



**CENTRAL
UNIVERSITY**

FAITH • INTEGRITY • EXCELLENCE

UNDERGRADUATE STUDENT'S HANDBOOK

2025





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The University reserves the right to amend these regulations as appropriate.

The Academic Board and its Executive Committee may publish additional directives from time to time.

Such directives apply and have the same authority as the content of this handbook.

Any matter arising from these regulations may be channeled in writing to the office of the Pro-Vice Chancellor.

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1 | INTRODUCTION



INTRODUCTION

1.1 Guiding Principles

The philosophy of Central University is summarized in these affirmations:

- a. Recognizing God as the 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 for our world

1.3 Mission Statement

To nurture a vibrant academic community conducive to the study, creation and dissemination of knowledge through research, teaching, training and service.

1.4 Definition of Terms

Artificial Intelligence (AI)

AI is the simulation of human intelligence processes by machines, especially computer systems.

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.

Blended Learning

This is a learning model in which students receive face-to-face lessons for a proportion of their timetabled lessons and the remainder are delivered online. The University currently has a 60/40 Blended Learning Policy.

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.

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.

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.

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.

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.

Face-to-Face Lessons

This is a learning model in which students attend classes at university campuses for their timetabled lessons and receive face-to-face teaching.

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

GPT

GPT is an abbreviation for Generative Pretrained Transformer: a type of artificial intelligence that uses deep learning to produce high-quality text.

Grade Point (GP)

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

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.

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 are mostly taken as free electives.

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

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.

Programme Domicilium

All programmes shall be domiciled in a department within a Faculty, School, Institute or Centre. Combined degrees shall be administered by one department, but component courses may be domiciled in more than one department.

Remote Learning

Remote learning is where the student and the educator are not physically present in a traditional classroom environment. Instruction is disseminated through technology tools such as discussion boards, video conferencing and virtual assessments.

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.

Session

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

Trail

Trail means a course that has been failed and has not been retaken or resat.

Resit

Resit means to take an examination again after failing it.

Retake

Retake implies returning to the classroom, paying the relevant fees, taking mid-semester examinations, assignments and the main examinations.

Repeating Students

A repeating student is one who trails more than 9 credits and has not been allowed to progress to the next level.

Academic Probation

A student on probation is one who is under academic observation and risks sanctions such as withdrawal etc.

Voluntary Withdrawal

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



2 | ADMISSION REGULATIONS



This policy provides an overarching framework for all University admissions. It sets out the policies and procedures which govern University, Faculty/School and Department admissions. The regulation apply to the admission of all categories of students to accredited programmes of undergraduate and sub dregree 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 procedures. The University's admission policies and procedures are designed to fulfil the following principles:

- a. The University is committed to equality in education. Students are selected based on their individual merits, abilities and aptitudes. Admission offers are made free of patronage, bias and unlawful discrimination.
- b. The 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
- c. Where the number of places in a programme is limited by a quota, places are offered in order of merit of applicants and on first one basis. Alternative programmes may be offered to duly qualified candidates.
- d. Admission offers are made based on fair and consistent decision-making undertaken with integrity and impartiality by University staff who have relevant knowledge, skills and training.
- e. Consistent with regulatory requirements, the University reserves the right to withdraw any student if it is subsequently found out that the student applied to the University with falsified results/certificate.
- f. Admissions criteria are based on standards set by the relevant regulatory bodies.

2.2 Equal Opportunities Statement

Selection for entry is based on academic requirements, academic ability, motivation for study, interest in the subject area and the potential to benefit from the experience and contribute to University life while on the programme.

All students shall respect and abide by the values and philosophies of the university

2.3 Roles and Responsibilities

- a. The Academic Board is responsible, 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, Faculties and Institutions are responsible for setting entry requirements for their programmes. For certain programmes and entry levels, admission 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 admission criteria and procedures.
- d. Admission staff are trained on admission issues and follow University admission policies, and procedures.

Within these general roles, the University is responsible for:

- considering each application solely on its merit 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 accurate and true statements of their qualifications and/or prior experience and needs, including:

- qualifications achieved through formal education,
- relevant professional or industrial experience or training,
- other evidence of relevant learning achieved through experience,
- disabilities and any specific needs they have, or
- any criminal convictions 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 entry requirements conform to standards set by the Ghana Tertiary Education Commission (GTEC) and various regulatory and professional bodies. The University's admission requirements are as follows:

- a. 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.
- b. Senior Secondary School Certificate Examination (SSSCE).
 - An applicant must have credit passes (A-D) in core English, core Mathematics and either core Integrated 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.
- c. General Certificate of Education (GCE) Ordinary and Advanced Levels (Entry at level 200 depends on the programme).
 - An applicant must have at least credit passes in 5 subjects (including English Language and Mathematics) at the GCE Ordinary Level and at least 3 passes at the GCE Advanced Level at aggregate 12. The aggregate notwithstanding no candidate will be admitted with more than one E.
- d. 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 the assessment of their certificates by the relevant Faculty/School or Department.

- e. 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 dismissal 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.
- f. 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:

SSSCE Holders

Passes A-D in five(5) subjects, including English and Mathematics. For areas of specialization, three (3) of the passes must be in relevant subjects.

WASSCE holders

Six (6) passes (A1 – D7) in all subjects. At least three (3) of which should be credit passes (C6). 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, using all the information available. Selection criteria vary from programme to programme but in all Schools and Faculties, decisions will be guided by:

- academic record
- academic ability and potential,
- motivation and suitability for the chosen programme,
- 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.

Some departments may require an interview for entry into certain programmes.

Admission Decisions

The admission decisions are made as soon as an applicant's dossier is complete. Applicants should note that admissions are on a first come first served basis. Applicants should note that they have two weeks within which to commit and make payment.

Confirmation of Results

The university confirms all the results of its admitted students from WAEC. Where it is found out that an admitted student did not achieve the necessary entry requirements the admission would be withdrawn. However, under certain circumstance a case-by-case review is executed and the university may offer a different programme.

2.6 Offer of Admission

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. Acceptance of the admission offer is indicated by payment of the school fees stipulated in the admission offer. Non-payment of the stipulated fees will mean that an applicant has declined the admission offer.

