



GHANA INSTITUTE OF MANAGEMENT AND
PUBLIC ADMINISTRATION (GIMPA)

JUNIOR MEMBERS **HANDBOOK**

(Undergraduate Programmes)

SEPTEMBER 2022

GHANA INSTITUTE OF MANAGEMENT AND
PUBLIC ADMINISTRATION (GIMPA)



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RECTOR'S FOREWORD

WELCOME TO GIMPA, the Evergreen Centre of Excellence.

We are continually impressed and inspired by the ideals and commitment of our students: aspiring Entrepreneurs, Lawyers, Chief Executives, Managers, Software Engineers, Politicians and Public Servants, among others. As Entrepreneurs and Managers, you are seeking to create economic and social wealth; as Legal experts, you seek to ensure that the rule of law guarantees basic rights and justice, and as Politicians and Public Servants, you shape public policies and governance. The contemporary turns on information technologies and some of you are at the forefront of this development. We are proud of all of you.

Knowing the value of effective learning, GIMPA prides itself on our pedagogical approach that seeks to blend theory and practice. You will study the theory while also being exposed to real problems through cases, simulations and opportunities for local/international travel. Our network of friends around the world offer students with many opportunities for learning.

This Handbook is a guide for academic regulations and procedures at GIMPA. A careful review of the document will contribute immensely to making you a part of the GIMPA Community. We have a large concentration of some of the smartest people in Ghana and indeed Africa. The staff is here to help you make the most of your time with us. Become a part of our community and take full advantage of all that we offer – intellectual development, social networking and commitment to humanity, to mention a few. The soft and hard skills, values and professional expertise that you gain through the GIMPA experience will carry you through an expectedly successful future.

Some students arrive at GIMPA with very clear expectations, knowing what they seek. Others are not so sure on arrival. For the latter group, it is an exploration. Regardless of where you belong in the categorization, you will be transformed by the GIMPA experience. We define ourselves on our discipline, community and intellectual development. Even if you think you know what you came here to do, keep an open mind and allow

yourself to be transformed. You will be amazed at what you will become at the end of your stay with us and then you will come back.

Thank you for being a part of the GIMPA Community

MY GIMPA, YOUR GIMPA, OUR GIMPA



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Rector of the Institute

PREAMBLE

We the members of the Academic Board of the Ghana Institute of Management and Public Administration, hereinafter referred to as the “Institute”, acting in our collective capacity as Academic Board, and in the pursuit of our mandate to provide a guide for the general regulation of student activities and ensure the smooth and predictable management of student affairs, and to further guarantee a system in which student welfare and grievances are handled with expedition, hereby enact and adopt these regulations.

The regulations contained in this Handbook derive their strength from the Statutes of the Institute and are subject to the provisions of the Statutes of the Institute, the Legislation establishing the Institute and also the Constitution of Ghana, 1992.

The rules concerning the conduct of examinations as provided in the Statutes and developed by the Academic Board including special regulations adopted by School Boards within the Institute shall apply to all examinations organised for programmes of the Institute.

The provisions in this Handbook create binding duties and responsibilities for Institute and Junior Members.

All Junior Members are individually responsible for knowing and adhering to the provisions set forth in this Handbook. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties that are prescribed for breaches thereof.

Any questions concerning these provisions should be directed to the office of the Director of Academic Affairs.

The Institute shall not assume responsibility for challenges resulting from a student’s failure to follow these policies or from incorrect advice given by a staff below the rank of an Assistant Registrar within the particular School or Unit.

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

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

Where a withdrawn course is running at the time of withdrawal, the effective date of withdrawal shall coincide with the end of that semester/session/modular that the course is running.

Students are advised to refer to the website: www.gimpa.edu.gh for updates to this Handbook.

VISION, MISSION AND CORE VALUES

VISION

To position GIMPA clearly as the pre-eminent Centre of Excellence focused on capacity building in leadership, management, public administration and sustainability to support Ghanaian and African socio-economic advancement.

MISSION

GIMPA's primary purpose is to develop distinctive and capable public servants, private sector and non-governmental organizations' leaders with a strong sense of humanity to support sustainable national development.

We pursue this mission through:

- i. *Quality research, teaching and learning;*
- ii. *Active stakeholder engagement and community service;*
- iii. *Global Connectedness; and*
- iv. *Excellence in all we do*

CORE VALUES

- i) ***Excellence:*** challenges us to do things right the first time, down to the smallest detail and constantly improving.
- ii) ***Distinctiveness:*** enjoins us to honour our heritage as a public service institution that promotes professionalism, integrity, accountability, and transparency.

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- iii) **Connectedness:** challenges us to be relevant and of value both to ourselves and the wider global society, by collaborating with and among diverse entities in Ghana, Africa and around the world.
 - iv) **Fairness:** challenges us to value and cherish our stakeholders – both internal and external – having regard for our individual differences, while at the same time being impartial in our dealings.
 - v) **Sustainability:** motivates us to seek operational efficiencies through innovations that are mindful of the need to preserve a better future for posterity. We do this through responsible financial planning and preservation of our beautiful natural environment.
 - vi) **Trustworthiness:** puts us under duty to be honest, truthful and relied upon in all our engagements.

PART A – GENERAL PROVISIONS

1.0 DEFINITIONS

Terms used in these regulations shall have the following meanings:

1.1 Academic Year

Means the period running from September 1 to August 31 each year or any other period as may be determined by the Academic Board. The academic year shall cover two semesters or its equivalent in the modular and other sessions.

1.2 Assault, Harm or Threat

Assault, harm or threat is an act that:

- (a) is intended to cause pain or injury to another;
- (b) is intended to result in physical contact without the consent of the other person or which is insulting or offensive to another;
- (c) is intended to place another in fear of immediate physical contact that may be painful, injurious, insulting or offensive;
- (d) involves pointing any weapon, firearm or simulated firearm or weapon towards another;
- (e) involves the display in a threatening manner of any weapon toward another; or
- (f) involves making a threat intended to cause another person to fear for their safe-

ty, life or physical well-being.

1.1 Credit Hour

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

1.2 Contempt

Contempt is defined as the following:

- (a) Failure to appear before any Institute adjudicatory or disciplinary body when summoned;
- (b) Failure to comply with any disciplinary sanctions;
- (c) Failure to comply with the lawful order of authorised Institute officials, or peace and police officers acting on behalf of the Institute;
- (d) Failure to identify oneself or to show an identification card when lawfully requested to do so by authorised Institute officials, or peace and police officers acting on behalf of the Institute; or
- (e) Providing, procuring, or seeking to procure, false testimony in any Institute or administrative hearing.

1.3 Course

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

1.4 Core Course

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

1.5 Course Work

It comprises the total of teaching, practicums, tests and examinations that are taken into account when assessing a student's performance towards the award of the relevant qualification.

1.6 Dean

Dean means a person appointed by the Council to head a School, Fac-

ulty or any other academic office of the Institute.

1.7 Fabrication

Fabrication is making up data or results and recording or reporting them.

1.8 Faculty

Faculty means officers of instruction or research appointed to a School, Faculty, or Satellite Campuses of the Institute, including faculty on leave.

1.9 Fail Grade

‘D’, ‘F’ and ‘Z’ are ‘fail’ grades.

1.10 Falsification

Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

1.11 Foreign Student

A non-citizen of Ghana. The basis of determining citizenship is as defined in the 1992 constitution of Ghana. Such a student shall pay fees designated for non-citizens.

1.12 Graduate Student

A Graduate Student means any Junior Member validly registered in any division of the Institute, a programme of study leading to the award of a Postgraduate Certificate or Diploma, Masters, Doctorate and Doctor of Philosophy degrees. It also includes persons who fit the above definition and are on suspension.

1.13 Indiscipline

Disobedience resulting in blatant violation of rules and regulations.

1.14 Indecent Dressing

Indecent Dressing is an attribute of someone, male or female that dresses to show off parts of the body that should normally be covered

1.15 Institute

Institute means Ghana Institute of Management and Public Administration (GIMPA) as by Law established.

1.16 International Student

A foreign student or a prospective student applying to the Institute with certification from a foreign country. Such a student shall pay fees designated for non-citizens.

1.17 Internship

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

1.18 Junior Members

Junior Members means students duly matriculated or who for the time being are enrolled in the Institute in courses approved by the Academic Board of the Institute leading to the award of an academic qualification.

1.19 Pass Grade

A pass grade is a grade of 'D+' or above for undergraduate programmes.

1.20 Plagiarism

Plagiarism is the appropriation of another person's ideas, results, or words without acknowledging the actual author and giving appropriate credit.

1.21 Programme

A programme is any degree or sub-degree programme that is accredited by the Ghana Tertiary Education Commission (GTEC) and is offered by the Institute.

1.22 Project Work/ Long Essay

Project Work or Long Essay is a defined assignment set by a School or Faculty

as part of the requirements for the award of a certificate/diploma/degree

1.23 Registration

A periodic confirmation of a junior member's studentship with the Institute

1.24 Research Misconduct

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

1.25 Respondent

Respondent means a person against whom a charge for violation of these rules has been filed.

1.26 Retake

A retake is a repeat or re-enrolment and a re-study of a failed course and requires the completion of the full course work and assessments by way of continuous assessment and end of semester/modular/session or term examinations in respect of that course.

1.27 Re-sit

A re-sit is a second attempt at an assessment in respect of a failed course without a re-enrolment on the course.

1.28 Senior Members

Senior members refer to the following category of employees of the Institute:

- (a) The Rector, Deputy Rector, and Secretary;
- (b) Professors, Associate Professors/Principal Lecturers, Senior Lecturers/Senior Research Fellows, Lecturers/Research Fellows, Assistant Lecturers/Assistant Research Fellows;
- (c) Senior Administrative/Professional Staff of the Institute who are appointed by Council as Senior Members; and
- (d) Any other faculty position that may be approved by Council as being part

of the Senior Members category.

1.29 Staff

Staff means employees designated as Middle Level or Junior Level categories.

1.30 Student

Student means Junior Members. It also includes students who are on suspension or deferment.

1.31 Violation

Violation means the commission of an act or an omission prescribed by these rules.

1.32 Weapon

Weapon when used in these rules means:

- (a) Any instrument or device designed primarily for use or adapted in its use to inflict death or injury upon a human being or animal.
- (b) Weapons shall include, but not limited to pistol, revolver, shotgun, machine gun, rifle or other firearm, or pellet gun, taser or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade.

A “weapon” also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (for example, a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon).

2.0 THE INSTITUTE’S COMMUNICATION WITH STUDENTS

These are the official channels of communication with students:

- (a) GIMPA Website;
- (b) Students official email address assigned to students upon admission into the Institute;
- (c) Official Notice Boards; and
- (d) Letters addressed to the student’s registered address with the Institute

3.0 ACADEMIC REGULATIONS

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

3.1 Criteria for Admission

- (a) Admission to a programme of study is open to qualified applicants regardless of gender, race, colour, disability, religion, nationality or ethnicity. The minimum criteria for admissions are specified in paragraph 3.1.1 below.
- (b) Meeting the minimum admission criteria, however, does not guarantee acceptance into a programme. Schools and Faculties may impose additional requirements to these core criteria of the Institute.
- (c) In order to be officially admitted, applicants must be issued with a valid letter by a designated Officer of the Institute informing them of their admission.

3.1.1 Minimum Entry Requirements for Admission

- (a) To be eligible for admission, an applicant must satisfy the minimum requirements as approved by the Institute and the Ghana Tertiary Education Commission (GTEC).
- (b) Applicants must also satisfy any additional requirements set by the School or Faculty.

