of any Examination taken. Alternatively, he/she may write to the Assistant Registrar (Academic Affairs) through his HoD to enquire about his/her results for which purpose he/she may provide a stamped addressed envelope.

EXAMINATION MALPRACTICE OR OFFENCE

- i. Examinations offence shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examinations regulations and instructions to candidates including refusal on the part of the candidate to occupy an assigned place in an Examination Room, any form of communication with another candidate, possession of a book, paper or any written information of any kind except as required by the rules of a particular Examination, smoking, leaving an Examination Room without permission of the Invigilator, or refusal to follow instructions.
- ii. The Chief Invigilator or Examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination Regulations. On the advice of the Registrar, the Vice Chancellor shall constitute a Committee to investigate all Examination offences that have come to attention. In respect of offences occurring outside the precincts of an Examination Room, the Dean shall cause an enquiry to be made into any reports that reach him and submit his findings to the Registrar.
- iii. The School Board shall review all reports received in connection with an Examination malpractice or an offence. On the basis of its review, the School Board may recommend a sanction involving loss of marks in a particular paper. A grade of z shall be awarded wherever it is established that a candidate had attempted to gain unfair advantage in an Examination be it in a Principal Subject or an Ancillary or another paper or has misconducted himself/herself in an examination. Such a candidate may be debarred from taking a Technical University Examination for a stated period or indefinitely, or expelled from the Technical University.

- iv. In all instances of Examination malpractice or offences, a formal report from the School Board shall be made to the Academic Board. The Academic Board may review all such reported cases and may vary the sanctions as it thinks fit.

Dr. Hilla Limann Technical University Anthem