2.7 Late admission season

This refers to any admissions made within the 2 week period after Matriculation. Students so admitted are required to put in the extra effort necessary to catch up with ALL the academic work done prior to their admission. All such students must consult previous lecture notes, readings, and course outlines and spend extended time in the library and access all available resources.

This provision however, is at the discretion of Management.

2.8 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 may warn an applicant that his or her behaviour or language is inappropriate, and that appropriate action is being considered. However where the behaviour or language is particularly offensive or inappropriate no warning will 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.

2.9 Programme Change

A suitably qualified applicant may request for change of programme applied for before an admission decision is made. Such a person is required to go online and make the changes and resubmit their application.

A freshly admitted applicant who wishes to make a change of programme must fill a fresh application form online and resubmit. Such resubmissions are at no charge.

2.10 Appeals & Complaints

Applicants who believe their application has not been handled appropriately should, in the first instance, write to the Director,

Academic Affairs and Student Services, Central University, P. O. Box 2305, Tema, Ghana or by email academicdirector@central.edu.gh

This does not apply to cases where the University has declined an offer to an applicant on the grounds that he/she failed to meet the minimum entry requirement or because the programme is fully subscribed.

2.11 Fraud

Central University will not admit an applicant when relevant applicant information is considered to be fraudulent. Where an applicant is suspected of having provided a fraudulent application, the application would be subject to an investigation, there is no fraud in the application, it will be processed as normal.

However, where fraud is determined or confirmed, the application would be rejected and the issue referred to the police.

The above notwithstanding, the University reserves the right to terminate the studentship at any time within the course of the programme if admission fraud is detected.

2.12 Disclosure of criminal convictions

The University has a duty to ensure the safety of its community. In this regard, applicants are required to disclose all unspent convictions.

For certain programmes, applicants must disclose convictions such as cautions, reprimands warnings etc.

The University reserves the right to access any such application and determine whether or not to offer admission.

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 to prepare them for training in various fields of post graduate specialisation, if they so choose.

3.2 Undergraduate Programmes of Study

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

3.3 Duration of Undergraduate/Sub Degree Programmes

The University has the following programmes by duration depending on the 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: Minimum of 120 credits within a minimum of four years and a maximum of six years.
- 3-Year programme: Minimum of 90 credits within a minimum of three years and a maximum of five years.
- 2-Year programme: Minimum of 60 credits within a minimum of two years and a maximum of four years.

The above durations define the required/approved studentship period.

3.4 Credit Weighting

Generally, courses offered at the University are assigned 1, 2 or 3 credits based on contact hours 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 hours of 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 classes 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 fieldwork 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. A three-digit number then follows this in the following ranges:

| | | |
|-------|--------------|-----------|
| Level | Diploma | 050 - 099 |
| 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 workload 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 undergraduate programmes shall be a minimum of 120 credits and a maximum as specified by the requirement of the programme. This however, depends on the year of entry.

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.
- d. obtain prior permission from the lecturer for justifiable and unavoidable absences 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
- e. Absence from class will not exempt the student from these requirements.

3.9 Student Internship

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

Programmatic Internship

A Programmatic internship programme combines coursework in a particular academic area with 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.

The grades and academic credit for internship are based on explicit requirements detailed in a course syllabus.

Voluntary Internship

A student whose programme does not require an 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 and office of the Dean.

Students are to familiarize themselves with the internship policy and guidelines. This is available from the office of the Dean of Students or from the Counselling and Career Services Directorate.

3.10 Community Service

The University encourages student voluntarism through its Community Service Programmes.

Participation in Community Service is optional. Students who wish to participate will register for specific programmes and can do so only at levels 200 and 300.

The community Service is managed through the Counselling and Carrer Services Directorate.



4

REGISTRATION AND ENROLMENT



4.1 Registration of Students

Every student attending classes at the University must register and pay tuition fees and other levies. 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 student's department, or in the Student Information Portal (self registration).

All students are expected to register with their school/faculty and department by the end of the fourth week of re-opening of each semester.

A student who is not officially registered for a University course may not attend the course. A student who does not register properly may have challenges with proper allocation of any subsequent grade to his/

her academic records. No student may register after the stated period, unless he or she obtains the consent of the Pro-Vice Chancellor.

There is a financial 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/October and ends in December/February. The Second Semester begins in January/March and ends in May/July. An accelerated and compressed calendar programme also exists for January admissions from February to August/September each year.

4.3 Orientation

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

A student who fails to attend will receive a written warning which will be placed on their file.

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 within the first four weeks of their first semester. A medical report is a prerequisite for registration.

4.5 Adding or Dropping Courses

Students can add and/or drop only elective courses during the registration period. This can be done in the Department or through the Student Information Portal (SIP).

4.6 Transfer of courses

Students on a Mobility programme should ensure that the courses being offered at the Mobility destination is the same or equivalent to the courses being taken at CU. Students may be required to repeat the academic year (on return to CU), if the courses taken are not equivalent to the courses that should have been taken at CU.

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.

The University's policy does not allow the transfer of credits or courses to show on CU's transcript but the students are required to submit all transcripts from their various institutions in their subsequent correspondence or applications.

However, transfer student will be admitted on their strength of their previous transcript.

4.7 Auditing Of Courses

A student can audit a course, provided 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 shall not take end-of-semester examinations.

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

The university has the right to and may from time to time discontinue a course or subject. A student who may need to make good a grade from discontinued courses will be given two years to replace a discontinued course with a current analogous course. This must be with approval of the Dean of the Faculty/School. The University may, where the exigencies so require, continue to set exams in the discontinued course for a period not exceeding two academic years.

Students are to note that where the University no longer has accreditation to run a programme it would be unable to set exams or assist a student in any way to make good on failed or challenged courses from that programme.

4.9 Course Mounting

Although the University will endeavour to hold or mount scheduled courses, it reserves the right to suspend any course for good cause.

4.10 Change of Programme

A request for a 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 must 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 change of programme forms shall be submitted to the Director, Academic and Student Services.

Change of programme from one Department to another will require the student to take all the courses mounted in the academic year for the new programme. Previous courses taken will not be accounted for in the new programme.