3.1.2 Transfer Students from another University

- (a) A student who has been formally admitted as a regular student to an undergraduate degree programme in an accredited university or tertiary institution may be considered for admission as a transfer student.
- (b) A student in (a) above must have completed at least two (2) semesters or its equivalent time of study and obtained a CGPA of not less than 2.0 in order to be considered for transfer.
- (c) The contents of courses taken must be comparable and satisfy the course requirements of the School or Faculty in which he/she seeks to pursue his/

her studies.

- (a) A transfer student shall take any additional courses as may be required by the School or Faculty.
- (b) To earn a GIMPA degree, a transfer student must take at least 50% of the credit hours in the programme at the Institute.

3.2 Re-Admission

3.2.1 *Returning Former Students*

- (a) Former students returning to pursue a course at GIMPA either after completing an earlier programme or abandoning a programme earlier registered for must first apply to be re-admitted to a particular programme by going through the admission process.
- (b) Former students who have been dismissed from the Institute on the ground of misconduct shall not be readmitted to pursue any programme at the Institute.

3.2.2 *Re-Activating Admission*

- (a) An Applicant admitted to a programme or admitted to pursue a non-degree programme who is granted a deferral of admission for the first academic year must apply to the Dean of the relevant School or Faculty to reactivate their admission.
- (b) An admission shall not be deferred for more than one academic year.
- (c) Applicants admitted to any undergraduate programme who fail to enroll in the year of admission without a formal deferment shall forfeit their admission and where desirous of being considered for the same programme at the Institute in subsequent years, they must reapply by going through the admission process.
- (d) There is no guarantee of re-admission for applicants filing a fresh application under paragraph (c) above.

3.2.3 *Applicable Programme Rules*

All rules, procedures and academic standards in effect at the time of an admission will apply and will be strictly enforced. In every case, the

statute of limitation rule (see section 7) will apply to all previously earned credits for completed course work.

3.3 Presentation of False Information

- (a) Students submitting false information when applying for admission will be denied admission.
- (b) Where the submission of false information is discovered after a student has been admitted, the student shall be dismissed from the Institute.
- (c) A certificate issued to a student who has completed a required programme at the Institute and who is found to have been admitted to pursue a programme at the Institute upon the presentation of false information or based on impersonation shall be withdrawn and their degree cancelled.
- (d) A student who is dismissed upon being found liable for presenting false information to gain admission at the Institute shall not be entitled to any refund of money paid to the Institute.
- (e) Notwithstanding anything to the contrary in this provision and without prejudice to any other disciplinary sanctions that may be applied against a student presenting false information, the Institute reserves the right to refer any case of forgery and falsification of documents or results committed by any student to the police for investigation and criminal prosecution.

3.4 Registration and Enrolment

3.4.1 General Registration upon admission

- (a) The privileges of the Institute are not available to a student until he/she has been duly registered as a student of the Institute.
- (b) No student shall register after the period set out for registration by the Institute.
- (c) Only students who have received official letters of admission from a designated Officer of the Institute may enroll.
- (d) Registration is not complete until all required fees have been paid.
- (e) No student shall be permitted or entitled to attend classes or courses

unless he/she is officially registered and has paid the required fees.

3.4.2 *Sponsored Students*

All sponsored students are responsible for ensuring that their sponsors release payment of their fees and dues within the stipulated time of registration.

3.4.3 *Course registration*

- (a) Students must register the courses prescribed by their respective Schools or Faculties for the particular academic year for every semester/modular/session.
- (b) No student shall register after the period set out for registration of courses by the Institute.
- (c) A student who fails to register for the courses of a semester/modular/session within the timelines given for registration by the Institute shall be deemed unregistered and loses his/her studentship for the semester/modular/session.
- (d) The Institute may permit students to register fewer courses than the number of courses required in a semester/session/modular
- (e) Where registration by course is permitted, the Institute shall specify a minimum number courses a student is required to register.
- (f) A student registering by course shall pay different fees depending on the number of courses they register
- (g) A student registering per course shall complete all courses in one level before they can progress to the next level
- (h) A student who completes all the courses in one level through the registration by course mode can switch to registering all courses for the semester/modular/session in the next level
- (i) The Institute may permit students to register at a penalty after the period for normal registration has ended
- (j) Where registration at a penalty is permitted, the Institute shall specify period for the extended registration by penalty.
- (k) Where a student fails to register during the period for the extended registration by penalty, the student shall defer the programme to the next academic year.

3.4.4 Registration and class attendance

- (a) Only students whose names appear on the official class roster are officially registered and shall be eligible to attend class and be assessed in examination, either continuous assessment or end of semester or modular/session.
- (b) Registered students are required to check with their Schools or Faculties to see if their names are listed on the class roster.
- (c) Where a registered student's name does not appear on the class roster, he/she shall immediately report the matter to the relevant School or Faculty Secretariat for investigation and where necessary for prompt remedial action.
- (d) A student does not earn the necessary academic credit for the course for which he/she has not been duly registered even if he/ she attends and benefits from the lectures and assessments.

3.4.5 Course Exemption

- (a) A student who wishes to be exempted from taking a course shall apply to the Dean of the relevant School or Faculty for exemption.
- (b) Exemptions are only granted for courses with similar content taken at accredited universities with a grade of at least 'B' as per the Institute's grading system. Such courses should have been taken within the last three (3) years of the student's admission to the Institute.
- (c) Exemptions shall not be available for courses at level 300 and beyond.
- (d) A student granted exemption shall be required to pay the full fee of the programme.

3.4.6 Course Replacement

- (a) Where a student has to take a course which is no longer offered, the course shall be replaced with a related one upon the approval by the Head of Department.
- (b) A student who takes a course in an international student exchange programme and where the course can be matched to a related course at the Institute, shall have that course replaced with a related course at the Institute upon approval by the Head of Department.

- (c) Where a student takes a course in an international exchange programme that cannot be matched to a related course at the Institute, no credit shall be awarded under the student's programme of study at the Institute.

3.4.7 Student registration after normal duration of study programme

- (a) A student who fails to complete his or her studies within the normal duration of the programme shall be subject to payment of registration fees to maintain his or her student status for any period allowed thereafter until the end of the maximum duration required to complete the programme.
- (b) Where a student who has not completed the academic programme fails to maintain his or her student status at the end of the normal duration of the programme, he or she shall be deemed to have withdrawn from the programme despite any partial fulfilment.
- (c) The registration fee shall be determined and approved on a regular basis by the Academic Board.
- (d) In addition to payment of fees in paragraph (a) above, a student shall be subject to payment of the appropriate penalty for a project work/thesis submission or the appropriate fee to retake a course.
- (e) Students who have compelling reasons for the delay in completion of their study may petition the Student Affairs Committee through the Director of Academic Affairs for their extenuating circumstances.

3.4.8 Concurrent registrations

- (a) No student registered in any School or Faculty of the Institute shall at the same time be registered in any other School or Faculty within the Institute without the specific authorization of the Dean of his/her School or Faculty.
- (b) Sanctions for concurrent registrations shall be the cancellation of all registrations in respect of the defaulting students within the Institute.

3.4.9 Change of Programmes

- (a) A student may be permitted to change from one programme to the

other upon approval from the HoDs and Deans of the two programmes.

- (b) A student must meet the admission requirements of the programme they are changing to.
- (c) A student must take all the required courses in the new programme.
- (d) A student may be considered for exemptions for similar courses taken and passed, and in the old programme in accordance with Sections 3.4.5.
- (e) A student must pay any difference in fees.
- (f) A student may apply for change of programme within the first twenty-eight (28) calendar days of the semester or within the first seven (7) calendar days in a modular/session programme in accordance with Sections 3.4.5

3.4.10 Change of Campuses

- (a) Students may be permitted to change from one campus to another upon approval from the Managers of campuses and Deans of respective programmes.
- (b) Students may only move to a campus where the desired programme is being offered and a cohort of students exist for the level the student intends to join.
- (c) Where the student is changing a programme in addition to changing campus, the rules in 3.4.9 above, will also apply.
- (e) Students may apply for change of campus within the first twenty-eight (28) calendar days of the semester or within the first seven (7) calendar days in a modular/session programme

3.4.11. Taking Courses in Different Delivery Modes

- (a) A student in good standing may be permitted to take courses in different delivery modes from the one they were originally admitted to, with permission from the HoD and the Dean.
- (b) Courses taken and passed in the different delivery mode shall be cred-

ited to the students for similar courses in their programme of study.

3.5 Auditing of Courses

- (a) A registered student may apply to the Dean through the Head of Department to audit a course.
- (b) The Dean in consultation with the Director of Academic Affairs may grant auditing privileges to a registered student within the Institute.
- (a) Auditing a course allows a student to take a class without the benefit of a grade or credit of that course.
- (b) The Institute reserves the right to withhold this privilege of auditing a course from any person with an unpaid debt to the Institute.

3.6 Course Availability and Management

The Dean of a School or Faculty reserves the right, where the exigencies of the case so demand and within the parameters of accreditation requirements to:

- (a) cancel courses for insufficient enrolments;
- (b) limit enrolments in any class; or
- (c) assign students to add or split sessions which are meeting at the same time.

4.0 CHANGE AND ORDER OF NAMES

4.1 Change of Biographical Data

- (a) The name or gazetted name or any other biographical data in which a student is admitted to a programme at the time of application shall be the record on any transcript or certificate.
- (b) As an institutional policy, the Institute does not accept any change or amendment of biographical records after a student has been duly admitted.

4.2 Order of Name

- (a) Upon registration the name of the student shall be in the following order in all student records: (1) First name – (2) Other names – (3) Surname/Last Name/Family Name.
- (b) Notwithstanding paragraph (a), foreign students shall be admitted with the name and in the order as presented in their previous academic records used to apply for the programme.

5.0 ORIENTATION

- (a) Orientation is compulsory for all fresh students. Fresh students are enjoined to participate in all orientation sessions on such dates and at such times as the Institute and their respective Schools and Faculties shall specify.
- (b) Absence from orientation may result in a withdrawal of admission.

6.0 STUDENTS' RESPONSIBILITIES

6.1 Duty to Satisfy Course Requirements

- (a) A student admitted to the Institute to pursue any programme undertakes to work towards achieving the highest standards of scholarship.
- (b) It is the responsibility of students to satisfy all course requirements in which they are enrolled and to be knowledgeable in all school and faculty programmes and/or degree requirements necessary to complete their programme of study.
- (c) The Institute expects students to successfully meet the academic challenges and to consistently perform above average in their academic work.

6.2 Duty to comply with Institute's Policies

- (a) Although each student will be assisted by an advisor and other members of the professional staff, final responsibility for compliance with the Institute's policies, including the standards of scholarship, rests with the student.
- (b) In addition to the policies, procedures and academic requirements found in the Student Handbook, students are encouraged to periodically check with departmental or academic advisors for changes in individual departmental policies and those that occur between the editions of the Student Handbook.

7.0 STATUTE OF LIMITATION

7.1 Full-time Programmes

- (a) The Statute of limitation for full-time programmes that are more than one year shall in general be determined by adding two years to the programme duration. All programmes less than one year shall be completed within one year.
- (b) The following Statute of Limitation shall apply:

Programme Duration	Maximum period required for satisfaction of ALL degree requirements
4 year programme	Within six (6) years from the date of admission to the Institute.
3 year programme	Within five (5) years from the date of admission to the Institute.
2 year programme	Within four (4) years from the date of admission to the Institute.
1 year programme	Within three (3) years from the date of admission to the Institute.

7.2 Part-time Programmes

- (a) The Statute of limitation for part-time programmes that are more than one year shall in general be determined by adding four years to the programme duration. All programmes less than one year shall be completed within one year.
- (b) The following Statute of Limitation shall apply:

Programme Duration	Maximum period required for satisfaction of ALL degree requirements
6 year programme	Within ten (10) years from the date of admission to the Institute.
5 year programme	Within nine (9) years from the date of admission to the Institute.
4 year programme	Within eight (8) years from the date of admission to the Institute.
2 year programme	Within six (6) years from the date of admission to the Institute.
1 year programmes	Within five (5) years from the date of admission to the Institute.

