

UNDERGRADUATE
STUDENTS'
HANDBOOK

OCTOBER 2018



**CENTRAL
UNIVERSITY**
FAITH • INTEGRITY • EXCELLENCE





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ACADEMIC REGULATIONS



1. INTRODUCTION

1.1 ***Guiding Principles***

The philosophy of Central University is summarized in these affirmations:

- a. Recognizing God as Creator of the universe who reigns supreme over all things and is worthy of our total devotion.
- b. Giving God the highest reverence and not attributing his power and glory to any other deity or human being.
- c. Entering into oaths and covenants advisedly and endeavouring to keep our bond once given.

- d. Cultivating a well-balanced life of gainful labour, leisure, healthy living and prayerful devotion.
- e. Esteeming those whose faith, sacrifice and labour have nurtured us and making our own commitment to the next generation.
- f. Cherishing human life as a sacred gift from God entrusted to us to be preserved, developed and celebrated.
- g. Maintaining sexual purity, the sanctity of marriage and recognising marriage as between man and woman, and keeping the vows of love with fidelity.
- h. Appreciating and pursuing veracity and accuracy in the presentation of facts in all our dealings, opposing sexual solicitation and lesbian, gay, bisexual and transgender conduct.
- i. Being faithful stewards of resources entrusted to us and not unjustly dispossessing others of the reward of their labour.
- j. Learning to be content with the things we have, while lawfully working for the things we desire.

By affirming these values, we desire to model a community where students, staff and faculty learn, live and lead in godliness.

1.2 Vision Statement

The vision of the University is to raise virtuous and transformational leaders.

1.3 Mission Statement

The University aims to provide an integrated and biblically based tertiary education that speaks to the needs of the African Continent, through the training and development of men and women in a variety of supportive and leadership roles to effectively and efficiently serve society.

1.4 Definition of Terms

Programme

A programme is a curriculum package that consists of courses, activities, examinations and/or assessments and leads to the award of a specific degree, diploma or certificate.

Course

A course is an approved self-contained instructional package with a title, code number, stipulated contact hours and may or may not have a credit weighting.

Core (Compulsory) Course

A core course is a course that a student is required to take and pass in order to graduate. There are four types of compulsory courses: University-wide compulsory courses, Faculty/School compulsory courses, Departmental compulsory courses and Programme specific compulsory courses. A student who fails a compulsory course must repeat and pass the course in order to graduate.

Elective Course

An elective course is a course which is freely taken by the student within the context of the programme being pursued. The purpose of the elective is to give the student the opportunity to construct a personal curriculum to meet personal, career, or individual academic interest. Where a free elective is indicated, the student may in consultation with the Head of Department take such a course from outside his/her Department or faculty/School.

Pre-Requisite course

A pre-requisite course is a course which the student must pass before he/she can be allowed to take a specified related or higher course

Audited Course

An audited course is a course which the student voluntarily takes for zero credit. The course appears on the student's transcript but will not count towards the computations of GPA

Voluntary Withdrawal

Voluntary withdrawal is an approved withdrawal from a programme. It is initiated by the student. The student completes a form, submits it to the Department Head for his/her recommendation to the Director, Academic and Student Services. The Director communicates approval to the student, the Head of Department and the Dean of Faculty/School.

Semester

A semester divides the academic year into two equal halves. Semesters shall normally be of up to 16 weeks' duration and shall normally consist of 12-13 weeks of teaching and 2-3 weeks of examinations.

Credit Hour

The credit hour is a 60-minute lecture period per week of teaching within a semester or two/three hours of laboratory/practical work per week.

Session

Session is defined as a structured period for lectures and laboratory/practical work within a day or week, e.g. Morning, Evening, and Weekend Session.

Inter-Faculty/ Inter-Departmental course

An inter-faculty or inter-departmental course is a course which a student takes outside his/her area of specialization to broaden his/her academic outlook or enrich his/her general education. Such courses are taken outside the student's department or outside the student's faculty and mostly taken as free electives.

Program Domicilium

All programmes shall be domiciled in one department within a faculty School or Centre. Combined degrees shall also be domiciled in only one department.

Grade Point (GP)

The points earned for each letter grade as stated in the grading system.

Credit Point (CP)

The credit point is the point assigned to each course. These points usually correspond to the number of credit hours the classes meet a week.

Grade Point Average (GPA)

The Grade Point Average (GPA) is the sum of the product of the credit point and grade point for all courses registered in the semester divided by the sum of the credit points obtained for that semester.

Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average is the sum of the product of the credit point and grade point for courses registered for all semesters divided by the sum of the credit points for all semesters.

Final Grade Point Average (FGPA)

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





2. **ADMISSION REGULATIONS**

This policy provides an overarching framework for all University admissions. It offers the parities and procedures which govern University, Faculty/School and Departments admissions. The policy applies to the admission of all categories of students to accredited programmes of under- and postgraduate studies at Central University.

2.1 Admission Principles

The University is committed to operating an undergraduate admission process which is demonstrably fair, transparent and supported by appropriate and robust policies and procedures. The University's admission policies and procedures are designed to put into effect the following principles:

- a. The University is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes. Admission offers are made free of patronage, bias and unlawful discrimination.
- b. The University aims to increase the diversity of its student population: we believe that diversity is educationally as well as socially desirable in society, enriching the educational experience for all. We therefore seek to attract a wide range of applicants from different social, cultural and educational backgrounds who can demonstrate the academic ability and the skills required to succeed in their chosen studies.
- c. The University aims to offer clear advice and guidance to prospective applicants to enable them make informed choices and to apply to programmes appropriate to their interests, academic qualifications and potential.
- d. The University aims to ensure that admission offers are made to applicants who are judged to have the background and abilities to have a reasonable expectation of success in the programme to which they are made an offer and who are likely to benefit from university study
- e. The University may seek to engage with, and serve its communities, including the residents of the region in which the University is located
- f. The University may also seek to achieve strategic objectives through its admissions
- g. Where the number of places in a programme is limited by a quota, places will be offered in order of merit of applicants and alternative programmes may be offered to duly qualify candidates.

- h. Admission offers are made on the basis of fair and consistent decision-making undertaken with integrity and impartiality by University staff who have relevant knowledge, skills and training.

2.2 *Equal Opportunities Statement*

The University adheres to a policy of equal opportunities. It does not discriminate against any individual, from the first point of contact through to graduation. Selection for entry is based on academic requirement, academic ability, motivation for study, interest in the subject area and the potential both to benefit from the experience and to contribute to University life while on the programme.

2.3 *Roles and Responsibilities*

- a. The Academic Board is responsible, on behalf of the University, for approving all academic practices and policies.
- b. The Academic and Student Services Directorate is responsible for ensuring that policies and procedures in relation to student recruitment and admissions are operated fairly and consistently, and in line with the University's strategic aims and objectives and relevant legislation.
- c. The University's Schools and Faculties are responsible for setting entry requirements for their programmes provided such changes are within nationally accepted limits. For certain programmes and entry levels, admissions decisions are made by relevant academic committees within Faculties and Schools. Deans of Schools and Faculties are responsible for ensuring that these committees are appropriately qualified and experienced and that the Faculty or School maintains clear and transparent admissions criteria and procedures.
- d. Admissions staff are provided with regular training on admissions issues and follow University admissions policies, codes of practice and guidance.

Within these general roles, the University is responsible for:

- considering each application solely on its merits in relation to the programme, without any other discrimination,
- working to match the needs of each applicant to the most suitable course of study
- responding clearly and promptly to all applications, and
- treating the information within each application as confidential

Applicants are responsible for giving the University honest and full statements of their qualifications and/or prior experience and needs, including:

- qualifications achieved through formal education,
- relevant professional or industry experience or training,
- other evidence of relevant learning achieved through experience,
- disabilities and any specific needs they have, or
- any criminal convictions either in Ghana or abroad

2.4 Entry Requirements

Academic entry requirements vary from programme to programme and are advertised on the University website and in other media. The University ensures that entry requirements conform to standards set by the National Accreditation Board and various regulatory and professional bodies. The University's admission requirements are as follows:

West African Senior School Certificate Examination (WASSCE).

An applicant must have credit passes (A1-C6) in core English, core Mathematics, and either core Integrated Science or Social Studies and three elective subjects, with an overall aggregate score of Thirty-six (36) or better. In addition, candidates must satisfy the specific requirements of the relevant Faculty/School. The entry is at Level 100:

a. Senior Secondary School Certificate Examination (SSSCE).