This applies especially in the case of an inter-faculty or inter-school change. Students are to note that where necessary a change of programme may require the student to start afresh from Level 100 Or 200 as the course may be.

4.11 Change of Session

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.

A student who wishes to change session should do so at the beginning of the semester within the first three weeks.

In all cases, a request for a change of session can be considered only when there is a vacancy.

All changes of session must be authorised by the Dean of the appropriate faculty/ school, 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 by completing the deferment form 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 his/her studentship and would be required to reapply to start the programme. Previously acquired grades or credits cannot apply in this case.

4.13 Academic Progression

- a. A student who trails up to 9 credits and/or 3 courses at the end of the year may be promoted to the next level.
- b. A student who trails more than 9 credits and/or 3 courses shall be required to repeat the level.
- c. A student who has accumulated more than 7 Fs or trailed more than 21 credits (which ever applies) at the end of the 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 1.0 at any level will be withdrawn for poor academic performance.
- e. A student withdrawn under 4.13 c or d may be required to change programme completely and start at level 100.

4.13.1 Academic Progression in Relevant Professional Programmes

The regulations in this section apply to students taking programmes that are regulated by professional bodies or programmes where the Schools/Faculties prescribe required courses or required passes for progression.

- a. For a student to progress to the next level he/she shall not have more than 2 trail grades.
- b. Students with 3 or 4 trail grades will repeat the level and take only the trailed courses.
- c. Students having more than 4 trail grades at a particular time would be withdrawn.
- d. To be promoted to level 400, a student should have no trail grade.

4.14 Re-sitting of Courses

Students are required to make good all trailed courses. This is done through the resit process. A course which is already passed cannot be subject to resit in order to achieve a higher grade.

Attempting to re-sit a course which has already been passed is an academic offence.

4.14.1 Re-sits in the Relevant Professional Programmes

- a. The Professional Programmes do not permit re-sit examinations. All trailed courses will have to be re-taken to earn a pass grade.
- b. For the avoidance of doubt, Retake implies returning to the classroom, paying relevant fees, taking mid-semester examinations, assignments, and the main examinations.
- c. Where in doubt students must consult their School/Faculty handbook.

4.15 Repeating Students

- a. A repeating student is one who trails more than 9 credits and has not been allowed to progress to the next level.
- b. A repeating student will register for and retake only failed courses and must pass them before progressing to the next level.
- c. 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.
- d. The academic progression policy applies.

4.16 Academic Probation

A student on probation is one who is under academic observation and risks sanctions such as withdrawal etc.

- a. A student who is repeating is on probation.
- b. A student on probation is not allowed to do more than 15 credits in a Semester.

4.17 Retaking of Courses

- a. Retake implies returning to the classroom, paying relevant fees, taking mid-semester examinations, assignments, and the main examinations for the courses being retaken.
- b. A student may earn any deserving grade in a retake.
- c. In a retake, the previous 'F' grade obtained remains on the transcript.
- d. Any course graded X shall be retaken.
- e. Students who have progressed to the next level but have courses to retake can retake a maximum of 3 courses per semester in addition to their current semester courses.

4.18 Withdrawal and Dismissal

- a. A student may voluntarily withdraw from the University. A student who wishes to withdraw voluntarily from the University must notify the Director, Academic and Student Services by letter. If a student fails to withdraw officially, it shall result in an "X" grade notation on the student's permanent record for all courses he/she has registered.
- b. A student may be officially dismissed/withdrawn from the University for academic and non-academic reasons
- c. A student who is withdrawn on academic grounds may re-apply for admission.
- d. A student dismissed for poor academic performance may re-apply for admission into a different programme the following academic year.
- e. A student dismissed for exams malpractice, or a non-academic offence may or may not be readmitted on application. Whether or not such a student may reapply and or be readmitted will depend on the offence.

4.19 Re-entry into the University

A student who wishes to re-enter the university after a break of more than 2 years shall re-apply for admission into the University. Such a student if readmitted must start at the level which they entered at the first time.

4.20 External Student Status

An external candidate or external student is a student who is yet to graduate due to outstanding trailed courses but is within the required studentship period.

- a. A student who wishes to be considered as an external candidate must apply. Such applications must be made to the Director, Academic and Student Services through the Head of Department 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
- e. An external student with grade X and/or Z must return to class pay the necessary fees and retake the lecturers and the exams.

5

TEACHING, ASSESSMENT, AND ADVISING



5.1 Teaching Methods

Teaching at the University uses a combination of strategies and approaches. These include: lectures, practical classes, case studies, role-play, clerkship, and preceptorship. Teaching may be face-to-face, blended, or remote, as the University may decide. Throughout the course, attention is given to the development of skills, knowledge and attributes relevant to the programme of study and the application after graduation

- a. The University uses the Moodle Learning Management System (LMS) for the storage of blended learning and teaching resources, assessment materials, digital submission of assessment evidence, and the tracking of student progress.
- b. Lectures offer opportunities for students to engaged with faculty who expound the relevant material related to the course of study. Lectures form the basis of further reading, questioning, and thinking. Lectures offer an opportunity for basic knowledge and

concepts to be acquired. Students are, however, expected to read and explore beyond the lecturer materials.

- c. Tutorials offer opportunities 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.
- d. Programmes of visiting speakers are arranged each year and students can take advantage of opportunities to visit local businesses and organizations. Depending on the programme, students go on internships, undertake a project, or prepare a case study involving contact with a particular establishment. These take place at different points up to the completion of the programme
- e. Students' assignments and in-class projects are mandatory.
- f. Plagiarism: This is defined as the unacknowledged use of text or material from a source other than one's own. It is an offence and will not be tolerated.
- g. The use of AI/GPT for constructing essays etc. is prohibited and violates plagiarism rules. Student should be aware that their class submissions, assignments and projects may be randomly submitted through the University's plagiarism software. Where students are found to have violated the AI/CGPT chat rule the submission will be rejected

5.2 Class Attendance

- a. Students are required to attend all lectures and laboratory/practical classes whether held face-to-face or online.
- 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 based on 0.5 marks for each class attended for ten weeks.