7.3 Effect of Deferment and Non-compliance

- (a) The valid study periods as are determined by the statute of limitation shall be inclusive of all periods of deferment that may be granted to a student by the Institute during the programme.
- (b) Failure to satisfy all requirements within the relevant statute of limitation is evidence of failure to make satisfactory academic progress and is, therefore, grounds for withdrawal from the Institute.

8.0 EXCHANGE STUDENTS

8.1 Inbound Students

- (a) Students who are enrolled in programmes at other universities and wish to take coursework in the Institute must present a letter of authorization from the Schedule Officer of the other university.
- (b) Students described in paragraph (a) above shall be enrolled as non-degree seeking students in the status of visiting students
- (c) The same examination arrangement as adopted for home students shall apply to visiting students.
- (d) As an exception to the requirement above, the Dean of a School may approve a request based on their departmental operations and policies concerning variations in the assessment methods for visiting students.
- (e) The Institute reserves the right to withdraw any student who violates any of the provisions of this Handbook.

8.2 Outbound Students

- (a) Students who are enrolled in programmes at the Institute and wish to take coursework in other universities may do so subject to the approval of the Dean of their School or Faculty on the recommendation of the Head of Department and in accordance with the Institute's Student Exchange Policy.

9.0 COURSE LOAD, EVALUATION AND GRADING

9.1 Maximum Course Load

The maximum course load for all undergraduate programmes shall be twenty-one (21) credit hours a week unless otherwise determined by the requirements of a particular programme. A schedule of courses for each semester, modular or session shall be determined by the various Schools or Departments and made available to students and in the Secretariat of the Schools or Departments.

9.2 Evaluation of Academic Performance

- (a) Each course will have an evaluation system consisting of supervised written examinations and continuous assessment. The evaluation system shall be detailed in a course outline to be provided to students at the beginning of each course.
- (b) Students are required to attempt all components of assessment in the course for which they are registered.
- (c) A student who fails to submit coursework or attend examinations, and do not have extenuating circumstances to support the non-submission or absence, risks being withdrawn from the Institute.

9.3 Scoring and weighting

The following scoring (weighting) scheme will apply in the evaluation of undergraduate programme performance in taught courses:

- (a) Examination - 60%
- (b) Continuous Assessment - 40%

9.4 Continuous assessment

- (a) Continuous assessment includes mid-semester examinations, term papers, class assignments, syndicate work, quizzes, case studies, class tests, presentations, class attendance, etc.
- (b) Every student is required to take all continuous assessments as shall be set by the lecturer in the course of the semester/modular/session.
- (c) A student shall not qualify to write the end-of-semester or end of modular/session examinations unless he has taken part and earned

a score for continuous assessment prior to the commencement of end-of-semester or modular/session examinations.

- (d) The specific weights of the continuous assessment components shall be determined by the respective lecturer in the course outline as approved by the School Board.

9.5 Examinations

Examination shall be conducted in the manner stipulated under section 12 of this Handbook.

9.6 Policies on Grading

The grading system is as follows:

Grade	MARK (%)	Grade Point (GP)	Interpretation
A+	80-100	4.00	Distinction
A	70-79	3.75	Excellent
B+	65-69	3.50	Very Good
B	60-64	3.00	Good
C+	55-59	2.50	Average
C	50-54	2.00	Pass
D+	45-49	1.75	Pass
D	40-44	1.00	Below Average
F	0-39	0	Fail
FA	-	-	Absent
Z	-	-	Disqualified
I	-	-	Incomplete
Y	-	-	Exempt

9.6.2 Interpretation and Application of Letter Grades for undergraduate programmes:

- (i) 'A+' to 'D+' constitute pass grades.
- (ii) 'D', 'F' and 'Z' are 'fail' grades
- (iii) 'Z' Denotes failure due to DISQUALIFICATION from an examination as a result of an examination malpractice or offence as determined by the Academic Board.
- (iv) 'I' Denotes INCOMPLETE and is awarded to a student who is unable to complete the assessments for a course during the semester/modular/session and the reasons for noncompletion is adjudged by the Student Affairs Committee (SAC) as satisfactory. The SAC shall determine the remedy for the incomplete assessment for the course if the extenuating circumstances claim is accepted. Where there are no acceptable extenuating circumstances for a student who has incomplete assessments, a grade F shall be awarded.

Students who have Incomplete grades in more than two (2) courses within one semester/modular/session will not progress until the Incomplete grades have been rectified.

- (v) 'FA': Denotes ABSENT and is awarded to a student who has not taken the continuous assessment or the end of semester examination.
- (vi) 'Y': Denotes EXEMPTION from a course, based on approved prior learning.

9.6.3 Grade Point (GP)

For each letter grade, there is a corresponding Grade Point as indicated in sections 9.6. The Grade Point earned by a student for each course completed is computed as the product of the number of credits (credit units) for the course and the Grade Point equivalent of the letter grade obtained in the course.

9.6.4 Grade Point Average (GPA)

The Grade Point Average is obtained by dividing the sum of the weighted Grade Points obtained by the total number of credits (credit units) of courses registered. A student does not earn credit for “Y” grade.

9.6.5 Cumulative Grade Point Average (CGPA)

A Student’s Cumulative Grade Point Average is calculated by dividing the total number of weighted grade points obtained up to any specified time, by the total number of credits taken (CCT) up to that time.

9.6.6 Final Grade Point Average (FGPA)

The Final Grade Point Average is the Cumulative Grade Point Average for all courses taken by the student up to the end of the academic programme for reasons adjudged by the Academic Board to be satisfactory.

9.6.7 Students in Good Standing

- (i) An undergraduate student is required to obtain a pass grade in all courses taken in order to remain in good academic standing.
- (ii) A student who fails two courses at the end of any semester/modular/session is automatically on academic probation and shall be notified by the Institute.
- (iii) A student who has two cumulated retakes at the end of any semester/modular/session is also automatically on academic probation and shall be notified by the Institute.
- (iv) A student who fails three or more courses in a semester/modular/session shall repeat that semester/modular/session
- (v) A student with three or more cumulated retakes at the end of any academic year shall be required to suspend the programme and redeem the failed courses before progressing. A student under this category shall be required to register for the failed courses and in every case, the statute of limitation rule (section 7.0) shall apply.
- (vi) The Director of Academic Affairs shall submit a report of students who are not in good standing to the Academic Board at the end of each semester/modular/session when the results are published. The Ac-

academic Board may approve the withdrawal of such students from the Institute

9.7.8 Appeals

- (i) An undergraduate student may appeal an academic withdrawal decision by filing an appeal to that effect with the Dean of Student within fourteen (14) calendar days of the handing down of the withdrawal decision.
- (ii) The Dean of Students shall refer the matter for review by the SAC.
- (iii) The SAC will prepare a report and written recommendation for a final decision by the Academic Board.

9.7.9 Project Work/Long Essay Requirements

- (i) Undergraduate degree students who have prepared a project work or long essay as a partial fulfilment of the requirements for the bachelor's degree are required to submit an original, signed hard copy by both the student and the supervisor of the project and any other requirements as per the prescribed procedure laid down by their respective Schools within the timelines stipulated by the School.
- (ii) Procedures and regulations governing the formatting, production, and submission are published and available in the Schools/Faculties.
- (iii) As part of the assessment process, every project work must be run through the Turnitin software or any other software as the Academic Board may approve to check for plagiarism and other ethical and compliance requirements. Any assessment made by a lecturer in violation of this requirement shall be invalid and set aside.
- (iv) Students writing their project work must be continuously enrolled at the Institute and pay the required registration fees until the degree requirements are satisfied.
- (v) Enrolment may be satisfied by being registered for project work until the project work is approved and submitted to the Dean of the School or Faculty.
- (vi) Students failing to maintain continuous registration will be required to pay the costs of all previous semesters/modular/sessions for which registration was required. In all cases, the statute of limitation rule

under section 7.0 shall apply.

- (vii) Degree requirements may not be satisfied until the project work is duly submitted and scored.
- (viii) The colour for the cover pages/sheet for project work and long essays shall be green

9.7.10 Lecturer's Evaluation by Students

- (i) During each semester/modular/session, each student will be required to evaluate the courses they took by completing a lecturer's evaluation form under conditions of confidentiality and anonymity.
- (ii) The evaluation exercise shall be led and supervised by the Academic Planning and Quality Assurance Directorate of the Institute.

10.0 DEFERMENTS AND WITHDRAWALS

10.1 Application for deferment

- (a) A student who intends to interrupt his/her study programme can only do so with the prior written approval obtained by an appropriate application made in advance to the Dean of Students, by completing a deferment form, stating reasons for the deferment and supported by the necessary evidence.
- (b) An application for deferment shall be made not later than twenty-eight (28) calendar days after the commencement of the semester or within fourteen (14) calendar days of the commencement of a modular/session.
- (c) The Dean of Students shall consider the application and make appropriate recommendations to the Dean of the respective School or Faculty.
- (d) Where deferment is approved the student shall pay the appropriate fee.
- (e) Notwithstanding paragraph (b) above, a student may apply to defer at any time during the semester/modular/session, based on extenuating circumstances, proof of which lies on the student.
- (f) The Dean of the respective School's approval of a deferment application must be communicated in writing to the applicant within seven (7) calendar days.

10.2 Duration of Deferment

- (a) Deferment may be granted for one (1) academic year at a time and shall not be renewed more than once.
- (b) Notwithstanding any provision under this rule, a student shall be entitled to defer a course for a period in the aggregate not exceeding two academic years. In every case, the statute of limitation rule (see section 7) shall apply.
- (c) A student who defers a course after registering in a particular semester/modular/session shall not be entitled to a refund of the fees and same shall be credited to his/her student account.
- (d) Deferment is at the student's own risk as course offerings, scheduling, fees and regulations may change.

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- (a) A student returning from deferment may therefore be required to take different but equivalent courses or new or additional courses in fulfilment of the requirements of their degree of study.

10.3 Withdrawal

- (a) A student who intends to withdraw from his/her programme can only do so with the prior written approval obtained by an appropriate application made in advance to the Dean of Students, by completing a programme withdrawal form, stating the reasons.
- (b) The Dean of Students shall consider the application and make appropriate recommendations to the Dean of the respective School or Faculty.
- (c) A student may apply to withdraw at any time during the semester/modular/session.
- (d) A student may be entitled to a tuition fee refund if the student permanently withdraws from a programme of study. Such refunds shall be subject to the rules as specified in section 15.2.

11.0 GRADUATION AND AWARD OF DEGREES

11.1 Graduation Requirements

To qualify for the Institute's undergraduate award, a student must pass all the approved and required courses and earn the required minimum number of academic credits approved by the respective School/Faculty Board for the study programme.

11.2 Application to graduate

- (a) All students who have completed the requirements for the award of a degree must apply to graduate whether attending the graduation ceremony in person or not.
- (b) An application for graduation must be submitted to the Academic Affairs Directorate by the end of the second week into the second semester of the final year or its equivalent in the modular/sessions and shall be accompanied by proof of payment of the graduation fee.
- (c) In the case of students on modular programmes, the application must be submitted by the end of the first seven (7) days of their final modular session.
- (d) A student who fails to submit an application for graduation within the stipulated timelines of the particular academic year shall not graduate in that particular academic year.
- (e) A student is ultimately responsible for checking that he/she meets the graduation requirements for his/her programme of study and is responsible for applying to graduate.