An applicant must have credit passes (A-D) in core English, core Mathematics and either core Science or Social Studies and three elective subjects, with an overall aggregate score of Twenty-four (24) or better. In addition, candidates must satisfy the specific requirements of the relevant faculty/school. Entry is at Level 100.

b. General Certificate of Education (GCE) Ordinary and Advanced Levels.

An applicant must have at least credit passes in 5 subjects (including English Language and Mathematics at the GCE Ordinary Level and at least 2 passes at the GCE Advanced Level. One of the Advanced Level passes must be grade 'D' or better. A pass in General Paper must also be obtained. Entry is at Level 100.

c. Professional qualifications/Tertiary Diplomas (Entry at levels 200 and 300).

The level of placement of professional certificate and tertiary level diploma holders will depend on the assessment of their certificates or diplomas in relation to the programme desired. All professional certificate and tertiary level diploma holders must have either G.C.E. "O" Level credit passes in English Language and Mathematics or SSSCE/WASSCE credit passes in English Language and Core Mathematics to qualify for admission. The placement level of candidates will depend on assessment of their certificates by the relevant Faculty/School or Department.

d. Admission through Mature Students' Entrance Examination. The candidate must be at least 25 years old by 31st December of the year preceding the examination. A certified copy of birth certificate is required. The date of issue of the birth certificate should not be less than five years from the date of the completion of the admission forms. The submission of fraudulent certificates is grounds for withdrawal at any point in a student's enrolment.

Mature Students' Entrance Examinations consist of a General Paper for all candidates and two papers in the area(s) of specialization desired.

- e. Foreign applicants must have qualifications equivalent to the above to be considered for admission. Their results must also be translated into English and they should be able to read and write in English. Applicants may also be required to pass an entrance examination/interview.

In addition to the general admission requirements, Schools, Faculties and Departments may have special entry requirements. The academic catalogues of the Schools and Faculties must be consulted for up-to-date information.

- g. Entry requirements for Diploma programmes

To be admitted to a Diploma programme, a candidate must satisfy the following minimum requirements besides conditions stipulated for the particular programme:

Diploma

- i. SSSCE Holders

Six (6) passes A-D in all subjects, including English and Mathematics

For areas of specialization, three (3) of the passes must be in relevant subjects

- ii. WASSCE holders

Six (6) passes (A1 – D7) in all subjects, three (3) of which should be credit passes (C6) or better. It must be noted that certain subjects may require credit passes in other relevant subjects.

2.5 Selection Policies, Procedures and Deadlines

Application methods.

Applicants may apply using online or paper application forms. All applications for admission to our undergraduate programmes should be submitted to the Admissions Office, Central University, or via the website at www.central.edu.gh. Undergraduate programmes start in September/October or January/ February of

each year. Under special circumstances certain programmes may start at different times of the year.

Selection

Every applicant is considered individually in a holistic assessment using all the information available. Detailed selection criteria vary from subject to subject but in all Schools and Faculties decisions will be guided by:

- academic record
- academic ability and potential,
- motivation and suitability for the chosen course,
- commitment and self-discipline,
- submitted work, where requested,
- test results, where a written test forms part of the assessment, and
- performance at interview, if required.

Interviews are not a pre-requisite for admission to the majority of undergraduate programmes. However, some departments may request an interview. The University will contact applicants who are required to attend an interview.

Ultimately, all admissions decisions are based on academic criteria. Excellence in an extra-curricular activity will not be used to compensate for lower academic potential.

To ensure that all applicants have access to up-to-date information, the University endeavours to provide exhaustive information about all aspects of our admissions procedures through various publications and the website.

Admission Decisions

Admissions decisions will be made as quickly as possible. However, due to the large volume of applications, and in order to operate a fair admissions process, in some cases it may take longer for decisions to be reached. The University aims to keep such delays to a minimum.

Confirmation of Results

Confirmation is the process by which universities receive copies of examination results from relevant bodies and competent authorities. On receipt of such results/information if an applicant achieves the requirements for entry, their place will be confirmed. Applicants who have not met the entry requirements for a particular programme may be reviewed on a case by case basis by the Admissions Office. In some cases, the University may decide to make an offer for an alternative programme.

2.6 Offer and Contract of Admissions

The University will notify successful applicants by letter and will include details concerning registration, orientation, charges and fees. Any conditions attached to an offer of a place will be clear and specific. In some cases, where the University is unable to make an offer for an applicant's programme choice, an offer for an alternative may be made. The names of selected applicants will be published on the University's website at www.central.edu.gh. Acceptance of the admission offer is indicated by payment of the school fees and charges stipulated in the admission offer. Non-payment of the stipulated fees will mean that an applicant has declined the admission offer.

2.7 Interaction between the University and Applicants

The University is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way.

Applicants should note that the University will not tolerate inappropriate behaviour or language towards its employees or members of the wider University community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint.

The University will normally warn an applicant that his or her behaviour or language is inappropriate and that action is being

considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application. Conduct which constitutes a criminal offence will be referred to the relevant authorities.

2.8 Programme Changes

A suitably qualified applicant may request for change of programme applied for before an admissions decision is made. Such requests should be made by letter and presented to the Admissions Office, Central University, Miotso Campus. A freshly admitted applicant who wishes to apply for change of programme may do so in writing to the Director, Academic and Student Services. Such a request, together with the applicant's package, will be forwarded to the relevant department for evaluation and decision.

2.9 Appeals & Complaints

The University always seeks to process applications carefully, and to assess each application fairly and equally, but it recognises that some applicants might be dissatisfied either about the way in which their application was processed, or about a decision not to be offered a place.

Applicants who believe their application has not been handled appropriately through the admissions process should, in the first instance, write to: The Director, Student and Academic Services, Central University, P.O. Box 2305, Tema, Ghana.

The procedures above shall not apply in cases where the University has declined to offer a place to an applicant on the grounds that he/she has failed to meet the stipulated minimum entry requirements for the programme; or because the programme is already fully subscribed.

2.10 Fraud

Central University will not admit applicants on the strength of information considered to be fraudulent. Where an applicant is suspected of having provided a fraudulent application, the

application will be assessed in the first instance on the basis of standard academic and non-academic selection criteria. If it is recommended that an offer be made, an investigation of the fraud will be carried-out before the final decision is made. The University reserves the right to reject or cancel an application under these circumstances. The University may terminate a student's registration if he/she is found at a later stage to have submitted a fraudulent application to the University.

2.11 *Disclosure of criminal convictions*

The University has a duty to ensure the safety of its student and staff community. The application process requires applicants to disclose relevant unspent convictions. For certain programmes involving interaction with children and/or vulnerable adults, applicants must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions.

Applications from persons with declared criminal convictions will be assessed in the first instance on the basis of standard academic and non-academic selection criteria. If it is recommended that an offer be made, further investigation of the relevance of the criminal conviction(s) will be carried-out before the final decision is made.





3. **ACADEMIC PROGRAMMES**

3.1 Objectives of Undergraduate Programmes

The objectives of the undergraduate academic programmes are to:

- a. Equip students with broad intellectual knowledge that makes them versatile, more creative and more critical in their reasoning.
- b. Help students to develop self-confidence, habits of honest scholarship, ability to innovate and to adopt a constructive and development-oriented approach to problem-solving.

- c. Enable students to acquire the relevant knowledge and skills needed for the pursuit of careers in different sectors of the economy and for self-improvement.
- d. Equip students with knowledge and skills for postgraduate training in various fields of specialisation.

3.2 Undergraduate Programmes of Study

The undergraduate programmes of study are regularly published on the University website.

3.3 Duration of Undergraduate Programmes

The University has the following programmes by duration depending on entry point on admission for the award of a degree:

- 6-Year programme: Minimum of 180 credits within a minimum of six years and a maximum of eight years
- 5-Year programme: Minimum of 150 credits within a minimum of five years and a maximum of seven years
- 4-Year programme: 120-156 credits within a minimum of four years and a maximum of six years.
- 3-Year programme: 90-108 credits within a minimum of three years and a maximum of five years.
- 2-Year programme: 60-72 credits within a minimum of two years and a maximum of four years.

3.4 Credit Weighting

Generally, courses offered at the University are assigned 1, 2 or 3 credits on the basis of contact hours (Theory and laboratory/practical work) as follows:

- a. A one-credit course is a course which has either one contact hour theory class per week for one semester, or two/three contact hour's laboratory/practical work per week for one semester.