- d. Students are expected to participate in all classes, lectures, and tutorials as scheduled. The University is unable to vary teaching, learning or examinations timetables to accommodate the individual religious preferences of students.

5.3 Assessment

Assessment of student 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. After this, grades are permanently recorded and not subject to change. Except in cases where previous arrangements have been made with the lecturer, the student must initiate all such requests. No lecturer is obliged to accept late assignments.

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, except for 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 X 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. A student who is prevented from writing the examination as a consequence of non-payment of fees shall be given an X grade.

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 the examination should not exceed |
|-------------------------|--|
| One-credit course | 1 hour |
| Two-credit course | 2 hour |
| Three-credit course | 3 hour |
| 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 and processes as end- of-semester examinations.
- iii. Each resit examination shall be marked over 100%.
- iv. Departments and schools whose programmes require practical, preceptorships 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 trailed courses for re-sit each semester. Only first-semester courses shall be mounted in a first-semester re-sit window, and second-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 programme as an external student
- viii. The University does 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's Notice 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 is 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 in writing to the Director, Academic and Student Services and payment of a review fee. The examination results review fee shall be published from time to time by the University. Under no circumstances should student apply for review of an examination through the Deans or HoDs Office
- 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. The 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 shall prescribe sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

- f. A review request shall be determined within 4 weeks from the date of receipt of the application.

Under no circumstances should student apply for review of an examination through the Deans or HoDs Office

5.6 Grade Correction

a. Request by Student

A student who has valid reasons may 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 it, 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 a change of grade.

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.

Duties of Academic Advisors and Students

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

- a. Help students define and develop realistic academic study plans through schedule planning for each semester, if appropriate. Each student is advised to develop their own study plan.
- b. Meet at least once each semester with students to plan for the coming semester and to review/revise long-range academic programme schedules.
- c. Assist students in understanding their academic programme with respect to their abilities and interests.
- d. Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic programme and to discuss grades and other performance indicators.
- e. Discuss and reinforce linkages and relationships between instructional programmes and occupation/career.
- f. Interpret academic/institutional policies, procedures, and requirements.
- g. 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.
- h. Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance or other personal problems require intervention by other professionals.
- i. 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.

- j. Provide regular reports on advising activities to the Pro Vice Chancellor for Academic Affairs through the Head of Department and Dean.
- k. Students are expected to be responsive to all the efforts of their Advisors.

Course lecturers are the principal academic advisors for their students. Students are therefore advised to see their course lecturers for course advise as and when necessary.

5.8 Counselling Services

The Student Counselling and Carrer Services Directorate (CCSD) provides confidential and efficient counselling services for students with emotional, spiritual, social, or behavioural challenges including substance abuse, stress, academic difficulties.

Students are advised to contact the CCSD through its information lines, email, whatsapp and telephone or in person. Never Suffer in Silence.

6

EXAMINATION RULES AND REGULATIONS



6.1 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 or other preferences.

6.2 Responsibility for Examinations

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

6.3 Examination Procedure

- 1. Chief Invigilators are required to collect examination question papers and related material from the Examinations Strong Rooms and take them to the venue.
- 2. Invigilators and Invigilation Assistants should report to the examination venue 45 minutes before the examination is due, to begin and make themselves known to the Chief Invigilator.
- 3. Students shall be required to submit to body searches before entering examination halls.

4. 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 shall 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.
5. 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 Chief Invigilator should ensure that an Assistant Invigilator is strategically placed in each of the rooms. Invigilators should be positioned to ensure a clear view at all times.
6. The Invigilator shall authorize the admittance of the candidates to the examination room from 30 minutes before the published start time depending on the size of the venue. The Invigilator will announce the rules and conduct of the examination before the start.
7. Invigilators should ensure that any unauthorized equipment is removed from the candidate.
8. 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.
9. 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 to the published finishing time.
10. 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.

11. 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.
12. All students must 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.
13. 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.
14. 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.
15. 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. The Attendance List shall be completed in duplicate with one copy retained by the Examiner and the other kept in the Examinations Unit.
16. 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. The Examiner will retain the Attendance List which is packed with the completed scripts at the end of the examination.

17. If an Invigilation Assistant suspects a candidate of being in possession of unauthorized 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 that appears to be in the possession of the candidate and ensure the relevant incident forms are filled.
18. In the event of any suspected assessment irregularity, the Chief Invigilator must complete Report Form D and submit it to the Examinations Officer, along with any confiscated material.
19. Invigilation assistants and Invigilators must not advise on the meaning or interpretation of questions. Where candidates raise points requiring clarification, the examiner shall be present to provide the necessary clarification. All such clarification must be made before the start of the examination. 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.
20. 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.
21. In the event of noise or other external factors causing a disturbance in the room, please notify the Examinations Office immediately. Any incident or condition which could potentially cause disturbance or discomfort to students must be reported.

22. 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 to the University's clinic for a short time and then return to complete the paper, as long as they have been continuously accompanied by an Invigilator or assistant.
23. 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.
24. Candidates who request a washroom visit during the examination should be accompanied by an Invigilation Assistant to the door of the nearest washroom. Students are not allowed to take any papers or notes out of the room during the examination. The accompanying invigilator must conduct a body search prior to student going to the washroom. Washrooms should be checked after each toilet break for written material that may benefit a student using the toilets during the examination.
25. Smoking and eating are prohibited. Candidates may take a drink and a small packet of sweets or mints into the examination room but shall be asked to cease any activity which causes a disturbance e.g. rustling papers and plastic wrappers.
26. 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.
27. 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.
28. All answer books and supplementary sheets (whether used or not) are collected from each student before students leave the hall. Under 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.

29. Students who have used supplementary sheets should attach them to their answer book with the tag provided.
30. 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.