11.3 Degree classification

The scheme of classification of undergraduate programmes is as follows:

Class	Final Grade Point Average (FGPA)
First	3.75 – 4.00
Second Upper	3.25 – 3.74
Second Lower	2.60 – 3.24
Third	2.00 – 2.59
Pass	Below 2.00

11.4 Date of Certificate

- (a) A student shall be recommended for his/her degree at the end of the semester/modular/session in which he/she completes his/her requirements for graduation and applies for graduation.
- (b) The date on the certificate shall be a day in July or December following, or any other date as may be determined by the Academic Board from time to time.

11.5 Degree Presentation

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

11.6 Academic Transcript

- (a) At the end of a student's programme, the Institute shall issue a complete transcript of his/her academic record.
- (b) The academic transcript will reflect all courses studied, all grades earned.
- (c) Any subsequent issue of academic transcript will be upon the student's request and payment of the prescribed fee.

11.7 Replacement/ Reprinting of Issued Certificates

- (a) A student shall personally and periodically verify his/her personal records, namely, arrangement of names, spelling of names and date of birth as uploaded onto the student's portal of the Student Information Management System, right after registration and ensure that the correct details are as captured on their student portal, especially before graduation.
- (b) A student shall pay a fee for replacement or reprinting of certificates for such causes including wrong sequencing of names and wrong spelling.

11.8 Missing/Lost Certificates

The Institute does not replace missing/lost certificates. A former student

who misplaces his/her certificate may apply for an 'attestation letter' in lieu of the certificate. Former students who have copies of a lost certificate that needs authentication shall provide an original transcript.

11.9 Cancellation of Award

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

- (a) the student gained admission to the Institution through fraudulent means;
- (b) the student obtained admission using forged or falsified documents
- (c) the student impersonated someone else;
- (d) the student has been found guilty of examination malpractice;
- (e) there are other reasons that would have led to the withholding of the award in the first place.

12.0 EXAMINATION REGULATIONS

12.1 Mode of Examinations

A student will be assessed through written examinations, term papers, syndicate presentations, practical work or any other modes of assessment as may be prescribed by the School or Faculty and as may be determined by the Academic Board.

12.2 Online and Take Home Examinations

- (a) Online and take-home examinations shall be conducted through the Learning Management System or any other media as shall be approved by the Academic Board.
- (b) The standard of examination questions shall be determined by the School or Faculty Board.
- (c) All papers submitted electronically shall first be assessed through Turnitin to check for plagiarism.
- (d) All submissions shall conform with the plagiarism policy of the Institute.
- (e) An assessment in violation of the above requirements shall be invalid.

12.3 Eligibility for Examinations

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

- (a) Registered for the course,
- (b) Has fully paid all fees,
- (c) Attended at least 75 per cent of the lectures, tutorials, seminars, and practical assignments and undertaken all other activities for assessment as approved by the Institute.
- (d) Completed the continuous assessment requirements.

12.4 Re-sit

- (a) Students failing in a course may be allowed one reassessment in that course at a fee determined by the Academic Board.
- (b) The Institute may organize re-sit for students mentioned in paragraph (a) at the end of each academic year.

- (c) A re-sit examination shall not be taken as a first attempt at the examination. It is a precondition for a re-sit examination that the student must have registered for the course, and must have taken and failed the paper in the first instance. Consequently, a student cannot use re-sit examinations as a means to accumulate credits for deferred course or be registered for a re-sit examination if there is no prior registration for the course.
- (d) The opportunity to re-sit an examination is not an automatic right. The decision rests with the Academic Board.
- (e) Re-sit marks shall not be capped
- (f) A student who fails to comply with the following does not qualify to take a re-sit examination:
 - (i) submit or complete a continuous assessment or complete any coursework or attend 75% of classes for any particular course or
 - (ii) Take the end-of-semester or modular/session examinations without a just cause or such extenuating circumstances as may be acceptable to the Institute.
 - (iii) A student who fails to take the end-of-semester or modular/session examinations but who provides an acceptable justification to that effect or establishes extenuating circumstances in justification of the failure to take the examinations shall be allowed to take the re-sit or supplementary examination as a first attempt or alternative examination arrangements before the beginning of the next academic year.
 - (iv) Where there is no reasonable justification for a student's inability to take the final examinations, a zero score and grade F shall be awarded. The student cannot re-sit such a paper but must retake the course at the next offering.
 - (v) A student who fails to take a recommended supplementary examination or attempts and fails the supplementary examination shall retake/repeat the course.

12.5 Re-Take/Repeat Course(s)

- (a) A student who fails a course and who is not qualified to re-sit the paper shall re-take/repeat the failed course at a fee determined by the Academic Board.
- (b) A student retaking/repeating a course is expected to attend at least 75 per cent of the lectures, tutorials, seminars, and practical assignments

and shall undertake all other activities and assignments that constitute the continuous assessment as approved by the Academic Board.

- (c) A student shall re-take/repeat the failed course(s) within the maximum period permitted for the completion of his/her programme as determined by the Statute of Limitation.

12.6 Alternative Examination Arrangements for persons with medical conditions

- (a) Alternative examination arrangements may be made for students with long or short-term medical conditions, specific learning difficulties or disabilities, subject to maintaining overall academic standards.
- (b) Requests for alternative examination arrangements on the grounds of specific learning difficulties or medical conditions shall be sent to the Academic Affairs Directorate and supported by the necessary evidence from the Institute's medical officer or evidence from a certified medical practitioner validated by the Institute's medical officer.
- (c) The request shall be considered by the SAC who shall make a decision thereon.

12.7 Examination Timetable

- (a) The Institute's examination sessions may be scheduled between 9:00 am and 10:00 pm, Monday to Sunday except public holidays.
- (b) A student may have two examinations in a day.
- (c) Where a student has more than one examination in a day, a minimum time between examinations shall be ninety (90) minutes.
- (d) It is the duty of the student to consult the daily timetable (to be made available at least forty-eight (48) hours ahead of time) to ascertain the papers to be written each day and to be present at the appointed place at least thirty (30) minutes before commencement of the examination.

12.8 Attendance at Examinations

- (a) A student shall not be admitted to an examination if:
 - (i) he/she has not satisfied the requirements in 12.3 above;
 - (ii) the subject of the examination has merely been audited, unless the course

had been followed previously; or

- (iii) he/she is under suspension or has been dismissed from the Institute.
- (a) A student may be refused admission to an examination if he/she reports to the examination more than thirty (30) minutes after its commencement.
- (b) A student who arrives not later than thirty (30) minutes at an examination shall not be allowed extra time to complete the examination.
- (c) A student shall be required to produce his/her student ID card to every examination. Without this form of identification, the student may be refused admission to the examination.
- (d) A student who does not have the appropriate ID shall be required to obtain a formal 'temporary' ID from the Instructional Resource Centre (IRC) or the designated office at a fee.
- (e) The presumption of the Institute is that students who partake in examinations have deemed themselves fit to take the examination. If a student becomes ill or is affected by unforeseen circumstances immediately before or during an examination, the student **must** advise the invigilator of his/her situation. If the student chooses to continue, the student will be asked to endorse the fitness to sit declaration form.
- (f) Failure to attend an examination on the given date at the ascribed time shall be regarded as a non-attendance, and in the absence of confirmed extenuating circumstances by the SAC, a zero mark shall be awarded and the student cannot re-sit but shall retake/repeat the course.
- (g) To prevent the examination experience from being adversely affected, children are not allowed into examination rooms.
 - (i) A nursing mother attending an examination must bring an adult (helper) to take care of the baby.
 - (ii) In exceptional circumstances, for example, if a student may need to breastfeed their baby or attend to the needs of their baby during the examination, they may apply to take the examination at a suitable location. That notwithstanding, another adult must be present to care for the child outside of the student's rest breaks.
 - (iii) The student is responsible for the welfare of their children throughout their stay on campus.

12.9 Reasons for Absence

The following shall not be accepted as reasons for absenting oneself from taking any examination in the Institute, unless such a reason qualifies as an extenuating circumstance:

- (a) Misreading the timetable;
- (b) Forgetting the date or time of examination;
- (c) Inability to locate examination hall;
- (d) Inability to rouse oneself from sleep in time for the examination;
- (e) Failure to find transport;
- (f) Loss of a relation; or
- (g) Pregnancy that makes the writing of the examinations impossible or inadvisable, unless it is certified by a medical doctor. Such medical reports shall also be certified by a Medical Officer of the Institute.

12.10 Conduct in Examinations

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

- (a) It is the responsibility of the student to provide a pen, pencil, ruler, eraser, non-programable calculator, and any other equipment specified for the examination. These shall be kept in a transparent case.
- (b) A student shall not be allowed to leave the examination room during the first thirty (30) minutes of the examination session unless in extenuating circumstances. A student must also not leave during the last fifteen (15) minutes of the examination and must remain seated until all examination scripts have been collected and checked by the invigilators.
- (c) If a student has completed the paper before the specified time and wishes to leave, he/she must seek permission and must leave as quietly as possible so as not to disturb the other students. Permission to leave at any time must be requested from the invigilator.
- (d) A student who completes an examination ahead of time (not before the first thirty (30) minutes and not within the last fifteen (15) minutes of the examination) may leave the examination room after submitting his/her answer booklets. The student shall not be allowed to return to the examination room.
- (e) Possession and use of mobile phones, smart watches and other electron-

- ic devices, revision notes, books, data tables, or any other material that can be used to cheat in an examination are prohibited. A student who is suspected of hiding any of these unauthorized material on his/her person shall be asked by the invigilator to submit to a reasonable body search. Refusal to submit to a body search is tantamount to misconduct
- (f) A student who is allowed to leave the examination room, with the intent to return, shall be accompanied while outside the examination room by an attendant or by the invigilator. The invigilator shall be satisfied personally that the student does not carry on his or her person any unauthorized material.
 - (g) Communication among students is not permitted in the examination hall. In other words, a student shall
 - (i) not pass or attempt to pass information or an instrument from one person to another during an examination;
 - (ii) not copy or attempt to copy from another student or engage in any similar activity;
 - (iii) not allow himself/herself to be copied by another student;
 - (iv) not disturb or distract any other student during an examination. A student creating a disturbance may be expelled from the examination room;
 - (h) A student may attract the attention of the invigilator by raising his or her hand.
 - (i) Smoking, eating, or drinking of alcoholic beverage is not allowed in the examination room.
 - (j) The use of any form of correcting medium, including fluid, correcting pens and correcting tape on any examination answer book is prohibited.
 - (k) Use of programmable calculators or language translation devices is not allowed unless expressly permitted for a particular examination. Electronic calculators, dictionaries, smart watches or similar time pieces capable of storing or accessing data are not permitted on desk or to be worn about your person. All other unauthorized materials including pencil cases brought into the examination room/hall must be submitted to the invigilator prior to the examination. Failure to place these items out of reach will be treated as examination malpractice.
 - (l) At the end of each examination, a student shall ensure that he/she does

not take away any answer booklets, supplementary sheets, whether used or unused, or any official examination material from the hall.

- (m) A student shall not in any way interfere with the stapling in an answer booklet. Any complaints about an answer booklet shall be brought to the attention of the invigilator.