- b. A two-credit course is a course which has either two contact hour theory classes per week for one semester or one hour of theory and two/three hours of laboratory/practical work per week for one semester or six hours of laboratory/practical work per week for one semester.
- c. A three-credit course (a full course) is a course which has either three contact hour theory classes per week or two contact hour theory class and two/three hours of laboratory/practical work per week for one semester.
- d. There are exceptional cases where more or less credits are assigned to laboratory/practical field work courses if required by the Departments and Professional bodies.
- e. A full semester's experiential training programme, such as Preceptorship, shall earn a maximum of 15 credits.
- f. A minimum two-week supervised field trip undertaken by students with the submission of a report shall be assigned a maximum weighting of one (1) credit.
- g. Project reports or dissertations or long essays (undergraduate) shall attract a minimum of three (3) credits and a maximum weighting of four (4) credits

3.5 Curriculum Structure

The curricula of the programmes are contained in the School/ Faculty brochures. In addition to Departmental courses (i.e. core and elective courses) students are required to take University-wide courses.

3.6 Coding and Numbering of Courses

All degree courses shall have letter and number codes beginning with four letters. The letters shall represent the name of the programme. This is then followed by a three-digit number in the following ranges:

Level 100 Courses: 100 - 199

Level 200 Courses: 200 - 299

Level 300 Courses: 300 - 399

Level 400 Courses: 400 – 499

Level 500 Courses: 500 – 599

Level 600 Courses: 600 - 699

- a. The first digit refers to the level or year in which the course is offered.
- b. The second and third digits refer to the semester in which the course is offered (e.g.: 0 for both semesters, an odd number (1, 3, 5, 7, etc), refers to the first semester and an even number (2, 4, 6, etc) refers to the second semester.

3.7 Work-Load

Semester (Full-time): A student shall be required to carry a minimum work-load of 15 credits and a maximum of 18 credits per semester, except in special programmes where the maximum shall not exceed a number approved by the Academic Board. The total credit hours for any of the four-year programmes shall be a minimum of 120 credits and a maximum of 156 credits.

3.8 Responsibilities of Students

Students must:

- a. Be present at all classes, laboratory/practical sessions, quizzes and examinations scheduled for the course.
- b. Procure consumable materials not normally provided by the Department or the University.
- c. Submit all assignments, test/examination papers, and other forms of evaluation prescribed for the course on time. Absence from class will not exempt the student from these requirements.
- d. It is the student's responsibility to obtain prior permission from the lecturer for justifiable and unavoidable absence from class. In case of illness and hospital attendance, it is the student's responsibility to obtain a medical report from a recognised doctor. The regulation on the absence from class (Class Attendance Policy) will apply regardless of the reasons for absence

3.9 Student Internship

The University allows two types of internship programme: programmatic internship and voluntary internship

a. Programmatic Internship

A Programmatic internship program combines coursework in a particular academic area with a professional work experience. These two strategies—classroom (or theoretical) training, and professional (or practical) experience—complement each other. The internship placement is therefore a component of a larger, integrated academic degree programme such as preceptorship, clinical rotation, or attachment)

- The internship shall be academically-directed. The internship shall be a discrete course, supervised by faculty members, and carrying significant academic requirements.
- Its grades and academic credit are based on explicit requirements detailed in a course syllabus.

b. Voluntary Internship

A student whose programme does not require internship may elect to participate in a non-credit awarding internship programme provided the internship is attended when the student is in level 200 or 300 and that the internship grounds the student in the reality of work life and at the same time enables an increased understanding of a professional area. Voluntary internships are managed through departmental heads.

3.10 Community Service

The University encourages student voluntarism through its Community Service Programmes.

- i. Participation in Community Service is optional. Students who wish to participate will register into specific programmes, and can do so only at level 200 and 300.
- ii. The University will not bear the costs associated with student community service projects.





4. REGISTRATION AND ENROLMENT

4.1 *Registration of Students*

Every student attending classes at the University must register and pay tuition and other fees. Registration is the systematic process that reserves seats in particular classes for eligible students. It is accomplished by selecting all core and elective courses prescribed for the semester and completing a registration schedule in the Students Services Centre, or in the Student's department. Student registering in the Student Service Centre should have received prior approval from the department on courses being registered.

A student who is not officially registered for a University course may not attend the course. No student may register after the

stated period unless he or she obtains the consent of the Pro Vice-Chancellor for Academic Affairs.

There will be a penalty for late registration after the registration deadline.

4.2 Academic Calendar

The University Calendar consists of two semesters. The First Semester begins in September and ends in January. The Second Semester begins in February and ends in June. An accelerated calendar programme also exists for January admissions from February to August each year.

4.3 Orientation

Central University requires all new undergraduate, degree-seeking students enrolling for the first time to attend a full Orientation session. The Orientation requirement must be completed in order for a student to be eligible to register for classes. Parents, friends or family members may not attend in lieu of the student. Students will not be excused from all or part of an Orientation session.

The orientation programme includes a basic introduction to the spiritual, academic and social dimensions of their education. International students must attend a specially designed orientation in addition to the general orientation. Questions regarding the orientation programmes may be directed to the Dean of Students.

There shall be two orientation programmes: The First Orientation will take place during the 1st week of reopening for students admitted before the beginning of the academic year. The Second Orientation will be organised for students admitted after reopening and shall take place during the 4th week of the first semester.

4.4 Medical Examination

The University requires all students enrolling for the first time, to undergo a medical examination. A medical report is a pre-requisite for registration.

4.5 Adding or Dropping Of Courses

Students can add and drop only elective courses during the registration period.

4.6 Transfer of courses

A student enrolled at Central University and desiring to earn credits at another institution of higher education and have those credits applied toward a degree at Central University must seek the approval of the Director, Academic and Student Services. Approval must be obtained prior to taking the particular course(s). A student receiving such approval must submit an official transcript of the institution to the Academic Office immediately upon completion of the course(s).

A student enrolled in another institution of higher education and desiring to earn credits at Central University and have those credits applied toward his/her degree must seek the approval of the Director, Academic and Student Services. A student receiving such approval must complete an application form, follow the admissions and registration procedure and pay the appropriate fees.

4.7 Auditing of Courses

A student can audit a course provided a Departmental consent has been sought.

A student auditing a course must register and attend all classes and laboratory sessions (if any) in the course. The student is required to submit assignments and take quizzes, but not end-of-semester examination.

Where there is no evidence of a student having properly audited a course (i.e. no continuous assessment marks), the course will not appear on the student's transcript.

Only one course may be audited per semester. A student who is carrying the maximum workload (18 credits) cannot audit a course in the same semester.

4.8 Discontinuation of Courses

A student will be given two years to replace a discontinued course with an analogous course with the approval of Dean of the Faculty/School. The University may also continue to set questions in the discontinued course for a period not exceeding two academic years.

4.9 Course Mounting

Although the University will endeavour to hold scheduled courses, it reserves the right to suspend any course for which fewer than ten students are registered.

4.10 Change of Programme

A request for change of programme can only be considered when it is submitted during the long vacation of the first or second year of study. A change of programme form will be completed and duly signed by the Heads of the old and new Departments and in the case of inter-faculty transfers, the Dean of Faculty/School. Approved programme change forms shall be submitted to the Director Academic and Student Services.

4.11 Change of Session

- a. Any change from one session to another may be requested by completing the relevant form. The form can be obtained from the Academic and Student Services Directorate.
- b. A student who wishes to change from Morning school to Evening school or vice versa should do so at the beginning of the semester.
- c. A change from or to the Weekend School can only be done at the beginning of a new academic year.
- d. In all cases, a request for change of session can be considered only when there is a vacancy.
- e. All changes of session must be authorised by the Dean and approved by the Director, Academic and Student services.

4.12 Deferment of programme

- a. A student who wishes to defer his/her study programme shall apply to the Dean of the Faculty/School, stating why he/she wants to defer his/her programme. Permission should be duly granted before he/she leaves the University.
- b. Deferment may be granted for up to two academic years only, within the entire duration of the programme.
- c. Where an application for deferment is granted, deferment shall be for one academic year, i.e. deferment shall not be allowed for one semester only.
- d. A student who breaks his/her studies for more than four continuous semesters shall be deemed to have lost any accumulated credits. Such a student may however be allowed to re-apply for admission into the University.