6.4 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 desks. Candidates who have misplaced their Identity Cards should report to the Student and Academic Services Directorate for replacement two weeks 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 is 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 before rule 6.4g 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 an answer booklet or supplementary sheet will be liable to disciplinary action.
- n. Candidates may not pass off the work of another as their own nor quote the work of others without acknowledgment. Such action constitutes an academic offence and is liable to 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. Candidates shall not pass or attempt to pass any information or instrument from one to another during an examination.
 - ii. Candidates shall not copy or attempt to copy from another candidates or engage in any such activity.
 - iii. Candidates 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 is required for that examination and approved by the Internal Examiner.
- q. Smoking & eating are prohibited. Candidates may take a drink and a small packet of sweets into the exam room.
- 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 the

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 the number 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.
 - ab. No part of the answer booklets may be torn off and all used answer booklets must be left on the table. Rough work must be done in the answer booklets and should be crossed out to show that it is not part of the answer.
 - ac. 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 and period of the examination. Evidence of illness will not be taken into account unless substantiated by a Medical Certificate. Such evidence must be received within 14 days after the day of the examination. If a student is not able to write any of the end of

semester examination papers, the student will be required to defer. In the same way, a student who is unable to write 3 or more papers will be required to defer

- ad. 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.
- ae. Any candidate who fails to attend any or part of an examination except, on medical or jury service grounds, shall be deemed to have failed the examination. Misreading the timetable, forgetting the date or time of the examination, inability to locate the examination hall, over-sleeping and inability to find transport to the examination venue, pregnancy, and loss of a relation shall not constitute acceptable reasons for absence from examinations.

6.5 Cancellation of Examinations

- a. The University acting through its officers and Statutory Bodies may at its discretion, cancel an examination to preserve the academic integrity of the examination and/or examination results.
- b. Affected students will be informed through appropriate University information channels.
- c. Cancellations may
 - i. relate to one or more examination papers affecting any level, session or campus or multiplicity of the 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 before, during or after the exam has already been taken
 - v. become necessary following the reports of invigilator(s) commissioned by competent authorities within the University
 - vi. be authorized by competent University authorities followed by Disciplinary Committee's findings.
- 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.

6.6 Cancellation or Withdrawal of Examinations Results

The University may, at its discretion and acting through its officers and Statutory Bodies, cancel or withdraw the results of any examination.

- a. 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
- b. In such an event, the University will inform affected students and take steps to ensure appropriate review and republication of results as required
- c. The University shall inform on the next steps or implications as appropriate after due investigations.

7 | **OFFENCES AND SANCTIONS**



Students shall uphold the high standards of civility and courtesy in the university throughout their studies and at all university premises. A student who flouts the instructions of Examination Officers or misconducts himself/herself in any manner to an official at an examination center or violates any rule commits an offense.

Students are to note that the University may record any proven offence on their transcripts.

7.1 Academic and Examination Offence

An examination offence is 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 before/during and/or after the 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 in or around the examination center related or unrelated to the examinations and likely to be used during examinations.
- iii. Copying from prepared notes or a colleague's script during examination.
- iv. Copying from USB memory devices, programmable calculators, watches and any other electronic or similar devices.
- v. Persistently looking over other candidates' shoulders.
- 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 examination officers or student.
- xi. Exchanging question papers or answer booklet during the examination.
- 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 or for any other reason.

- 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.
- 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 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.
- xxi. The use of Artificial Intelligence (AI) to produce or help to produce content, when an assignment or examination does not explicitly call or allow for it without proper attribution or authorization, is plagiarism. Using ChatGPT for assignments is prohibited unless specifically allowed for an assessment.

7.3 Non-Academic Offences

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 national or criminal law, the University may encourage victims to press charges and may 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 are considered breaches of the duty of any student of the University, shall be subject to disciplinary action. 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.

A major offence arises when such acts are criminal under the national laws or 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 authorized visitor to the University.

- f. Sexual assault or rape, perpetrate or attempted on any member of /or visitor to the University
- g. 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.
- h. serious misuse or unauthorized use of University premises and property, including computer misuse.
- i. failure to respect the rights of others to freedom of belief and freedom of speech.
- j. the possession or storage on University property or in student accommodation of knives, air rifles, firearms, replica firearms, explosive devices and other offensive weapons.
- k. conduct which constitutes a criminal offence under the national laws.
- l. failure to comply with disciplinary action: failure to appear before the Disciplinary Committee and/or failure to assist the Disciplinary Committee where such assistance will be required under the law.
- m. direct or indirect attempts to influence or intimidate witnesses prior to or during a disciplinary investigation, subsequent proceedings, or any other internal procedures.
- n. activities which sabotage or severely impair the ICT systems of the University.
- o. impersonation of another student by use of his/her identity card, including gaining access to University property by the use of such a card.

Examples of minor offences include:

- a. failure, upon request, to disclose your name and other relevant details, or to produce a University identity card 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. failure to meet with University officers to assist with their enquiries when requested to do so.

- c. failure to attend a hearing of a student Disciplinary Committee as a witness or defendant if required to do so.
- d. being in possession of an open 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 quencequences 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 the 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 implying a failure in a University Examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination.
- c. Other sanctions include:
 - i. being barred from a University Examination for a stated period.
 - ii. being barred from a University Examination indefinitely.
 - iii. publication of student details/information including pictures on all University notice boards.

- iv. suspension from the University
 - v. expulsion, dismissal or rustication from the University
- d. The award of Penalty Points shall be within the following thresholds:
- i. 2-3 points: Awarded for minor misdemeanours, verbal warnings, dress code infringements, etc.
 - ii. 4-5 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.
 - iii. 5-6 points: Awarded for cancellation of examination paper(s)
 - iv. 10-11 points: Awarded for offences warranting suspension for two semesters
 - v. 20 points: Awarded for offences warranting dismissal of student. The student's status is automatically converted to 'withdrawn/dismitted' and the student is asked to leave the University.
 - vi. In the event that the University suspends for two years but its willing to let the student return, such will attract 15 points (on the express authority of the Executive Committee).

The University offences and sanctions applies to both students and employees as appropriate.