12.11 Breach of Examinations Regulations

12.11.1 Reporting Examination Malpractice

- (a) A breach of a provision of the Regulations made for the conduct of the Institute's examinations constitutes an examination misconduct.
- (b) The chief invigilator or his/her assigned Officer shall administer the Examination Misconduct Form to the student and submit it to the Director of Academic Affairs within 24 hours.
- (c) Upon receipt of the report, the Director of Academic Affairs shall tag the academic record of the student as "student is being investigated for examination malpractice". No score shall be entered for the student for the paper in question until the matter is duly resolved by the SAC.
- (d) The Director of Academic Affairs shall inform the student in writing within 48 hours that his/her conduct shall be reported and that the decision as to whether his/her work shall be accepted rests with the SAC.
- (e) A student, who is considered to have infringed the rule, shall be required to submit a written report of his/her side of the case to the Director of Academic Affairs within seven (7) calendar days of being notified of the incident. Such a report shall be submitted to the School/Faculty Examination Malpractice Committee
- (f) The School/Faculty Examination Malpractice Committee shall investigate all cases of examination malpractices recorded within the semester/modular/session and where appropriate make recommendations in accordance with the Institute's Table of Sanctions for students to the SAC within fourteen (14) calendar days after the end of the final examination.
- (g) SAC shall consider the School/Faculty Examination Malpractice Committee recommendations and make a final determination on the

matter within fourteen (14) calendar days upon receipt of the report of the School/Faculty Examination Malpractice Committee and inform Academic Board

- (h) SAC shall within 48 hours of making a decision communicate its decision to the Director of Academic Affairs who shall within 48 hours upon receipt of SAC's decision communicate the decision to the student copying the relevant Dean of School/Faculty and the lecturer involved.
- (i) A student who is dissatisfied with the SAC's decision may appeal to the Academic Board within seven (7) calendar days of receiving the SAC's decision.

12.12 Missing or Lost Examination Scripts

- (a) In cases where it is verified that a student has taken an examination and the script is deemed to have been lost, the relevant student shall be permitted one of the following options:
 - (i) Complete a substitute examination, the form to be authorised by the Dean of the School/Faculty. OR
 - (ii) Write the next scheduled examination in the course (e.g., a supplementary or retake examination), and abide by the grade obtained therefrom. OR
 - (iii) Be awarded the mark obtained in the corresponding coursework element to the lost script. OR
 - (iv) Where it is possible to compute an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.
- (b) If an examination script deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the script will be marked.
- (c) If the mark awarded to the located script is higher than the mark awarded to the chosen option, the examination mark will supersede the chosen option mark. If the mark assigned to the located script is lower than the mark awarded for the chosen option, the chosen option mark will stand.

- (d) In cases where a remark has been requested and the relevant script cannot be retrieved, the student, subject to consultation with the Director of Academic Affairs shall be permitted one of the following options:
- (i) the student shall be awarded the mark obtained in the corresponding course-work element to the lost script. OR
 - (ii) the student shall be allowed to write the next scheduled examination in the course (e.g. a supplementary or retake examination), and abide by the grade obtained therefrom. OR
 - (iii) the student shall be awarded the minimum pass mark if the original mark fell within 5 marks of the pass mark/grade. OR
 - (iv) where it is possible to compute an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.
 - (v) If an examination script for which a student has requested a remark and was deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the options would be withdrawn and the remark process activated.

12.13 Publication of Results

- (a) Approved results of examinations taken at the end of each semester/modular/session shall normally be published by the Academic Board before the commencement of the next semester/modular/session.
- (b) Publication of examination results shall be through the student portal (i-enabler) or any other means.
- (c) It is the responsibility of the student to find out the result of an examination taken when the results are published.
- (d) A student may obtain feedback on an examination taken by submitting a request through the Head of Department to their course Lecturer within seven (7) calendar days of publication of the results.
- (e) The course Lecturer shall provide the feedback to the student within seven (7) calendar days of receiving the request.
- (f) Where the feedback results in a grade change, the course lecturer shall

- complete the appropriate forms supported by evidence that an actual mistake was made in determining or recording the student's score.
- (g) Where after receiving a feedback, a student is still not satisfied with the results of his/her examination may request for a re-mark by submitting an application to the Director of Academic Affairs through the Dean of the respective School/Faculty within seven (7) calendar days of receiving the feedback and on payment of an appropriate fee, which shall be determined by the Academic Board from time to time.
 - (h) The Director of Academic Affairs in consultation with the Dean of the respective School/Faculty shall appoint an independent examiner for the re-mark.
 - (i) An application entered on a student's behalf by a person other than the aggrieved student shall not be entertained.
 - (j) No action shall be taken on an application, which is submitted outside the time stipulated in subsection (12.13), and a re-mark shall not proceed unless the fee is fully paid.
 - (k) The mark of the new and independent examiner is regarded as the final mark. Where the re-marking of a script results in a higher mark than that previously recorded, and the re-mark results in a positive grade change, the fee paid shall be refunded.
 - (l) Where it emerges that a complaint is frivolous or ill-motivated, the Institute shall prescribe further sanctions within the sanction regime prescribed for examination malpractice.

12.14 Sanction for Breach of Examination Regulations

Sanction for breach of examination regulations shall be in accordance with the Institute Table of Sanctions for Students.

13.0 RESPONSIBLE ACADEMIC CONDUCT AND ETHICAL RESEARCH

13.1 Overview

- (a) The Institute in general, promotes responsible and ethical research among students. Students are cautioned to avoid practices that threaten the integrity of their academic career and their research, including, but not limited to:
 - (i) falsification or fabrication of data;
 - (ii) violations of privacy and confidentiality provisions
 - (iii) conflict of interest;
 - (iv) cheating - receiving, purchasing or selling a research or any academic work and presenting it as own work other than that of the author
 - (v) plagiarism and
 - (vi) copyright infringements.

- (b) Unethical research threatens the integrity of the academic and scientific enterprise and may subject students to severe penalties. For example, students are required to certify that any use of copyrighted material beyond “fair use” has the written permission of the copyright owner. If the permission to use copyrighted material does not accompany the project work/long essay, the copyrighted material must not be reproduced.

- (c) Empirical research involving human participants must first of all undergo ethics review by the Institute’s Review Board (IRB). A student undertaking such research shall not be allowed to proceed to data collection unless he/she has duly applied and has been granted ethical clearance by the Committee.

13.2 Sanctions for Research Misconduct

Sanctions for research misconduct include shall be in accordance with the Institutes Table of Sanctions for Students.

14.0 ACADEMIC RESOURCES AND STUDENT SERVICES

14.1 Library

- (a) The library's holdings are books and periodicals in hard and electronic copies. There is a collection of journals, newspapers and a variety of other documents.
- (b) The library is categorized under the following sections:
 - (i) Electronic
 - (ii) Reference
 - (iii) Lending
 - (iv) Law Library
- (c) A direct borrowing agreement makes the library resources of the Institute available for use by registered students, faculty, and staff of the Institute. The Institute is a member of the Consortium of Academic and Research Libraries in Ghana (CALIGH). Library hours are posted at the entrance of the Library and on its webpages.
- (d) A student shall obtain library and information services at the Institute's library. Electronic information services may also be accessed via the Internet at the Library homepage.
- (e) Details on the operations of the Library are contained in **Appendix A**.

14.2 Students Representative Council (SRC)

The Statutes of the Institute makes provision for the establishment and the functioning of a Students' Representative Council (SRC) which serves as the recognized body of both the postgraduate and undergraduate students of the Institute.

14.3 Office of Dean of Students

The Office of Dean of Students is the office for formal and informal extra-curricular activities for students on campus. Specifically, the unit provides a number of services as are described below:

14.3.1 Counselling Services – GIMPA Counselling Unit (GCU)

- (i) The GIMPA Counselling Unit (GCU) is a unit within the Office of the Students Affairs dedicated to the emotional and psychological well-being of students.
- (ii) All GIMPA students are entitled to free and confidential sessions at the Counselling Unit. Services provided by GCU include:
 - Psychotherapy/Counselling. This is a non-pharmacological form of treatment that involves students talking to a trained professional to resolve problems, make positive life changes, and modify behavior.
 - Career Counselling. These sessions assist students who need help deciding what career/programme path to pursue.
 - Wellness Outreaches. These activities are aimed at educating students on a number of wellness topics such as healthy lifestyle changes and stress management in partnership with various GIMPA schools, Directorates and student associations.
 - Consultation on Mental Health Issues. GCU provides consultation to faculty, staff, and students in a team effort to enable students achieve their educational goals. These consultations include providing crisis interventions, conducting psychological evaluations to advise on the emotional health of students from referring schools, providing presentations on requested mental health topics, and making recommendations to parents/guardians of students who seek professional counselling from the GCU.
 - The Office of Dean of Students provides counselling services to students on request. The office of the School counsellor attaches professionalism in executing their tasks and assures students of the utmost confidentiality. The counselling unit provides the needed assistance to students on personal, relational, family, academic and other issues.

14.3.2 Internships

Students are assisted to carry out industrial attachments as interns to enable them learn practical knowledge and skills on the job. Some organisations forward notices of internship placements for students to the Office of Dean of Students. The Office of Dean of Students organises seminars to equip students with the knowledge and skill to prepare winning Curriculum Vitae among others to help them plan their career and job placement effectively and efficiently.

14.3.3 Career Development

The Office of Dean of Students also provides assistance to students in developing strategies for effective job search.

14.3.4 Students with special needs

The Office of Dean of Students provides and coordinates services to students with special needs. The Office is to help ensure that students with special needs have equal access to the Institute's programmes and to help provide an environment in which they can be successful while enrolled at the Institute.

14.3.5 Student Associations

- (i) The policy of the Institute is to encourage students, who so desire, to organise themselves into, and join organisations which contribute to the academic, cultural, recreational and social life of the Institute. For this reason, the Institute will encourage a network of student directed clubs and societies designed to provide education outside the classroom, and through which a student may manifest his/her feelings and attitudes and seek out relief from the purely academic life.

- (ii) Students are advised to refer to the guidelines for the formation and operation of student associations/clubs/societies at the Institute. Copies are available at the office of the Dean of Students and the Institute's Library.

14.4 Health and Clinic Services

14.4.1 Location and Services

- (i) The GIMPA CLINIC is the primary healthcare facility located within the Institute. It is located at Prempeh 11 Street, Bungalow 4 adjacent the GIMPA Law Faculty. The operating hours will be published by the Clinic.
- (ii) The Clinic is registered with GHAQI as a quasi-government institution and licensed by the Health Facility Regulatory Authority (HeFRA). It provides the following services:
 - Out patients' department

- In patients' department*
- Laboratory Services
- Pharmacy
- Student Medical Screening
- Corporate Staff Medical Screening Services
- Minor Surgical Procedures
- Health Education and Promotion
- Emergency Services
- Referral Services
- Family Planning
- Wellman
- Well Woman
- Travel Medical Examination

14.4.2 Student Medical Examination (SME)

- (i) Every fresh student admitted to undertake an undergraduate or post-graduate programme is expected to undergo a compulsory medical screening exercise at the GIMPA CLINIC within a scheduled period.
- (ii) The purpose of the medical screening is to identify some common conditions with the potential to affect the academic work of students and to provide assistance in that regard.
- (iii) The medical team visits the satellite campuses every year to conduct the screening for students.
- (iv) Notwithstanding paragraph (a) above, certified medical reports from recognised public hospitals may be submitted to the GIMPA Clinic for special considerations and exemptions.

14.4.3 Procedure for SME

- (i) Download the student medical examination form from the Institute website (designated *Confidential Medical Report*).
- (ii) The relevant portions of the form must be filled appropriately by each student.
- (iii) Visit the Laboratory Unit of the GIMPA CLINIC for your blood sample to be taken on your scheduled date.
- (iv) Go back to the Laboratory for your results, and proceed to the OPD for procedures on **weight, height, and blood pressure**.

- (v) The OPD In-Charge will schedule your consultation with a Medical Officer for medical examination and completion of the **Confidential Medical Report**.
- (vi) The original copy of the **Confidential Medical Report** shall be kept at the GIMPA CLINIC for further action.
- (vii) Students are advised to keep photocopies of the **Confidential Medical Report** for future references.

14.4.4 Student Medical Care

- (i) GIMPA takes care of its student when they are unwell. The medical care package covers all clinical consultations, some basic haematology labs, and medications.
- (ii) The student will be asked to pay for admission at the clinic and pregnancy related conditions.