4.13 Academic Progression

- a. A student who trails up to 3 courses not exceeding 9 credits at the end of the year shall be promoted to the next level.
- b. A student who trails more than 9 credits shall be required to repeat the level.
- c. A student who has accumulated more than 7 Fs or failed more than 21 credits at the end of year and has not made good through resit shall be withdrawn for poor academic performance.
- d. A student who has a Grade Point Average (GPA) of less than 1.5 at any level will be withdrawn for poor academic performance.
- e. A student withdrawn under 4.13 c or d may opt to become an external student or may be required to change programme completely and start at level 100.

4.14 Resitting of Courses

A student who fails not more than 9 credits at the end of an academic year shall be required to re-sit the failed courses. A course which is already passed shall not be re-sat in order to

achieve a higher grade. The grading structure for resit results is: F, D, D+. Therefore, a student who re-sits a course may obtain any of these grades, but in any case, a minimum grade of D. The fail grade shall be expunged from the student's transcript once a pass grade is obtained. Attempting to re-sit a course which has already been passed shall be deemed to be an academic malpractice.

4.15 Repetition

A repeating student is one not taking the full complement of courses and is therefore reading only repeated courses.

- a. A repeating student will remain at the level just completed. He/she will register for and retake only the repeated courses and must pass them before progressing to the next level.
- b. A repeating student will be required to attend lectures and practical lessons, fulfil continuous assessment requirements and pay appropriate fees as determined by the University.
- c. The academic progression policy shall be applied to repeating students who qualify.

4.16 Academic Probation

- a. A student who is repeating will automatically be placed on probation and be notified in writing by the Director, Academic and Student Services.
- b. A student on probation is not allowed to do more than 18 credits in a Semester.
- c. A student on probation must avail himself/herself of and benefit from the Academic Advisory and Counselling Services provided by the University.

4.17 Retaking of Courses

- a. A student who has failed more than 9 credits at the end of the year will repeat the year and retake only the failed courses. Retake implies returning to the classroom, paying relevant fees, taking mid-semester examinations, assignments and the main examinations.
- b. A student may earn any deserving grade in a retake.

- c. In the case of a retake, the previous 'F' grade obtained remains on the transcript.

4.18 Withdrawal and Dismissal

- a. A student may voluntarily withdraw from the University or may be officially dismissed/withdrawn from the University for academic and non-academic reasons. A student who wishes to withdraw voluntarily from the University must notify the Director, Academic and Student Services by letter. If a student leaves the University and fails to withdraw officially, it will result in an "IC" grade notation on the student's permanent record for all courses he/she has registered.
- b. A student who is withdrawn on academic grounds may re-apply for admission.
- c. A student seeking re-entry after voluntary withdrawal from a programme of study must write a letter to the Director, Academic and Student Services stating such intent.
- d. A student dismissed for poor academic performance may re-apply for admission into a different programme the following academic year.

4.19 Re-entry into the University

A student who wishes to re-enter the university after a break of more than 2 years but less than 10 years will be admitted through the following mechanism:

- a. The relevant Dean must endorse their re-admission application letter which should be sent to the Pro VC Academic for approval.
- b. A re-entry examination will be conducted by the department of the student.
- c. On passing the examination, the student will be placed at an appropriate entry level and be charged the relevant fee per semester.

4.20 **External Student Status**

An external candidate or external student is one who has been withdrawn for poor performance but has applied to make good his or her grades while withdrawn.

- a. Such applications must be made to the Director of Academic Affairs through the HoD and Dean stating the reasons including the list of failed courses.
- b. An external student cannot attend lectures and shall be appropriately charged if found to be surreptitiously attending lectures.
- c. An external student will make his or her own study arrangements but must take his or her failed papers under the resit arrangements.
- d. An external student shall pay the necessary fees for any resit he or she takes.





5. **TEACHING, ASSESSMENT AND ADVISING**

5.1 Teaching Methods

- a. Teaching is a combination of lectures, practical classes, case studies, role-play, clerkship and preceptorship. Throughout the course, attention is given to the development of skills that students need in whatever career they may pursue after graduation.
- b. The University endeavours to achieve excellence in teaching at all levels. The University encourages group teaching

in the computer laboratory and the language laboratory. Rigorous fieldwork is mandatory for students in programmes such as Nursing, Physician Assistantship and Agribusiness Management.

- c. Lectures offer opportunities for students to listen to faculty expound their interpretation of important issues. They are meant to form the basis of further reading, questioning and thinking. Lectures offer opportunity for basic knowledge and concepts to be acquired. Students are however expected to read and explore beyond the lecturers' materials.
- d. Tutorials offer opportunity for further discussions. The work a student prepares for tutorials is discussed with other students. Students have more opinions to listen to, and more opportunities to share their thoughts.
- e. Programmes of visiting speakers are arranged each year and students are able to take advantage of opportunities to visit local businesses and organisations. In their fourth year, students go on internship, undertake a project or prepare a case study involving contact with a particular establishment.
- f. Students' assignment and in-class project are mandatory.
- g. Plagiarism: This is defined as unacknowledged use of conjoin words, text or material from a source other than one's own. It is an offence and will not be tolerated.

5.2 Class Attendance

- a. Students are required to attend all lectures and laboratory/practical classes.
- b. A student who is absent from a particular lecture for 3 consecutive or 4 cumulative sessions shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the end-of-semester examination.
- c. A lecturer who wishes to award marks for class attendance may award a maximum of five marks per course per semester. This is calculated on the basis of 0.5 marks for each class attended for ten weeks.

5.3 Assessment

Assessment of student's performance shall be by a combination of continuous assessment and end-of-semester examinations. Continuous assessment shall make up 40% of the overall grade and the end-of-semester examination shall constitute 60%.

a. Continuous Assessment

Continuous assessment shall comprise a mid-semester examination and at least one of the following: quiz, essay, short test and other assignments. All assignments must be completed and submitted on or before the date required except in cases where previous arrangements have been made with the lecturer. No lecturer is obliged to accept late assignments. Under unusual circumstances a student, in consultation with the course lecturer, may be granted up to two weeks' extension to complete course work. The student must initiate all such requests. After this, grades are permanently recorded and not subject to change.

Where a student fails to take part in any continuous assessment without prior written explanation, a mark of zero will be assigned and the final grade will be the total of his/her end-of-semester examination mark and whichever of the continuous assessments taken. If a student gives a prior written explanation for missing a continuous assessment which is acceptable to the lecturer, the lecturer may, in consultation with the Head of Department, set another assignment/quiz for the student to write.

b. End-Of-Semester Examination

Each course, with the exception of a Project, shall normally be completed and examined at the end of one semester. A student who is absent from the end of semester examination for no justifiable and pre-notified reason shall be given an F grade. In case of an emergency, a student must obtain permission from the Director, Academic and Student Services to write the paper at a different time.

c. Duration of End of Semester Examination

The duration of the end-of-semester examination is determined by the credit weighting of the course. Exceptional cases are permitted for laboratory/field- based courses. The general pattern is as follows:

Credit weighting	Duration of examination should not exceed
One-credit course	1 hour
Two-credit course	2 hours
Three-credit course	3 hours
Practical course	1-3 hours

d. Re-sit Examination

- i. The University shall organize formal re-sit examinations at the end of each semester.
- ii. Re-sit examinations shall be conducted with the same rigor as end of semester examinations. Questions shall be moderated and the examinations process shall be fully invigilated.
- iii. Each resit examination shall be marked over 100%.
- iv. Departments and schools whose programmes require practical, preceptor-ships or fieldwork for a re-sit shall incorporate such arrangements into the re-sit examination.
- v. Students shall be allowed to register a maximum of 3 failed courses for re-sit each semester. Only second semester courses shall be mounted in a first semester re-sit session, and first semester courses in a second semester re-sit window.
- vi. A student who owes school fees shall not be allowed to register for re-sit examinations
- vii. The number of re-sit windows shall not be changed for Level 400 students. A student who fails to make up all grades after the second re-sit in level 400 shall complete the course as an external student
- viii. The University shall not bear the responsibility of preparing the students for re-sits.

5.4 Publication of Examination Results

- a. Results of University Examinations, shall be posted provisionally on the University Notice Boards as soon as papers are graded. Copies of results must be lodged with the Head of Department. Results should then be ratified by departmental and Faculty Boards. Results become part of the permanent record of students when approved by the Academic Board.
- b. The submission of results in the Student Management System shall be by means of a maximum of two columns, one for continuous assessment (40%) and the other for end of Semester examinations (60%)
- c. It shall be the responsibility of the candidate to consult the University Notice Boards and other electronic student portals for published results.