8

**GRADING
SYSTEM AND
GRADUATION**



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+ | 3.5 | 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 |
| 50-54% | D | 1.00 | Pass |
| 0-49% | F | 0 | Fail |
| Other Grades | | | |
| Incomplete | | | - IC |

| | |
|--------------------------------|------|
| Disqualification / malpractice | - Z |
| Audit | - AU |
| Absent | - X |

- a. Grades 'A' to 'D' are pass grades. Grades F and Z are failure grades. No grade shall be awarded for an audited (AU) course. All courses registered by a student at the beginning of the semester will be assigned an Incomplete (IC) grade until the student completes all mid-semester and end-of-semester assessments. An incomplete (IC) notification will be converted to a final fail grade (X) should a student not complete both mid-semester and end-of-semester assessments.
- b. 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 X.
- c. 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 account.
- d. 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 required to retake the paper. A grade Z may be awarded only by the Director Academic after the approval of the Disciplinary Committee's recommendation by the Executive Committee of the Academic 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 for 4-year programmes, 90 credits for 3-year programmes and 60 credits for 2-year programmes
- iii. Attain a minimum Final Grade Point Average (FGPA) of 1.0.
- 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, which shall be published in the faculty handbook.

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 (Honours) Upper Division | - 3.00 - 3.59 |
| Second Class (Honours) Lower Division | - 2.50 - 2.99 |
| Third Class | - 2.00 - 2.49 |
| Pass | - 1.00- 1.99 |
| Fail | - < 1.0 |

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 by the respective Deans for approval. No award shall be confirmed unless the Academic Board is satisfied and pronounced at its meeting 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 alligibility for 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 organised for that purpose.
- b. Notwithstanding previous confirment 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 any of the following are established:
 - i. a candidate had entered the University with false qualifications,
 - ii. a candidate had impersonated someone else
 - iii. a candidate had been guilty of examination malpractice.
 - 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

The university by statute may confer a range of awards and honours on deserving students/graduands

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 honours as and when it deems fit.

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 graduation ceremony. Alumni who do not collect their certificates after the graduation ceremony may 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.

Students who take less than the required credits to graduate shall be eligible for testimonial when requested not attestation.

8.9 Change of Name

All students will graduate with the names they entered the University with. As an Institutional Policy, the University does not accept requests to change or amend names or other records of students.

8.10 Change of Nationality

All applicants admitted into the University as International Students will graduate as an international student. The University policy does not accept requests for change of Nationality



9

**POLICY ON
BORROWING
LIBRARY
BOOKS**



Borrowers are fully responsible for the materials checked out from the library. The borrower also must ensure that the materials are returned before or on the due dates in the good condition in which the item was borrowed. Students who do not return materials on time shall be surcharged. Final-year students who do not return borrowed materials will not be allowed to graduate.

10

**POLICY ON
DRESS CODE**



10.1 Dress Code

- a. In keeping with the mission and values of Central University, the dress code policy has been designed to reflect standards of modesty, respect for self and others, and growth toward professionalism in the workplace. The goal is for students to be aware that churches, companies, and organizations may require high standards of dress. The guideline for students of all identities is simple: a student can wear anything as long as it fits, covers the torso, and does not disrupt a learning environment. Wearing concealing clothes that prevent clear identification of the student is strictly prohibited.
- b. The face should be visible at all times.
- c. Modest dressing is defined as choosing clothing that does not draw undue attention to oneself or any part of one's anatomy.
- d. Acceptable and decent dress is any type of dress worn by a student, that covers the body from the top of the shoulders to midway between the knee and the ankle, and it must not be tight fitting or transparent.

- e. Some Faculties/Schools prescribe particular dress code. These must be complied with

10.2 Dressing Principles for Female Students:

Women are to present themselves in a way that emphasizes the unique and sacred identities of women at all times. Dresses that expose breasts, midriff, upper thighs, mid and Lower back and underwear are regarded as inappropriate for an academic environment. Similarly, tight or revealing clothes, mini-skirts, crop tops, capped sleeves and sleeveless tops/vests/shirts, slippers/flip-flops, shorts, etc. are not allowed.

Skirts must be long enough to cover the knees. Transparent, sheer or tight-fitting blouses and sweaters or skirts are not permitted. Short blouses and dresses with low necklines are not permitted. Short, tight-fitting slacks and similar clothing are not considered appropriate attire for lectures.

However, properly fitting slacks may be worn for outdoor recreational programmes. Blouses and tops must have armholes; tube/tank tops are not permitted. Skirts and trousers with cuts running to the thighs are unacceptable. Full face hijab with only slits for the eyes are NOT allowed.

10.3 Dressing Principles for Male Students:

Men's dress for school or general campus wear shall consist of trousers and collared shirts, tie, sleeved T-shirts or decent African wear, coat or suits.

Sleeveless T-shirts are not appropriate for lectures. Shorts are not allowed, for lectures.

10.4 Sanctions for Inappropriate Dressing:

Students who violate the dress code will be asked to "leave university campuses", (which include offices, computer laboratories, libraries and lecture and examination venues.). To be "asked to leave the campuses" by our interpretation also means a 'warning'. Students who violate this code on three occasions after being asked to leave or warned twice would be brought to the disciplinary committee of the University for a more severe sanction if found guilty.



MISCELLANEOUS

11. Miscellaneous

11.1 Policy on Student Governance

The University supports students' governance, however, all aspects of students' activities including Appointment of SRC Management, Elections, Resolution of SRC issues, External engagement etc. is subject to the University Statutes and Management's approval through the recommendations of the Dean of Students and Alumni Affairs and/or the Students Advisory Committee (SAC). The SRC Constitution does not supersede the University's Statutes. The SRC Executives in the conduct of their duties shall not do anything to bring the image of the University to disrepute – any such act shall constitute a disciplinary action.

11.2 Policy on Multiple Programmes

No student shall pursue two different programmes in the University which run concurrently at any given time. All students must graduate from one programme before beginning another one at the University. Irrespective of the campuses or sessions the programmes are being run, no student shall hold two active statuses for any programme concurrently at the University.

Students who violate this Policy shall only be allowed to graduate from one programme and the other becomes null and void.

11.3 Policy on Services to International Students

All foreign students who join the University as Ghanaian students instead of international students shall not receive the services provided by the University to/for Foreign Students during and after completion of their programmes. These include services provided by the Academic Affairs and Student Services Directorate and the International Programmes Office (IPO), or any other University office for the under listed services:

1. Registration: Every international student registers at the office to confirm the list of international students for the academic year and provide the necessary services.
2. Accommodation Support: IPO assist students in finding suitable housing, whether on-campus or off-campus.
3. NIA Registration: IPO assists international students in registering for the non-citizen Ghana card. This is renewed yearly.