14.4.5 Excuse Duty Forms

- (i) All excuse duty forms from students must be endorsed and confirmed by the Medical Officer of the Institute. This helps the Institute understand and appreciate the medical conditions of the student better. Upon recovery, the student may be asked to visit the GIMPA clinic to confirm wellness before he/she resumes routine academic work.
- (ii) Pregnancy is not a disease but can be associated with complications that might take you out of academic work for some time.
- (iii) The GIMPA CLINIC is opened to students who are not well and students who need education on health-related matters.

14.5 Parking and Access to Campus

- (a) Access to campus is free and through the Main Gate and the South-Eastern Gate 1 (through Park Road). The South-Eastern Gate 2 (GECC) is restricted to staff only.
- (b) All students must park their vehicles at the main Students' Car Park or the parking spaces that the Institute shall designate for student parking.
- (c) Students with valid GIMPA STUDENT car stickers may be allowed to park at certain designated places reserved for student parking within

the Institute. A limited number of GIMPA STUDENT car park stickers shall be made available for purchase at the Office of Corporate Affairs and Institutional Advancement on a first come, first served basis.

- (a) No student shall park or be allowed to park at places reserved for staff and lecturers and at such places with NO PARKING signs.
- (b) Cars parked in violation of parking regulations or restrictions shall be clamped down and the owner shall be subjected to a fine and appropriate disciplinary action.
- (c) The Institute reserves the right to withdraw any parking privileges from a student at any time.
- (d) An unauthorized parking will attract sanctions including a fine.

14.6 Office of International Programmes and Development

- (a) The Office of International Programmes and Development, among others, assists students to undertake exchange programmes and to secure summer or vacation jobs on attachments internationally. They also facilitate visa applications in addition to coordinating and organising all international programmes.
- (b) The Institute may issue letters of introduction for International Students to facilitate the acquisition of visas and/or residence permits applied for or for which application has been made
- (c) Details on the operations of the Office of the International Program and Development are contained in **Appendix B**.

14.7 Security and Public Safety

- (a) The Campus Security Office is located at the Maintenance Yard, with two additional offices located at the Gate Houses on the South-Eastern Boundary.
- (b) The Security Coordinator can be reached at: (233) 302-401681-3 or 0332095423/0501620138.
- (c) Any request for police assistance shall be made through the Secretary of the Institute to the Security Coordinator.
- (d) A student is responsible for his/her personal effects and every stu-

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- dent is encouraged to stay alert and vigilant, and report any suspicious activity to a Campus Security Officer.
- (e) In the interest of public safety, a Campus Security Officer may subject any student and/or his/her vehicle to random search.

15.0 FINANCES AND FINANCIAL AID

15.1 Fees

- (a) Students shall pay the required fees in accordance with the terms specified in the admission letter. Fees are determined periodically and subject to change at the instance of the Institute.
- (b) A student shall participate in a course only after paying the requisite fees and officially completed all registration requirements.
- (c) A student who is being sponsored on a programme shall provide evidence of the sponsorship (from the sponsoring individual, organisation or company). Such students shall at the same time be responsible for ensuring that their sponsors honour their obligations in accordance with the terms specified in the admission letter.
- (d) In the event of an anticipated delay in the release of funds under the sponsorship, the student shall be responsible to personally advance payment to meet all registration requirements. The student shall be reimbursed any payment subsequently made by the sponsor. The student shall be subject to any instructions that the sponsor may give.

15.2 Tuition fee Refunds

- (a) A student may be entitled to tuition fee refunds if the student officially and permanently withdraws from the programme of study in accordance with section 10.3 and subject to the provisions as are enumerated in the following paragraphs.
- (b) A fee refund request shall be made in writing to the School/Faculty.
- (c) All requests for refunds shall be made within twenty-eight (28) calendar days of the commencement of the semester or fourteen (14) calendar days in the case of a student on a modular/session programme for which the fee is paid.
- (d) Notwithstanding paragraph (c) above, a student or authorized representative may, in extenuating circumstances proof of which lies on the student or authorized representative, apply for a refund at any time during the semester/modular/session.
- (e) Unless otherwise instructed, all refunds shall be made to the person or organization that made the original payment.

15.2.1 Tuition Fee Refund for Fresh Students

For fresh students,

- (i) Commitment fees are not refundable.
- (ii) If a fresh student withdraws within twenty-eight (28) calendar days of the commencement of the semester or fourteen (14) days in the case of a student on a modular/session programme, refund shall be 25% of any amount paid in excess of the commitment fee and administrative charges for the semester/modular/session
- (iii) If a student withdraws after the twenty-eight (28) calendar days of the commencement of the semester or fourteen (14) calendar days in the case of a student on a modular/session programme, there shall be no refund.

156.2.2 Tuition Fee Refund for Continuing Students

As far as continuous students are concerned,

- (i) Where a student withdraws within twenty-eight (28) calendar days of the commencement of the semester or fourteen (14) calendar days in the case of a student on a modular/session programme, refund shall be 50% of any amount paid less administrative charges for the semester/modular/session.
- (ii) Where a student withdraws after twenty-eight (28) calendar days of the commencement of the semester or fourteen (14) days in the case of a student on a modular/session programme, there shall be no refund.

15.2.3 Tuition Refund in the case of a dismissal

There shall be no refund where a student is dismissed from the Institute for any cause whatsoever.

15.2.4 Tuition Refund in the case of death of student

- (i) Where a student passes away within twenty-eight (28) calendar days of the commencement of the semester or fourteen (14) calendar days in the case of a student on a modular/session programme, full fee refund including commitment fees shall be made.
- (ii) Where a student passes away after twenty-eight (28) calendar days of the commencement of the semester or fourteen (14) calendar days in the case

of a student on a modular/session programme, a pro-rata of fees excluding the commitment fee, based on the time of the semester that has lapsed, shall be refunded.

15.3 Student Loan Trust Fund (SLTF)

- (a) The Student Loan Trust Fund (SLTF) offers loans to Ghanaian students. Under the SLTF, the Ghana Government makes available loans to students in tertiary Institutions. SLTF determines the applicant's eligibility and annual loan amounts.

To be eligible for a student loan, a student must, as minimum requirement, be admitted to and enrolled in an programme resulting in the award of a degree. Students in non-degree programme, or given conditional admission, or on probation are not eligible for Student loan. Applicants must also be in good academic standing.

- (b) Loan request forms may be obtained from the Office of SLTF located in the UN Block - Room 18. The completed request must be submitted to the Office of the Student Loan Trust Fund. For further information, students should contact 0303 966 057/0501 402 578 or visit their website <http://www.sltf.gov.gh>.

15.4 Financial Aid

- (a) Depending upon available resources and criteria for eligibility, financial aid in the form of scholarships (tuition awards), work study and loans may be available to assist students who have received unconditional admission to the Institute. In certain circumstances, staff employment, and a limited number of positions may also be available.
- (b) All scholarships funded through the Institute are subject to an award time limit.
- (c) Students' requests for an extension of financial aid that has expired must be made in writing to the Student Affairs Committee.
- (d) A request for extension of financial aid shall be considered on a case-by-case basis and there is no guarantee that a request for extension will be approved.

15.5 Other Fees and Assessments (Liability Clearance)

16.5.1 General student services

- (i) A student applying for any student service, i.e., letter of introduction, attestation, academic transcript, certificate, refunds, etc., shall complete a Clearance Form and go through the process of being cleared of any liability, financial or otherwise, to the Institute.
- (ii) A student who has not been so cleared is not qualified to receive any student service he/she applies for.

15.5.2 Graduation Fee

- (a) Students must apply and pay a non-refundable graduation fee whether attending the graduation ceremony or not.
- (b) For a student to graduate, both academic and financial requirements must be fulfilled. Fulfilment of financial requirements includes payment of all financial obligations, including a graduation fee.

15.5.3 Transcript Fee

- (i) There is a fee per transcript to be determined by the Institute from time to time.
- (ii) Upon request, the Institute may mail transcripts for a fee.
- (iii) To obtain a transcript, registered students must have no obligations to the Institute and former students must have been cleared of any financial and other obligations to the Institute.

15.5.4 Introductory/Proficiency Letters Fee

- (i) Introductory and English proficiency letters shall be issued free of charge to active students of the Institute upon request.
- (ii) Notwithstanding paragraph (a) above, there shall be a charge for the issuance of an introductory letter or English proficiency letter for all former students who require such services.
- (iii) The Institute may mail introductory and English proficiency letters for a fee upon request.

15.5.5 Attestation Fee

A fee shall be charged for the issuance of attestation letters to students who require such service.

16.0 ETHICS/CODE OF CONDUCT

16.1 Conduct Expected of Students

- (a) The Institute aims at providing a framework of administering student related affairs by complying with the Constitutional requirement for the protection of rights and prosecution of liabilities of students and employees of the Institute.
- (b) The Institute will not compromise with any student who breaches the standards set or exhibits in any way, behaviour that is not acceptable.
- (c) The Management of the Institute will not tolerate any form of unlawful harassment or discrimination of students based on race, creed, ethnicity, nationality, political affiliation, marital status, disability, and sex or gender identity. In addition, retaliation is a form of unlawful discrimination that will not be tolerated.
- (d) In addition to these rules, students shall abide by the relevant professional code of conduct and ethics in their areas of study.
- (e) A student who violates any of the Institute's rules and regulations shall be subjected to disciplinary action.

16.2 Dress Code

All students are expected to dress decently at all times on campus. In addition, a School may prescribe a dress code for its students as may be required by the particular discipline.

16.3 Gifts between Students and Staff

Because of the possible perception of undue influence, it is not appropriate for students to give a gift to a member of faculty while the student is still enrolled in the faculty member's class. In general, the Institute discourages the giving of gifts between students and staff.

16.4 Student-Staff Relationship

Because of possible conflict of interest, it is not appropriate for students to have intimate relationship with a member of faculty while the student is still a student. In general, the Institute discourages intimate relationship between students and staff/faculty.

16.5 Sexual Misconduct

The Ghana Institute of Management and Public Administration (GIM-PA) takes Sexual Misconduct seriously and is determined to combat it effectively and fairly. The Institute's policy on Sexual Misconduct aims at promoting a congenial work and educational environment that is free of discrimination and harassment. Please refer to the Policy Document on Sexual Misconduct for the procedures to follow if you find yourself in a situation bordering on sexual misconduct.

17.0 GRIEVANCE MANAGEMENT

17.1 General principles

- (a) The Institute recognises the importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in the Institute.
- (b) All members of the GIMPA community are, therefore, free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
- (c) A student with a grievance **must** use and exhaust all internal channels for redress before resorting to redress beyond the
- (d) Institute.

17.2 Grievance Procedure

The procedure to resolve grievances is outlined below:

Step 1 - Where the case involves a member of staff, the student shall attempt in so far as possible to resolve the problem with the member of staff involved. In the attempt to resolve the matter with the member of staff, the student may wish to consult with the following officers in an ascending order to attempt an informal resolution:

- (i) The Head of Department
- (ii) Dean of School/Faculty
- (iii) The Dean of Students
- (iv) Student Affairs Committee
- (v) Rector

Step 2 - Failing to resolve the problem at step 1,

- (a) the student shall prepare a formal complaint in writing indicating:
 - i. The statement of facts as the grievant perceives them, citing specific violation where possible
 - i. The remedy sought by the grievant; and
 - ii. The respondent statement or action, if any, during or after the consultation under step 1.
- (b) The written complaint shall be presented to the Dean of Students with a copy for the respondent and must be filed within ten (10) calendar

days from the date on which the outcome reached in step 1 is known to the student.

- (a) Where the basis of the grievance is sexual harassment, the Dean of Students will notify in writing the Secretary of the Institute for any additional action as may be taken.
- (b) The Dean of Students shall meet separately with the grievant and the respondent or if both parties agree, jointly, to discuss the complaint.
- (c) Within ten (10) calendar days of receipt of the written complaint, the Dean of Students shall complete any consultation and shall notify in writing to the grievant and the respondent of the Dean's determination and decision, sending a copy of the findings to the Secretary of the Institute for appropriate action.