5.5 Procedure for Appeal

- a. A candidate who is not satisfied with the results of a University Examination affecting him may request a review by submission of an application to the Director, Academic and Student Services and payment of a review fee. Examination results review fee shall be published from time to time by the University.
- b. An application for a review shall be submitted to the Director, Academic and Student Services not later than 21 days after the release of the said results and shall state the grounds for review.
- c. An application entered on a candidate's behalf by a person other than the aggrieved candidate himself shall not be entertained.
- d. No action shall be taken on an application which is submitted outside the time stipulated. Review shall not proceed unless the Review Fee is fully paid.
- e. If it emerges that a complaint for review is frivolous or ill-motivated, the Pro Vice-Chancellor (Academic Affairs) may prescribe further sanctions which may include barring the

complainant from taking a University Examination for a stated period or an indefinite period.

- f. If the application of the candidate is found to be genuine, the University shall refund the review fee paid.
- g. The review process shall not exceed 4 weeks from the date of receipt of the application.

5.6 Grade Correction

a. Request by Student

A student who has reasons which can be substantiated can request for a correction of a published grade. He/she shall collect a student's complaint form from the Students Services Centre, complete and submit it to the Department in which the course is offered. The form will be forwarded to the Head of Department who will consult the course lecturer for verification. If it is established that the request for correction of grade is justified, the Head of Department shall endorse the request and send together with supporting documentation to the Dean of School or Faculty. The Dean shall approve and forward the document to the Director Academic and Student Services for the change to be effected.

b. Request by Lecturer

A lecturer may request the Dean of Faculty through the Head of Department in writing for grade correction. The Head of Department shall verify the basis of the claim, attach all relevant supporting documents, endorse the request and submit through the Dean to the Director, Academic and Student Services for the changes to be effected. In case of errors affecting score-sheets for a whole class, the score-sheet shall be returned to the lecturer and resubmitted through the normal approval process. In all cases, the HOD and Dean shall endorse the request for change of grades.

5.7 Academic Advising

The purpose of academic advising is to assist students in their growth and development by constructing meaningful educational plans which are compatible with their life goals. It is a continuous process built on the frequent, accumulated personal contacts

between advisor and advisee. Academic advising fosters the development of the whole student and encourages the successful completion of degree requirements and timely graduation.

a. Duties of Academic Advisors and Students

The process of advising requires the following objectives to be met for each student assigned as an advisee:

- i. Help students define and develop realistic educational career plans through schedule planning for each semester, if appropriate. Each student should have an up-to-date academic schedule plan through to graduation.
- ii. Meet at least once each semester with continuing students to plan for the coming semester and to review/revise long range academic program schedules.
- iii. Assist students in planning a program consistent with their abilities and interests.
- iv. Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- v. Discuss and reinforce linkages and relationships between instructional program and occupation/career.
- vi. Interpret and provide rationale for institutional policies, procedures, and requirements.
- vii. Follow-up with the advisee on any report of unsatisfactory work (notice of class probation for poor attendance, failing grades, incomplete grades from past semester(s), etc.). Special attention should be paid to students who are placed on academic probation.
- viii. Try to make informal out-of-class/office contacts to underscore personal interest in the student as an individual.
- ix. Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), dates of meetings, notation

of special circumstances, etc. this report shall be submitted annually to the Dean.

- x. Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals.
- xi. Proactively contact and be available for student advisees on a regular basis. Office hours should be posted on the advisor's office door and preferably given to the advisee early in the semester. Advisors should plan for extended hours during pre-registration advising.
- xii. Provide regular reports on advising activities to the Pro Vice Chancellor for Academic Affairs through the Head of Department and Dean.
- xiii. Students are expected to be responsible to all the efforts of their Advisors. Students shall be given the opportunity to give feedback on their Academic Advisors at the end of the year.

5.8 Counselling Services

The Student Counselling Centre provides confidential and efficient counselling services for students with emotional, spiritual, social or behavioural challenges including substance abuse, stress and learning difficulties.



6. EXAMINATION RULES AND REGULATIONS

6.0 General Principles

- a. The University shall conduct examinations at the end of each semester.
- b. Examinations are held in accordance with the published timetable which will be available at least 3 weeks before the commencement of the examination period and will include the date, time and venue of each examination.
- c. Examinations are held on six days a week from Monday to Saturday.

- d. Students are expected to participate in examinations as advertised in the timetable, irrespective of their session of registration (Morning, Afternoon, Evening and Weekend)
- e. Students should read the Examination Timetable carefully to ensure that they have been correctly entered for their examinations and know the time, date and location of the examinations they are required to take.
- f. Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence from an examination.
- g. Special arrangements cannot be made to accommodate a student's personal religious preferences.

6.1 Responsibility for Examinations

- a. The conduct of examinations is a collaborative effort between departments of schools and faculties and the Examinations section of the Academic and Student Services Directorate.
- b. All University Examinations shall be set by the University's Internal Examiners.
- c. Heads of Departments shall have primary responsibility for the conduct and integrity of examinations of their department.
- d. Internal Examiners are academic staff of Senior Member status.
- e. The Academic and Student Services Directorate shall publish examination and invigilation timetables, schedule invigilators and provide logistics.
- f. The Academic Board is responsible for publishing examination results and final degree results. Academic Departments and Faculties are responsible for entry of student grades, correction of omissions and errors.
- g. The Academic and Student Services Directorate is responsible for preparation of broadsheets and maintenance of the student results database.

6.2 Examination Procedure

- a. Chief Invigilators are required to collect examination question papers and related material from the Examinations Strong Rooms to take to the venue.
- b. Invigilators and Invigilation Assistants should report to the examination venue 30 minutes before the examination is due to begin and make themselves known to the Chief Invigilator.
- c. Whenever feasible, students shall be required to submit to body searches before entering examination halls.
- d. Invigilation Assistants will be instructed by the Invigilator to assist with distributing answer books, attendance slips, examination question papers and any additional material. If there is more than one examination-taking place in the venue, papers must be distributed according to a seating plan. A question paper should be placed, face up, on each desk and each desk checked to ensure that it has an answer book.
- e. The Invigilator will assign each Assistant Invigilator to the area of the room they are responsible for overseeing. In a small room there should be at least one Invigilator at the rear of the examination room and for a large room at least two at the rear, whilst the remaining invigilators should oversee either side of the hall. Where there are interconnecting rooms, the Senior Invigilator should ensure that an Assistant Invigilator is strategically placed in each of the rooms. Invigilators should be positioned so as to ensure a clear view at all times.
- f. The Invigilator shall authorise the admittance of the candidates to the examination room between 30 and 50 minutes before the published start time depending on the size of the venue. The Invigilator will announce the rules and conduct of the examination as shown in Appendix 2.
- g. Invigilators should then ensure that any unauthorised equipment should be removed from the candidate.
- h. Mobile phones and other electronic devices are not allowed within examination rooms. Candidates found in possession

of mobile phones during examinations shall be sanctioned and have their mobile phones confiscated.

- i. The Invigilator should start the examination at the advertised time. If there has been a delay in starting the examination, the corresponding amount of time will be added on to the published finishing time.
- j. When candidates are seated and the exam is about to begin, the Invigilator will ask an Assistant to check the nearest toilets to ensure they contain no notes or other material which could be referenced by students taking toilet breaks during the exam.
- k. All activities carried out during the examination should be conducted as quietly as possible. Talking between invigilators should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a student for any reason, communication should be calm and supportive. Examinations are very important to students and inappropriate conduct of invigilators can be cited as grounds for complaint if it adversely affects students' performance in any way.
- l. All students must be able to confirm their identity by presenting a university student ID card. Any student who does not have an appropriate form of official photographic ID should be instructed to report to the Students Services Centre, obtain a signed slip and present it to invigilators on their return. The slip is valid for one exam only and must be taken from the student.
- m. No candidate may enter the examination room more than 30 minutes after the examination has begun. A candidate who arrives late (but within 30 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.
- n. As early as possible during the course of the examination, Invigilation Assistants should check for notes or annotations. Unobtrusive patrolling should be carried out periodically and any suspicious behaviour reported to the Invigilator. All Invigilators are expected to remain in the hall for the entire

duration of the examination. Occasionally an Invigilator may leave the room in order to clarify a question or other emergency, these absences must be kept to a minimum and wherever possible Invigilators should stay in the room and instruct an Invigilation Assistant to get the required information.