4. SIM Registration: Once the students obtain the NIA card, IPO assists them with the purchase and registration of the SIM cards.
5. Immigration Compliance: IPO ensures that students meet the immigration requirements by obtaining residence permits. This is renewed yearly.
6. Ongoing Support: IPO provides continuous support to international students, addressing academic, cultural, and personal challenges.
7. Cultural Integration: IPO organizes events and activities to promote cultural exchange and helps students feel at home.
8. Open Office: IPO opens its office for international students to stay, have meetings, study group discussions and interact with each other or staff during office hours.
9. The IPO helps address welfare and other matters of urgent concern or issues concerning international students.
10. Submission of student records to the home countries.
11. Verification of records as an international student.
12. This list is not exhaustive.

APPENDICES

APPENDIX 1

Academic Offenses

| NO | MALPRACTICE | SANCTION | PENALTY POINTS |
|----|--|---|----------------|
| 1. | Impersonation | Dismissal of candidate(s) involved Reporting to the police, if the impersonator is not a student of the university | 20 points |
| 2. | Possession of any forged, or falsified documents/material (receipts, school fees card, or any CU-related ID Card) intended to cheat or gain undue advantage. | Cancellation of candidate's paper, Dismissal and/or reporting to the police. | 20 points |
| 3. | Physical assault on invigilator(s) and/or any university official. | Dismissal of candidate(s) involved and reporting to the police. | 20 points |
| 4. | Possession of examination questions prior to the examination. Possession of answers to leaked examination paper | Dismissal of the offender(s) involved | 20 points |
| 5. | The use of any material intended to cheat | Cancellation of the candidate's paper and rustication for two (2) semesters | 10 points |
| 6. | Copying from unauthorised source/material including colleague's script during examination. | Cancellation of the candidate's paper and rustication for two (2) semesters. | 10 points |

| | | | |
|-----|--|--|-----------------------|
| 7. | Soliciting or attempting to solicit answers from a candidate/ invigilator in respect of an examination. | Cancellation of candidate's paper and rustication for two (2) semesters. | 10 points |
| 8. | Exchanging question papers and answer booklets with other candidates during examinations. | Cancellation of candidate's paper and rustication for two (2) semesters. | 10 points |
| 9. | Struggling with invigilator(s) in the examination hall. | Written warning Cancellation of candidate's paper | 5 points 5 points |
| 10. | Verbal assault of invigilator(s)/university officials. | Written warning Cancellation of candidate's paper | 5 points 5 points |
| 11. | Concealing/destroying evidence that could potentially expose examination malpractices. | Cancellation of candidate's paper and rustication for two (2) semesters. | 10 points |
| 12. | Attempting to improperly influence invigilators before, during, and after examinations. | Cancellation of candidate's paper and rustication for two (2) semesters. | 10 points |
| 13. | Stealing/copying/plagiarising a colleague's assignment or answer script, project paper, or any other intellectual work. | Cancellation of candidate's paper and rustication for two (2) semesters. | 10 points |
| 14. | Possession/use of unauthorised electronic devices, e.g., Mobile Phones, iPods, iPads, Bluetooth, programmable scientific calculators, and smartwatches in an examination hall. | Seizure of device for the period of investigation and cancellation of candidate's paper. Rustication for two (2) semesters for use. | 5 points 10 points |

| | | | |
|-----|--|--|---------------------------|
| 15. | Possession/use of unauthorised printed materials relating to any examination and/or likely to be used during the examination. | Seizure of material and Cancellation of candidate's paper. Rustication for two (2) semesters for use. | 5 points 10 points |
| 16. | 'Giraffing' or looking over other candidate's shoulder to cheat. | Cancellation of candidate's paper. | 5 points |
| 17. | Disturbing or distracting other candidates during an examination (e.g., whispering, etc.) | Cancellation of candidate's paper. | 5 points |
| 18. | Placing script(s) or booklet(s) at a vantage point to enable a candidate to copy. | Cancellation of both candidates' papers. | 5 points |
| 19. | Taking answer booklets or supplementary sheet out of the examination hall. | Cancellation of candidate's paper. | 5 points |
| 20. | Taking question papers out of the examination hall where you have been instructed not to. | Cancellation of candidate's paper. | 5 points |
| 21. | Refusal to comply with the requisite instructions of examination officials. | Verbal warning Cancellation of candidate(s) paper if conduct is repeated. | 2 points 5 points |
| 22. | Coming into the examination hall or writing an examination without meeting one's financial obligations to the university. | Expulsion of student(s) from examination hall/ seizure of examination paper. | - |

| | | | |
|-----|--|---|--------------------------|
| 23. | Unauthorised borrowing of items in the examination hall (e.g., rulers, pens, pencils, calculators, erasers, mathematical sets, etc.) | Verbal warning Cancellation of candidate's paper if conduct is repeated | 2 points 5 points |
| 24. | Violation of dress code as defined in the student's handbook. | Expulsion of student(s) from examination hall/ seizure of scripts./ Expulsion of student(s) from lecture hall | 5 points |
| 25. | Writing before or after the 'start work' and stop work' instructions are announced. | Deduction of 20% of marks for the paper | 5 points |
| 26. | Signing the attendance sheet but not writing the examination. (A written examination is evidenced by an answer booklet with the index number written on it). | Written warning | 5 points |
| 27 | Writing another person's index number on the answer booklet during an examination. | Cancellation of candidate's paper Rustication for two (2) semesters for use. | 10 points |
| 28 | Attempting to write a paper with an un-failed grade. | Written warning | 5 points |

APPENDIX 2

Non- Academic Offenses

| NO | MALPRACTICE | SANCTION | PENALTY POINTS |
|----|---|------------------------------------|----------------|
| 1. | Harassment of any kind towards any member of the University or visitor. | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |
| 2. | Possession of any form of offensive weapon. | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |
| 3. | Engaging in conduct which constitutes a criminal offence. | Rustication for two (2) semesters. | 10 points |
| | | Dismissal from the University | 20 points |
| 4. | Possession, use or distribution of banned substances and alcohol. (Reference is made to schedules in our statutes 2023 on banned substances). | Written warning | 5 points |
| | | Rustication for two (2) semesters. | 10 points |
| | | Dismissal from the University. | 20 points |