Step 3 - First Appeal

- (a) Any of the parties who is dissatisfied with the decision of the Dean of Students at step 2 may file an appeal in writing to the SAC for appropriate redress.
- (b) The Appeal must be filed within ten (10) calendar days from the date of notification of the decision of the Dean of Students.

Step 4 - Second Appeal

- (a) Any of the parties who is dissatisfied with the decision of the SAC at step 3 may file an appeal in writing to the Rector for appropriate redress.
- (b) The Appeal must be filed within ten (10) calendar days from the date of notification of the decision of the SAC.

Step 5 - Final Appeal

- (a) Any of the parties who is dissatisfied with the decision of the Rector at step 3, the grievant may file an appeal in writing to the Grievance and Appeals Committee of Council through the Secretary of the Institute for appropriate redress.
- (b) Such filings must be done within ten (10) calendar days after the grievant had been notified of the decision reached and any action taken in step 4.

18.0 GENERAL RULES OF BEHAVIOUR AND PROHIBITIONS

18.1 Attendance

- (a) Students are held accountable for absences incurred owing to late enrolment and/or registration.
- (b) It is the policy of the Institute to respect statutory public holidays and accordingly. No student shall be penalized or suffer any penalties for failure to attend lectures or undertake other assignment which is organized on a public holiday.
- (c) Where necessary, the Institute may hold events (including lectures and examinations) on weekends.

18.2 Possession of Firearms on Campus

- (a) The Institute policy prohibits the possession of firearms on campus without the Institute's written authorization. Consequently, possession of weapons on the premises of the Institute, unless authorized by the Institute, constitutes a misconduct punishable under the Institute's rules.
- (b) The Institute's prohibition against possession of firearms on campus extends to all the Institute owned or controlled locations used for residences of students, guests, staff, events and other affiliated persons, including all housing obtained through the Institute.
- (c) Firearms possessed in violation of this policy shall be confiscated and be surrendered to the Police Service.
- (d) Violators of the policy shall be subject to the Institute's disciplinary procedure and reported to the Police for investigation and criminal prosecution, where necessary.

18.3 Unlawful Entry or Trespass

- (a) Unauthorised entry, occupation or use of any Institute-owned or controlled property, equipment or facility or an attempt to do same is a misconduct punishable under these rules.
- (b) It is a misconduct to enter restricted areas of the Institute such as restricted research areas and utility tunnels.
- (c) Remaining in or on premises after permission to remain has been revoked amounts to an act of trespass.

18.4 Media Invitations

- (a) Members of the GIMPA Community (including students) planning to invite media other than the Institute's media to cover an event must contact the Director of Corporate Affairs and Institutional Advancement in advance of the event. Since the GIMPA campus is private property, external media are not allowed on campus without an invitation.
- (b) A violation of the rule amounts to a misconduct punishable under these rules.

18.5 Other Offences

In addition to the foregoing, the following shall constitute offences and for that matter violation of the Institute's rules and regulations for which the Institute shall apply a range of punishments when committed by a person either individually or collectively:

- (a) Forgery and falsification of documents, records, examination material, or any other material used on account of the respondent being deemed a student.
- (b) Assault, fighting or other disorderly conduct.
- (c) Insulting any faculty member, staff or any person engaged by the Institute.
- (d) Making a telephone call, text messaging, or using other media platforms on a telephone to chat with another person(s) in a class, while lectures or tutorials are ongoing
- (e) Signing in an attendance book on behalf of another student.
- (f) Breaking any campus security rule or openly disregarding a security directive.
- (g) Stealing, mutilating or damaging any asset belonging to the Institute including books.
- (h) Possession, use, buying or selling of illegal drugs.
- (i) Use of alcohol in a manner that is likely to endanger the health and safety of others.
- (j) Threatening, offensive or indecent behaviour or language that causes distress to others.
- (k) Littering and any form of environmental pollution
- (l) misappropriation of or damage to the property of any student or member of staff.

- (m) Harassment of any kind and any antisocial behaviour
- (a) Disregard of lawful authority
- (b) Unlawful parking
- (c) Engaging in a conduct that places another in danger of bodily harm;
- (d) Causing or attempting to cause physical injury to another person;
- (e) Using words that threaten bodily harm or death
- (f) Using words to incite others to behaviour that would violate the Institute's regulations;
- (g) Causing property damage or loss, or endangers property on an Institute facility;
- (h) Misappropriating, damaging, or destroying books or scholarly material or any other property belonging to the Institute, or to another party, when that property is in or on the Institute's facility, and by such action causing or threatening significant educational, administrative, or financial loss;
- (i) Interfering with entrance to, exit from, passage within, or use of, an Institute facility for any period however short
- (j) Physically preventing, or clearly attempting to prevent, passage within, or unimpeded use of, an Institute facility, and thereby interfering with the normal conduct of an Institute function;
- (k) Entering or remaining in the Institute's facility without authorisation at a time after the facility has been declared closed by the Institute;
- (l) Entering a private office without authorisation;
- (m) Causing noise that substantially hinders others in their normal academic activities;
- (n) Interrupts the Institute's functions, activities or events;
- (o) Illicitly using, or attempting to use, or making threats with a fire-arm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;
- (p) Failing to self-identify when requested to do so by a properly identified delegate or agent of the Institute;
- (q) Preventing a properly identified staff of the Institute from discharging his/her official responsibilities under these rules;
- (r) Failing to obey reasonable orders of a properly identified officer or agent of the Institute regulating the location of demonstrators or others within the vicinity of a demonstration to assure unimpeded access to or use of a facility or to avoid physical conflict between demonstrators and others;

- (s) Failing to disperse from an assembly upon order of a properly identified officer or agent of the Institute when such order results from repeated or continuing violations of these rules by members of the assembly and the officer or agent has by verbal directions made reasonable effort to secure compliance before ordering dispersal;
- (t) Failing to disperse from an assembly upon order of properly identified officer or agent when such order results from serious violations of these rules by members of the assembly and the officer so states in his or her order to disperse;
- (u) Showing gross disrespect to any person in the service of the Institute and failing or refusing to obey lawful orders or instructions from such persons;
- (v) Aiding and/or abetting others or other groups in a violation of these rules.
- (w) Hacking and unauthorized use of Institute electronic resources.

18.6 Demonstrations, Rallies and Picketing

- (a) On occasion, recourse to public demonstration and protest may become, a necessary and justified means of supporting students' cause or position. In such cases, the Institute will seek to ensure a fair and reasonable balance and coordination between two sets of rights that are brought into conflict with one another. The first is the right of the members of the GIMPA community to freely pursue their academic and vocational objectives without unreasonable obstructions or hindrance. The second is the right of the members of the community to freely communicate by lawful demonstration and protest, the position that they conscientiously espouse on vital issues of the day. The Institute endorses both sets of rights and believes that each can be fully exercised without serious damage to the other.
- (b) The rights of students to demonstrate or to undertake other public protests or to go on processions on or outside the campus shall be subject to regulations enacted for that purpose by the Academic Board and in accordance with the relevant national law.
- (c) Without prejudice to the generality of the foregoing, students planning a picket, protest, rally or demonstration shall contact the Dean of Students for guidance and further information.
- (d) Students shall not demonstrate or undertake other public protests on any

of the Institute's campuses without the prior written approval of the Dean of Students.

- (e) Any demonstration, public protest or other similar events outside the Institute's campuses shall only be undertaken after prior written notification given to the Dean of Students.
- (f) The rules of the Institute shall apply to any demonstration, including a rally or picketing, that takes place on or at the Institute's facility. Such facilities include, but are not limited to, all Institute campuses, research laboratories, maintenance shops, business offices, athletic fields, hostels, classrooms, and meeting halls.
- (g) Disruptive picketing, protesting, rallies or demonstrating on any of the Institute's campuses or property is prohibited and punishable as a misconduct.
- (h) The Institute's Clinic provides care for individuals needing uninterrupted medical services in tranquil surroundings. All picketing, demonstrations, rallies or protests are strictly prohibited in or around the Institute's Clinic. A violation of this rule is a misconduct punishable under these rules.
- (i) Protests or demonstrations that infringe upon the rights of others to peaceful assembly, orderly protest, free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the Institute are prohibited and punishable as constituting a misconduct.
- (j) Picket lines which permit free passage of those who wish to pass, and signs, banners and peaceful assemblies are all acceptable. However, the carrying of signs that by virtue of their construction constitute a hazard to other people is prohibited and punishable as a misconduct under these rules. Specifically, this means that, signs shall be constructed entirely of soft material such as cardboard or cloth, and that signs shall not be attached to rigid sticks or poles when such signs are used inside the Institute. The following actions are prohibited:
 - (i) blocking, obstructing or impeding passage of a person or vehicle;
 - (ii) actions that result in bodily harm;
 - (iii) erecting or placing of obstructions that result in depriving others of their rights;
 - (iv) burning of vehicle tyres and/or other materials.

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- (k) Halting a lecture, debate, or any public forum is an unacceptable form of protest, which is punishable as a misconduct under these rules. “Halting” means directly or indirectly preventing a speaker from speaking - even for a brief period of time - or seizing control of a public forum for one’s own purpose.
- (l) In order to use space on the Institute’s campus for the purpose of peaceful demonstration, students or groups who organise a demonstration must also comply with the following:
- (i) Maintain Peace and Order

The responsibility of maintaining peace and order rests at all times with the individual(s) or group(s) who organised the event. This includes the responsibility to explain to other organisational members, guests, or other demonstrators the implications for failing to comply with the Institute’s rules.

Demonstrating guests are expected to follow the Institute’s rules and regulations. Individuals or groups who organised the event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of the Institute’s policy incurred by their guests.

- (ii) Presence of Institute’s Officials

When demonstrations are scheduled, organisers shall expect Institute personnel (typically, Student Affairs staff and/or the Institute’s Security Officers) to be present for all or part of the event. This presence is often necessary to ensure organisers’ own rights are protected and the Institute’s regular operations and activities are not interrupted. Accordingly, Institute’s representatives may film, photograph or record elements of the event.

The presence of the Institute’s personnel shall not be viewed as an effort to deter or otherwise interfere with properly approved demonstrations.

- (iii) Length of Demonstrations

The length of any given demonstration may vary. An approved demonstration will usually be permitted to continue until and unless the Secretary of the Institute, upon consultation with Management, determines that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of any division of the Institute.

In that case, the Secretary of the Institute shall serve a notice to the demonstrators to bring the demonstration to an end. Where the demonstrators fail or refuse to bring the demonstration to an end and following the notice served to that effect, the Secretary of the Institute shall invoke the rights available to the Institute, including applying to the court for injunction orders.

(iv) Responsibly Concludes the Demonstration

At the conclusion of any demonstration, the organisers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage shall be reported to the Dean of Students immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and replacement of property to the organisation or individuals involved or both.

(v) Self-identifying

A properly identified agent may request individuals believed to be violating these rules to identify themselves through production of their Institute ID cards. Their cards will be returned immediately after the agent has recorded the individual's name and ID number. Failing to comply with the instruction of the agent is a misconduct punishable under these rules.

18.7 Treatment of outsiders

In accordance with these rules, any visitor, licensee, or invitee present in any of

the Institute's facility at the instance of any registered student who violates any of these rules, or fails to comply with the warning and advice of the student in compliance with the rules may be ejected from the facility.