- o. No more than 30 minutes after the start of the examination, the Invigilator will instruct an Invigilation Assistant to check attendance against the Attendance List. The student is checked against their photographic ID at this point. If any student does not have an appropriate form of ID or an ID check slip they must leave the room to have their identity confirmed. The arrangements for checking ID will vary depending on the time and location of the room. The Attendance List shall be completed in duplicate with one copy retained by the Examiner and the other kept in the Examinations Unit.
- p. Any candidate not on the list should be added in the 'Additional Candidates' section at the top of the Attendance List. Note the number of students sitting each exam. Retain the Attendance List which is packed with the completed scripts at the end of the examination.
- q. If an Invigilation Assistant suspects a candidate of being in possession of unauthorised notes he or she must inform the Invigilator. The Invigilator will not remove the candidate from the room but the candidate shall be informed about the nature of the suspected misconduct, and a written report will be made immediately and submitted to the Examinations Officer after the examination. The Chief Invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script to indicate the point at which the candidate was taken out of the examination venue.
- r. In the event of any suspected assessment irregularity, the Senior Invigilator must complete Report Form D and submit to the Examinations Officer along with any confiscated material.
- s. Invigilation assistants and Invigilators must not advise on meaning or interpretation of questions. Where candidates raise, points requiring clarification, the examiner shall

be present to provide the necessary clarification. In case of multiple venues for the same examinations, it is the responsibility of the examiner to notify the Chief Invigilator for such clarifications to be communicated. The Examinations Office must be informed immediately of every case, even if the Internal Examiner is present in the hall and has addressed the issue.

- t. If a student requests additional paper, 2 sheets of official examination paper should be supplied as quickly as possible along with a tag to join supplementary sheets to the answer book. Please ensure all unused supplementary papers are collected at the end of the examination before the candidates leave the hall.
- u. In the event of noise or other external factor causing a disturbance in the room, please notify the Examinations Office immediately. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.
- v. If a candidate becomes ill during an examination and must leave the room as a result, the Invigilator must be informed. A candidate who becomes ill may leave the room for a short time then return to complete the paper, as long as they have been continuously accompanied by an Invigilator or assistant. Extra time may be allowed at the discretion of the Invigilator.
- w. In the event of a problem occurring with a student for whom special arrangements have been made due to additional needs, the Examinations Office should be contacted.
- x. Candidates who request a toilet visit during the examination should be accompanied by an Invigilation Assistant to the door of the nearest toilet. Students are not allowed to take any papers or notes out of the room during the examination. If the accompanying invigilator suspects a student might have notes in their possession (e.g. if he or she is wearing a jacket with pockets), the student should be asked to empty their pockets or to confirm they do not have any notes. Invigilators should not search or have any physical contact with the student in this process. Toilets should be checked after each

toilet break for written material which may benefit a student using the toilets during the examination.

- y. Smoking and eating are prohibited. Candidates may take a drink and a small packet of sweets or mints into the examination room but should be asked to cease any activity which causes a disturbance e.g. rustling papers and plastic wrappers.
- z. Without the special permission of the Invigilator no candidate may leave the examination room until 30 minutes of the examination period has elapsed, nor leave their desk during the last fifteen minutes of any examination period. In the case of one hour examinations, candidates must not leave the room until the examination ends. The answer book should be marked with the time when a student leaves before the final 15 minutes
- aa. The Invigilator shall announce the time when there are 15 minutes remaining and again 5 minutes before the end of the examination. The examination should end at the advertised time unless extra time has been added due to a delay in starting or exceptional circumstances.
- bb. All answer books and supplementary sheets (whether used or not) are collected from each student before students leave the hall. In no circumstances are students allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions.
- cc. Students who have used supplementary sheets should attach them to their answer book with the tag provided.
- dd. The Invigilator shall pack the papers and return the script packets to the Chief Invigilator. Only the Chief Invigilator is authorized to surrender scripts to an Internal Examiner or return them to the Examinations Office.

6.3 Rules for Candidates

- a. A candidate shall qualify to write a University Examination if he/she has registered and followed the approved course as a regular student and has not absented himself/herself as

under rule 5.2b from the course and is not under suspension from the University. In addition, the candidate must have continuous assessment marks for the relevant subject areas.

- b. A candidate who owes school fees shall not be allowed to write examinations. Such candidates should not present themselves for the examinations. A student who has not paid fees and yet presents himself/herself at an examination venue shall be removed from the venue and be liable to such action as may be deemed appropriate by the university authorities.
- c. Candidates are responsible for noting correctly the times and places of their examinations. Candidates are responsible for bringing their University ID to each examination for display on their desk. Candidates who have misplaced their Identity Cards should report to the Student and Academic Services Directorate for replacement before the end-of-semester examination. Candidates who do not have identity cards will not be allowed to take the end-of-semester examination.
- d. Candidates are required to use their Student ID throughout the examination period.
- e. It shall be the candidate's responsibility to provide for himself/herself the required writing materials (pen, pencil, eraser, etc). It is also his/her responsibility to ensure that he/she is given the right question paper and other material(s) needed for the examination.
- f. A candidate shall not bring to the examination room, washroom or the immediate vicinity of the examination centre, any books, papers, written information or any other unauthorized material except when the examination is an open book/open note examination. No bags, purses, wallets, mobile phones/organizers, programmable calculators, smart watches or any memory card/USB device are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the examination room.

- g. 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.
- h. Candidates who arrive after the examination has started will not be allowed extra time to complete the paper.
- i. A candidate who finishes an examination ahead of time may leave the Examination Room after surrendering his/her answer booklet(s) after 30 minutes. The candidate shall not be allowed to return to the Examination Room.
- j. No candidate may leave their desk during the last fifteen minutes of any examination period without the special permission of the Invigilators. At the end of the examination, candidates should remain seated at their desks until the Invigilators have collected all the answer books.
- k. No book or writing paper may be taken into the examination room, except where prescribed within specific examination arrangements as previously notified.
- l. Answers to questions should be written legibly in ink.
- m. No answer book or supplementary sheet may be taken from the examination room. A candidate in possession of a book or supplementary sheet will be liable to severe disciplinary action.
- n. Candidates may not pass off the work of another as their own or quote the work of others without acknowledgement. Such action will be liable to academic penalty and may also be liable to severe disciplinary action.
- o. Candidates are forbidden to communicate with anyone except the Invigilator during the examination. Candidates may attract the attention of the Invigilator by raising their hands.
- i. A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination;
- ii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;

- iii. A candidate shall not disturb or distract any other candidate during an examination;
- p. Candidates may only use a pocket calculator in an examination if that particular calculator appears on the University's approved list.
- q. Smoking & eating are prohibited. Candidates may take a drink and a small packet of sweets into the exam room. All mobile telephones should be switched off during the examination.
- r. A candidate may be refused admission to a University Examination if he/she has not followed the approved course as a regular student over the required period or he/she owes fees to the University/Hall or he/she is under suspension or has been rusticated from the University.
- s. 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.
- t. Candidates should read carefully instructions on both the answer booklets and question papers before attempting any question.
- u. Candidates may leave the examination room temporarily, but only with the express permission of the invigilator. In such cases, the invigilator will be required to certify that the candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the examination room temporarily will be accompanied by an attendant designated by the invigilator.
- v. Any candidate, who fails to attend any or part of an examination, except on medical grounds, shall have failed that examination. Mis-reading the timetable, forgetting the date or time of examination, inability to locate the examination hall, over-sleeping, failure to find transportation and inclement weather shall not be accepted as reasons for being absent from any paper during a University Examination.
- w. The use of correction fluid in the examination room is prohibited

- x. Candidates will be told by the invigilator(s) when to start answering the questions. Candidates will be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
- y. As soon as the **'stop work'** order is announced, candidates are to stop writing. Candidates should remain seated for their answer books to be collected by the invigilator/invigilation assistant and be permitted to leave the examination room before they do so. Candidates have personal responsibility for ensuring that their answer books are collected by the invigilator/invigilation assistant.
- z. At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer book. All used supplementary sheets should be fastened following the last page of the answer book.
- aa. At the end of each examination, candidates should not take away any answer books or supplementary sheets whether used or unused.
- bb. No part of the answer books may be torn off and all used answer books must be left on the table. Rough work must be done in the answer books and should be crossed out to show that it is not part of the answer.
- cc. In case of absence from an examination through ill-health the candidate (or someone acting on his/her behalf) must submit a relevant Medical Certificate which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence must be received within 14 days after the day of the examination.
- dd. It is the responsibility of the candidate to arrange with his/her doctor for any medical evidence to be certified by a doctor recommended by the University to be sent to the Director, Academic and Student Services. In case of absence from an examination due to serious causes other than ill-health, the candidate (or someone acting on his/her behalf) must submit

a written explanation of the absence and evidence of the cause, where possible to the Director, Student and Academic Services.