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| 5. | Exhibiting violent, disorderly, threatening behaviour or using offensive language towards any persons whilst on university premises or engaged in university activities. | Rustication for two (2) semesters. | 10 points |
| 6. | Acts of fraud, deceit, 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. | Rustication for two (2) semesters. Dismissal from the University | 10 points 20 points |
| 7. | Refusing to pay or return items borrowed. | Written warning | 2 points |
| 8. | Any action likely to cause damage, injury, illness, disability, or impairment to any member of the university community within its premises (e.g., 'shit bombing', reckless riding, driving, over speeding, etc.) | Rustication for two (2) semesters | 10 points |
| 9. | Stealing, causing 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. | Rustication for two (2) semesters/replacement or payment for such property. Dismissal from the University | 10 points 20 points |
| 10. | Direct or indirect attempts to influence or intimidate witnesses before or during a disciplinary investigation, subsequent proceedings, or any other internal procedures. | Written warning Rustication for two (2) semesters | 5 points 10 points |

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| 11. | 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. | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| 12. | Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the university | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |
| 13. | Misuse or unauthorised use, leading to damage of university premises and property. | Written warning/Payment or replacement of the item | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| 14. | Failure to respect the rights of others to freedom of belief/conscience and freedom of speech. | Written warning | 5 points |
| 15. | Failure to comply with disciplinary action sanctioned by the university. | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |

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| 16. | Engaging in cybercrime. | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |
| 17. | Failure, upon request, to disclose relevant details, or to produce a university identity card if carried, to a university official. | Written warning | 5 points |
| 18. | Failure to meet with university officers to assist with enquiries when requested to do so. | Written warning | 5 points |
| 19. | Rape | Dismissal from the University | 20 points |
| 20. | Using someone's ID card with or without consent to do any business that may bring the name or image of the person/university into disrepute. | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |
| 21. | Cultivating, possessing, using, or peddling narcotics and other drugs as listed in the Pharmacy Act, 1994 (Act 487) and the Public Health Act, 2012 (Act 851). (Reference is made to schedules in our statutes 2023 on banned substances). | Dismissal from the University | 20 points |

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| 22. | Emotional blackmail, stocking and other forms of behavioural harassment. | Written warning | 5 points |
| | Assaulting another person, physical, verbal, sexual assault or otherwise or committing battery. | Rustication for two (2) semesters | 10 points |
| | Threat to assault, physical, verbal, sexual | | |
| | Rape, sexual assault, sexual threats. | Dismissal from the University | 20 points |
| 23. | Destroying or damaging information or intellectual property belonging to the University or any of its members. | Rustication for two (2) semesters and replacement of the item/property. | 10 points |
| 24. | Mutilating, misplacing, misfiling, or rendering inaccessible or inoperable any stored information such as books, films, data files or programmes from a library, computers or other information storage, processing or retrieval devices or systems. | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| 25. | Producing, screening, or distributing pornographic materials on the premises of the university or using any of its facilities, whether electronic, photogram or otherwise indecently exposing oneself in public. | Rustication for two (2) semesters | 10 points |

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| 26. | Indulging in any anti-social activities while on or off campus which tends to bring the name or image of the university into disrepute. | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| 27. | Forging, altering, or falsifying any university document, or circulating such document, whether the document is in print or electronic form. | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |
| 28. | Creating a condition that endangers the health or safety of other persons in the university community. | Verbal warning | 2 points |
| | | Written warning | 5 points |
| 29. | Threatening any person with damage to that person's property, or causing any person to fear damage to his or her property. Attempting to or actually causing damage to a person's life and property. | Verbal warning | 2 points |
| | | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |

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| 30. | Causing by action, threatening or otherwise, a situation, including a disturbance, that the member knows obstructs or has the potential to obstruct any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. | Verbal warning Written warning | 2 points 5 points |
| 31. | Using any facility, equipment, or service of the university contrary to or without official approval. | Verbal warning Written warning Rustication for two (2) semesters Dismissal from the University | 2 points 5 points 10 points 20 points |
| 32. | Maliciously bringing a false charge against any member of the university | Verbal warning Written warning Rustication for two (2) semesters Dismissal from the University | 2 points 5 points 10 points 20 points |

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| 33. | Conspiring with, abetting, inciting, or aiding a person in the commission of an offence defined in the statutes or in any national law | Verbal warning | 2 points |
| | | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |
| 34. | Addressing senior members of the university or other officials of the university in an insulting or disrespectful manner. | Verbal warning | 2 points |
| | | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |
| 35. | Posting of unauthorised bills or any other materials, in a manner unbecoming of a university, that is likely to convey a negative/unpalatable visual impression of the university. | Verbal warning | 2 points |
| | | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| | | Dismissal from the University | 20 points |

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| 36. | Inappropriate public display of affection. | Verbal warning | 2 points |
| | | Written warning | 5 points |
| | | Rustication for two (2) semesters. | 10 points |
| | | Dismissal from the University | 20 points |
| 37. | Attempting suicide. | Counselling sessions for 21 days | No points awarded |
| 38. | Cyberbullying or physical bullying on or off campus. | Verbal warning | 2 points |
| | | Written warning | 5 points |
| | | Rustication for two (2) semesters. | 10 points |
| | | Dismissal from the University | 20 points |
| 39 | Any other malpractice not directly captured in this handbook. | Verbal warning | 2 points |
| | | Written warning | 5 points |
| | | Rustication for two (2) semesters. | 10 points |
| | | Dismissal from the University | 20 points |

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| 40 | Fraud, misrepresentation, embezzlement, misappropriation and other such act of commission or omission in the cause of student governance process such as SRC week, SRC election, failure to assist University Auditors, management of student issues, failure to abide by SAC rules and by-laws and any other failure to respect, regards or obey competent authority within the University. | Verbal warning | 2 points |
| | | Written warning | 5 points |
| | | Rustication for two (2) semesters | 10 points |
| | | Rustication for four (4) semesters | 15 points |
| | | Dismissal from the University | 20 points |



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