- ee. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination. Such a candidate shall be awarded a grade FX. The award of grade FX in a required paper means failure in that paper. Mis-reading the time-table, forgetting the date or time of the examination inability to locate the examination hall, oversleeping and inability to find transport to the examination venue, pregnancy and loss of a relation shall not constitute acceptable reasons for absence from examinations.

6.4 Cancellation of Examinations

- a. The University acting through its officers and statutory bodies may at its discretion and subject to available evidence, cancel an examination in order to preserve the academic integrity of the examination and/or examination results.
- b. Affected students will be informed through notices on notice boards and the University website.
- c. Such cancellations may
 - i. Relate to one or more examination papers affecting any level, session or campus or multiplicity of same
 - ii. Relate to an individual candidate or candidates
 - iii. Arise as a consequence of evidence of leakage of exam papers prior to an exam
 - iv. Arise as a consequence of information emerging after the exam has already been taken
 - v. Become necessary following the content of reports of invigilator(s) commissioned by competent authorities within the University
- d. The University reserves the right to set another date for examinations so cancelled. It is the responsibility of affected students to consult notice boards and the website for published alternative exam dates.

6.5 Cancellation or Withdrawal of Examinations Results

- a. The University may at its discretion and acting through its officers and Statutory Bodies cancel or withdraw the results of any examination.
- b. Such an act may arise if there is evidence that results have been compromised or require further attention in order to ensure sound academic standards and integrity
- c. In such an event the University will inform affected students and have steps to ensure appropriate review and republication of results as required



7. OFFENCES AND SANCTIONS

A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an examination offence.

7.1 ***Definition of an Academic/Examination Offence***

- a. An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in an examination. An examination malpractice or offence shall

include any attempt on the part of a candidate to gain an unfair advantage during examinations.

7.2 Types of offences

Any of the following acts shall constitute an examination malpractice or offence:

- i. Leakage of examinations. Any knowledge or possession of examination questions before the examination.
- ii. Possession of unauthorized materials related to the examinations and likely to be used during examinations.
- iii. Copying from prepared notes or from a colleague's script during examination.
- iv. Copying from USB memory devices, i.e., programmable calculators, watches and any other electronic devices.
- v. Persistently looking over the other candidate's shoulders in order to cheat.
- vi. Impersonating another candidate or allowing oneself to be impersonated.
- vii. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate.
- viii. Consulting or trying to consult during examination any books, notes or other unauthorized materials.
- ix. Persistently disturbing other candidate(s) or distracting their attention.
- x. Verbal or physical assault on an invigilator over alleged examination offence.
- xi. Exchanging question papers.
- xii. Placing script(s) or booklet(s) at a vantage point to enable a colleague to cheat.
- xiii. Challenging or struggling with invigilator(s) in the examination hall over alleged examination offence.

- xiv. Destroying materials suspected to help in establishing cases of examination malpractice.
- xv. Unauthorized borrowing of rulers, calculators, erasers, etc.
- xvi. Failure to write registration number or defacing answer booklet to hide registration number.
- xvii. Writing before the examination begins or after the examination has ended.
- xviii. Tampering with answer booklets in an attempt to cheat.
- xix. Fabrication of data – Claiming to have carried out experiments, observations, interviews or any sort of research which has not in fact been carried out or claiming to have obtained results which have not in fact been obtained.
- xx. Plagiarism – Copying another student's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it were one's own. Students are advised to ensure that any material submitted for assessment is the original work that they have produced. Students are permitted to quote from the work of others. However, they must clearly acknowledge the sources in the body of their text with quotation marks (or other appropriate citation) and also indicate them in the References. The offence of plagiarism is committed if a student re-words another person's work and presents it as his/her own, quotes extensively from someone else's work, copies from the work of another person, including another student or uses another person's ideas without proper acknowledgement.

7.3 Definition of a Non-Academic Offence

The University will not tolerate anti-social or criminal behaviour by students. It does not see internal disciplinary action as a substitute for criminal proceedings and, in more serious cases where actions are in clear breach of the criminal law, the University will encourage victims to press charges and will assist the authorities in prosecuting the case. The procedure for handling cases of non-academic offences shall be as specified in the Statutes.

In addition to offences mentioned in the Statutes, offences which isolate the law are considered substantial breaches of the duty of all students of the University. In all their acts and demeanour students are to observe and maintain honest and peaceable behaviour at all times and to observe the University's Statutes and Regulations. Misconduct involving behaviour which constitutes improper interference with the functioning or activities of the University and/or its officers and students and/or which may affect members of the public who are on the University premises shall not be tolerated.

Major Offence arise when in the opinion of the Vice-Chancellor the gravity of the offence and the appropriate penalty go beyond the limits fixed for Minor Offences.

Examples of major offences include:

- a. Violent, disorderly, threatening or offensive behaviour or language whilst on University premises or engaged in University activity.
- b. Serious acts of fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University.
- c. Action likely to cause significant injury or impairment of safety on University premises.
- d. Serious disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University.
- e. Harassment of any kind towards a student, member of staff or authorised visitor to the University.
- f. Serious damage to, or defacement of, University property or the property of other members of the University community caused intentionally or recklessly, and misappropriation of such property.
- g. Serious misuse or unauthorised use of University premises and property, including computer misuse.

- h. Failure to respect the rights of others to freedom of belief and freedom of speech.
- i. The possession or storage on University property or in student accommodation of knives, air rifles, firearms, replica firearms, explosive devices and other offensive weapons.
- j. Conduct which constitutes a criminal offence.
- k. Failure to comply with disciplinary action conducted under the Ordinance.
- l. Direct or indirect attempts to influence or intimidate witnesses prior to or during a disciplinary investigation, subsequent proceedings, or any other internal procedures.
- m. Activities which sabotage or severely impair the ICT systems of the University

Examples of Minor Offences include:

- a. Failure, upon request, to disclose name and other relevant details, or to produce a University identity card if carried, to an officer or employee of the University when it is reasonable to require that such information be given and the officer or employee has identified themselves to the student.
- b. Impersonation of another student by use of his/her identity card, including gaining access to University property by the use of such a card.
- c. Failure to meet with University officers to assist with their enquiries when requested to do so.
- d. Failure to attend a Hearing of a Student Disciplinary Committee as a witness or defendant if required to do so in writing with reasonable notice.
- e. Being in possession of an opened container of alcoholic drink in a University facility.

7.4 Sanctions and the Penalty Points System

The University operates a penalty points system in which student disciplinary sanctions are awarded a matching number of penalty

points. A number of activities are automatically triggered when a student reaches certain penalty point thresholds. For example, attaining a certain number of penalty points would automatically result in a student being given a warning letter, suspended or withdrawn from the University. Details of a student's conduct, including any penalty points awarded are a permanent part of the student's record.

- a. A breach of any of regulations made for the conduct of University Examination may attract one or more of the following sanctions:
 - i. a reprimand;
 - ii. loss of marks;
 - iii. cancellation of a paper (in which case zero shall be substituted for the mark earned);
 - iv. withholding of results for a period;
 - v. award of grade Z.
- b. A Grade Z leading to failure in a University Examination, shall be awarded wherever it is established that candidate had attempted to gain an unfair advantage in an examination be it a Principal Subject or an Ancillary or any other paper.
- c. Other sanctions may include:
 - i. being barred from a University Examination for a stated period;
 - ii. being barred from a University Examination indefinitely;
 - iii. suspension from the University;
 - iv. expulsion from the University
- d. The award of Penalty Points shall be within the following thresholds:
 - 2 points: Awarded for minor misdemeanours, verbal warnings, dress code infringements, etc.
 - 4 points: Awarded automatically for every offence which is reported to the police, whether it ends in dismissal or not. Also awarded for repeat offences originally attracting 2-3 points.

- 5 points: Awarded for cancellation of examination paper(s)
- 10 points: Awarded for offences warranting suspension for two semesters
- 20 points: Awarded for offences warranting dismissal of student. Student's status is automatically converted to 'withdrawn/dismissed' and the student is asked to leave the University.



8. GRADING SYSTEM AND GRADUATION

- a. A student's performance in a course shall be graded as follows:

Raw Score	Grade	Credit value	Interpretation
80-100%	A	4.00	Excellent
75-79%	B+	3.50	Very Good
70-74%	B	3.00	Good
65-69%	C+	2.50	Fairly Good
60-64%	C	2.00	Average
55-59%	D+	1.50	Satisfactory

Raw Score	Grade	Credit value	Interpretation
50-54%	D	1.00	Unsatisfactory
0-49%	F	0	Fail

Other Grades

Incomplete	- IC
Disqualification/ malpractice	- Z
Audit	- AU
Fail. Absent from exams	- FX
Fail. Not admitted to exams	- FA

- b. Grades A to D are pass grades. Grades F, FX, FA and Z are failure grades. No grade shall be awarded for an audited (AU) course. A student is graded IC when he/she is unable to take an exam as a consequence of being removed from an exams room for fees or where there are problems with some aspect of grading of the work of the student during the semester.
- c. It is the responsibility of students to ensure that all ICs are rectified. An IC should be rectified within 4 weeks after the start of the semester following the publication of results. An IC not rectified after the deadline will be converted to grade F.
- d. A student who without authority does not take any of the components of the arrangement of any course (final exams, interim assessment or mid semester exams) will be awarded a raw score of 0 (zero) for the missed assessment. His or her final course grade will be calculated taking this into accounts.
- e. Disqualification: A grade Z which denotes disqualification from an examination as a result of an examination malpractice or offence shall be awarded whenever it has been established that a student had attempted to gain an unfair advantage in an examination. Such a student may be barred from taking the University examination for a stated period. A grade Z may be awarded only by the Faculty/School Board.

8.1 General Requirements for Graduation

To qualify for the award of a degree, candidates must satisfy the following requirements:

- i. Pass all registered courses: i.e., University wide, Faculty or departmental courses.
- ii. Accumulate a minimum of 180 credits for 6-year programmes, 150 credits for 5-year programmes, 120 credits (including Advance Credits) for 4-year programmes, 90 credits for 3-year programmes and 60 credits for 2-year programmes
- iii. Attain a minimum Final Cumulative Grade Point Average (FGPA) of 1.5.
- iv. Discharge all financial and other relevant obligations to the University.
- v. Be in good standing, i.e., not barred for disciplinary reasons.

Departments and Faculties may have additional approved requirements for graduation.

8.2 **Classification of Degree**

The Bachelor's Degree shall be classified as follows:

Class Designation	CGPA
First Class (Honours)	- 3.60 - 4.00
Second Class Upper Division (Honours)	- 3.00 - 3.59
Second Class Lower Division (Honours)	- 2.50 - 2.99
Third Class	- 2.00 - 2.49
Pass	- 1.50- 1.99
Fail	- < 1.5

8.3 **Confirmation of Award of Degree/Diploma**

A list of candidates who are deemed eligible for graduation as defined above shall be presented to the Academic Board for approval by respective Deans. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a degree/diploma.

8.4 Presentation and Cancellation of Award

- a. Following the confirmation of an award of a degree/diploma as in Section 8.3, the candidate shall be entitled to an award of a certificate of the appropriate Degree/Diploma issued under the seal of the University and at a congregation of the University for that purpose.
- b. Notwithstanding previous confirmation of an award of a degree and the presentation of a certificate, the Academic Board may at any time cancel an award, even with retrospective effect, if it established that:
 - i. a candidate had entered the University with false qualifications, or
 - ii. a candidate had impersonated someone else, or
 - iii. a candidate had been guilty of an examination malpractice, or
 - iv. there are other reasons that would have led to the withholding of confirmation of the award in the first place.

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

8.5 Academic Honours

- a. The Chancellor's Award:

This award is given to a student who enrolled at Level 100 and obtained the highest FGPA at the time of graduation.
- b. The Vice Chancellor's Award:

This award goes to a student who enrolled at Level 100 and obtained the second highest FGPA at the time of graduation.
- c. The Dean's Honours List:

Students who have carried at least 15 semester credits are eligible for the Dean's Honours List if they have achieved a grade point of 3.60 or above in the preceding academic year. This list is published at the beginning of each academic year.

- d. The University may introduce other types of awards as and when necessary.

8.6 *Transcripts*

Copies of students' transcripts are available with the online paperless student services portal on the Central University website (<http://central.edu.gh>). Click on the 'Student Portal' icon. Follow the onscreen instructions and fill the form to make a request.

The transcript includes only the academic record accumulated by the student at Central University. It shall reflect all courses taken or attempted by the student (including audited courses), and the grades earned.

8.7 *Certificates*

Certificates are issued after the congregation ceremony. Alumni should collect their certificates in person at the Student Services Unit, Miotso campus.

8.8 *Replacement of Certificate*

The University does not replace lost certificates.

Alumni who misplace their certificate may apply for an 'attestation letter' in lieu of the certificate.



APPENDICES

APPENDIX 1

MALPRACTICE	SANCTION	PENALTY POINTS
Possession of unauthorized electronic devices, e.g. Mobile Phones, IPod, IPad, Bluetooth, programmable scientific calculators and smart watches.	Seizure of device for the period of investigation and cancellation of candidate's paper.	5 points
Possession of unauthorized printed materials relating to the examination and likely to be used during examination	Seizure of material and Cancellation of candidate's particular paper	5 points

MALPRACTICE	SANCTION	PENALTY POINTS
Copying from prepared notes or from a colleague's script during examination	Cancellation of the candidate's paper and rustication for two (2) semesters	10 points
'Giraffing' or looking over other candidate's shoulder in order to cheat.	Cancellation of candidate's paper	5 points
Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate	Cancellation of candidate's paper and rustication for two semesters	5 points
Tampering with answer booklets in an attempt to cheat.	Cancellation of candidate's paper	5 points
Impersonation.	Dismissal of candidate(s) involved; Report to police, if the impersonator is not a student of the university.	20 points
Persistently disturbing or distracting other candidates during an examination (e.g. whispering, etc)	Cancellation of candidate's paper	5 points
Writing before 'start work' is announced or after 'stop work' has been announced.	Deduction of 10% of marks for the paper.	2 points

MALPRACTICE	SANCTION	PENALTY POINTS
Exchanging question papers and answer booklets with other candidates during the examinations.	Cancellation of candidate's paper and rustication for two (2) semesters	10 points
Placing script(s) or booklets(s) at a vantage point to enable a candidate to cheat.	Cancellation of candidate's paper	5 points
Challenging or struggling with invigilator(s) in the examination hall.	Cancellation of candidate's paper and rustication for two (2) semesters	10 points for rustication
Destroying evidential materials suspected to help in establishing cases of Examination malpractice.	Cancellation of candidate's paper and rustication for two semesters	5 points
Unauthorized borrowing of rulers, pens, pencils, calculators, erasers, etc.	Verbal warning/ Cancellation of candidate's paper if conduct is repeated	2 points for verbal warning 5 points for cancellation
Possession either of scanned, forged or falsified receipts, school fees card or ID Card.	Cancellation of Paper of candidate and report to police	20 points
Taking used/unused answer material out of the examinations hall.	Cancellation of candidate's paper	5 points
Taking question papers out of the examination hall without permission.	Cancellation of candidate's paper	5 points

MALPRACTICE	SANCTION	PENALTY POINTS
Physical assault of invigilator(s)/taskforce member(s)	Dismissal of candidate(s) involved and report to police	20 points for dismissal 4 additional points for report to the police
Verbal assault of invigilator(s)/taskforce member(s)	Cancellation of candidate's paper and rustication for two (2) semesters	5 points for cancellation, 10 points for suspension
Refusal to follow instructions of invigilator	Verbal warning/ Cancellation of candidate(s) paper if conduct is repeated	2 points for verbal warning 5 points for cancellation
Violation of the dress code as defined in the students' handbook, e.g. wearing of hats, caps and indecent dressing	Expulsion of student(s) from examination room	4 points
Possession of Leaked examination questions	Dismissal of offender(s) involved	20 points
Attempting to influence invigilators before, during and after examination to gain unfair advantage	Rustication for two (2) semesters	10 points
Writing examination without meeting financial obligations to the university	Cancellation of candidate(s) paper	5 points
Fabrication of data	Cancellation of candidate's result	5 points



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