A person is in violation of these rules when such person individually or with a group, incident to a demonstration, including a rally or picketing:

- (a) Engages in conduct that places another in danger of bodily harm;
- (b) Causes or clearly attempts to cause physical injury to another person;
- (c) Uses words that threaten bodily harm in a situation where there is clear and present danger of such bodily harm;
- (d) Uses words in a situation of clear and present danger that actually incite others to behaviour that would violate the regulations;
- (e) Causes property damage or loss, or endangers property on an Institute facility;
- (f) Misappropriates, damages, or destroys books or scholarly material or any other property belonging to the Institute, or to another party, when that property is in or on an Institute facility, and by such action causes or threatens significant educational, administrative, or financial loss;
- (g) Interferes over a very short period of time with entrance to, exit from, passage within, or use of, an Institute facility;
- (h) Continues to physically prevent, or clearly attempt to prevent, passage within, or unimpeded use of, an Institute facility, and thereby interferes with the normal conduct of an Institute function;
- (i) Enters or remains in an Institute facility without authorisation at a time after the facility has been declared closed by the Institute;
- (j) Enters a private office without authorisation;
- (k) Causes noise that substantially hinders others in their normal academic activities;
- (l) Interrupts an Institute function, activity or event;

- (m) Illicitly uses, or attempts to use, or makes threats with a fire-arm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;
- (n) Fails to self-identify when requested to do so by a properly identified delegate or agent of the Institute;
- (o) Prevents a properly identified delegate from the discharge of his/her official responsibilities under these rules;
- (p) Fails to obey the reasonable orders of a properly identified delegate or agent regulating the location of demonstrators or others within the vicinity of a demonstration to assure unimpeded access to or use of a facility or to avoid physical conflict between demonstrators and others;
- (q) Fails to disperse from an assembly upon order of a properly identified delegate or agent when such order results from repeated or continuing violations of these rules by members of the assembly and the delegate or agent has by verbal directions made reasonable effort to secure compliance before ordering dispersal;
- (r) Fails to disperse from an assembly upon order of properly identified delegate or agent when such order results from serious violations of these rules by members of the assembly and the delegate so states in his order to disperse;
- (s) Shows gross disrespect to any person in the service of the Institute and fails or refuses to obey lawful orders or instructions from such persons;
- (t) Aids and abets others or other groups in a violation of these rules.

18.8 Student Discipline

- (a) The continuance of each student upon the rolls of the Institute, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the Institute.
- (b) Subject to the Statutes of the Institute, the Council, Academic Board, Rector, or other officers of the Institute duly appointed shall administer disciplinary sanctions against students found to have violated any rule or regulation.
- (c) Where a disciplinary offence or misconduct under these rules is also subject to

criminal investigation the Institute may proceed with its internal disciplinary proceedings and shall not be required to suspend its proceedings or processes until the criminal investigations and prosecution have been concluded.

- (d) The fact that the police or other legal authorities might be unable, unwilling, or not yet able to proceed will not automatically preclude the Institute from instigating its own disciplinary action, with the understanding that the respondent's response to the police or other legal authorities shall take precedence should a conflict in hearing times occur.
- (e) Where the student has been acquitted following legal proceedings, the Institute will take into account the decision of the court. However, it may be the case that it is reasonable and within the Institute's interest to pursue outstanding matters of concern to the Institute that have not been addressed.

19.0 GENERAL DISCIPLINARY PROCEDURE

This section sets out the Institute's disciplinary procedures to ensure that a student with alleged misconduct or violation receives a fair hearing.

19.1 Pre-Hearing Procedures

19.1.1 Filing Complaints

Any person of the Institute who believes a violation of the rules has occurred or been committed may file a written complaint with the Dean of Research and Graduate Studies who shall immediately transmit the same to the Student Affairs Committee. The complainant shall state with particularity the person(s) involved, the nature of the offence, and the circumstances under which the offence may have been committed.

19.1.2 Investigation of Complaints

Upon receipt of the complaint, the Student's Affairs Committee shall conduct such investigation into the matter as it deems fit.

19.1.3 Respondent's Right to an Adviser

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

19.2 The Hearing of Charges

19.2.1 Presentation of Charges

- (i) An Officer of the Institute not below the rank of Assistant Registrar shall be responsible for the presentation of charges at the hearing.
- (ii) The Responsible Officer, who may be assisted by a lawyer from within or without the Institute, shall produce all evidence and call all witnesses in support of the charges at the hearing of any complaint or allegation against any student or faculty of the Institute. The respondent and/or his/her adviser may examine any evidence and cross-examine any witnesses.

19.2.2 Presentation by the Respondent

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

19.2.3 Rules of Procedure

The Student Affairs Committee of the Institute shall determine and apply its rules of procedure in particular cases provided that any procedure adopted shall not violate the rules of natural justice, the 1992 Constitution of Ghana and any statute in force.

19.2.4 Record of the Hearing

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

19.2.5 Open Hearing

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

19.2.6 Attendance of Witnesses and Testimony by Respondent

- (i) Members of the Institute community, subject to these rules are compelled, under penalty of disciplinary action under these rules, to appear as witnesses if summoned by a Disciplinary Committee (Students Affairs Committee) Failure to appear shall constitute a violation provided there is proof of notice.
- (ii) The respondent is compelled to attend the hearing under penalty of suspension, and he/she may be a witness only if he/she freely consents to be.

19.2.7 Contempt Procedures: Disruptions

- (i) The Students Affairs Committee may find a person to be in contempt of the rules if he or she fails to obey a proper order of the Committee during the hearing to be in contempt of the rules which is a misconduct punishable under these rules.
- (ii) If any person who is present at a hearing continuously interferes with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Committee, the Committee may proceed to find the person in contempt of the rules.
- (iii) The Committee may hear and decide cases of contempt by summary proceedings during hearings.
- (iv) Where the person found in contempt is a respondent, he/she shall be subject to warning and any further contempt, including further disruption, will lead to his/her suspension. The penalty for being twice found in contempt shall be suspension, in accordance with these rules.
- (v) If the person found in contempt is not a respondent, he/she shall be subject to warning and shall be asked to leave the hearing. The Committee shall warn the party that if he/she does not leave, he/she shall be suspended. Failure to leave at this time shall mandate a suspension in accordance with these rules.
- (vi) If a disruption occurs, the Committee may:
 - order a recess and reconvene;
 - reconvene at an alternate place;
 - reconvene and limit the number of spectators;
 - reconvene and exclude designated spectator participants in the prior disorder;
 - reconvene in a closed hearing, provided that members of the Institute and news media shall be excluded only on request of the respondent, save when an individual reporter acts obstreperously, in which case the Student Affairs Committee may admit a replacement for him.

19.2.8 Status of Respondent during Proceedings

Any respondent granted a leave of absence during the pendency of proceedings shall not, on that account, be granted a postponement or deferment. If, however, a respondent, having been notified of charges brought against him/

her, voluntarily withdraws from the Institute permanently or indefinitely, the charges shall be dropped and proceedings shall be terminated. Upon any subsequent application for readmission to the Institute by a respondent who has withdrawn under such circumstances, the Dean shall decide whether the applicant shall be subject to further discipline as a requirement for readmission.

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

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

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

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

19.2.9 Disciplinary Proceedings and interim orders

- (i) Where a respondent, having been notified of charges brought against him/her, voluntarily withdraws from the Institute permanently or indefinitely, the charges may, where justified by the withdrawal to make it pointless, be discontinued and proceedings shall be terminated.
- (ii) Upon any subsequent application for re-admission to the Institute by a respondent who has withdrawn under such circumstances, the Dean of Students shall decide whether the applicant shall be subject to further dis-

cipline as a requirement for readmission.

- (iii) Whether degrees or certificates shall be withheld from students charged with violations of these rules pending hearing is a matter of administrative discretion to be exercised by the Academic Board. The decision shall take into account the seriousness of the charge, the degree of punishment likely to be given, and the extent to which the plans of the respondent will be disrupted.
- (iv) A student's transcript shall not be withheld during the pendency of hearing, but the transcript shall be issued with a notation thereon of the pendency of the hearing and the possibility of sanctions if the respondent is found guilty of a violation of the rules. Where the proceedings end and the said student is found not guilty of the charges preferred, he/she shall have a new transcript issued him/her with a notation indicating that fact.
- (v) The requirement of the notation may be waived at the discretion of the appropriate Dean provided however that where the proceedings end and the said student is found guilty of the charges preferred, he/she shall have a new transcript issued him/her with a notation indicating that fact.

19.2.10 Decision of the Student's Affairs Committee

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

19.2.11 Decision of the Academic Board

Decisions reached by the Academic Board shall be immediately communicated to the appropriate Officer of the Institute who shall proceed to communicate the decision of the Academic Board to the respondent within a period of fourteen (14) calendar days.

20.0 SANCTIONS

Sanctions comprise the following penalties for violation of these rules

20.1 Reprimand

A reprimand indicates that a student's behaviour is inappropriate for a member of the Institute. A notice of reprimand shall be maintained in the student's personal file for one year and would serve as a basis for further sanctions should subsequent violations occur. If there are no further violations within one-year, the notice of reprimand is cancelled.

20.2 Warning

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

20.3 Suspension

- (i) A student who has been suspended is not permitted to continue his/her association with the Institute or reside in any of the Institute's residential facilities during the period of suspension.
- (ii) The period of suspension shall be for not less than one semester/modular/session or its equivalent in the case of students in the modular or session streams.
- (iii) A student on suspension in this context shall not be assessed for the period of the suspension. Upon notification by the appropriate authority, there shall be entered on the student's records the notation: "Suspended, (date)."
- (iv) Should the student subsequently resume, there shall be entered on the student's record the notation: "Resumed, (date)." The notation on the student's record in the case of suspension is permanent.
- (v) Where a suspension may lead to a student exceeding his/her statute of limitation, Student's Affairs Committee shall recommend a dismissal of the student.

20.4 Dismissal

- (a) A student who has been dismissed by the Institute shall not be eligible to be readmitted to the Institute to read the same programme or to pursue another course.
- (b) Upon notification by the appropriate authority, there shall be entered on the records of the student who has been dismissed, the notation: “Dismissed, (date).”
- (c) Should the student be subsequently readmitted upon a review or appeal of a decision to dismiss, there shall be entered on the student’s record, upon notification from the proper authority, the notation: “Readmitted (date).” The notations on the record are permanent.
- (d) Dismissal of students may occur:
 - (i) after an internal disciplinary investigation confirms that an offence punishable by dismissal has been committed. OR
 - (ii) after a court of competence jurisdiction convicts an offender of an offence punishable by dismissal.

20.5 Violations and Sanctions

- (a) A student who is found guilty of a violation of these rules after a disciplinary hearing shall be sanctioned by the Institute on the basis of the gravity of the offence as indicated in the table below.
- (b) The range of penalties below is to serve as a guide to ensure appropriateness of penalty in relation to the offence or misconduct as well as relative consistency in disciplinary action throughout the Institute. The list of offences in these rules is not exhaustive and the Institute reserves the right to add to the scope of prohibited conducts under these rules.
- (c) Students found guilty for violation of these rules may also be referred to the Institute’s Counselling Centre to be put on a structured counselling programme.

Tab.1 Table of Sanctions for Students

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

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Of- fence
	Verbal attack on examination officials	Suspension for one (1) academic year and cancellation	Dismissal	-
	Refusal to fill or sign examination misconduct form	Suspension for one (1) academic year and cancellation of paper	Dismissal	-
	Physical assault of invigilator or supervisor	Dismissal	-	-
Cheating	From textbooks, handouts notes, journals, electronic devices etc.	Suspension for one (1) academic year and cancellation of affected paper	Dismissal	-
	Student copying from fellow student and student	Suspension for one (1) academic year	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	assisting a fellow student to answer question(s) or allowing themselves to be copied and/or passing pieces of paper(s)	and cancelation of affected paper		
	Exchange of question paper or answer scripts during examination	Suspension for one (1) academic year and cancelation of affected paper	Dismissal	-
	Jotting of items(s) relevant to the examination on pieces of paper, parts of the person, desk, handkerchief, ruler, registration slip, calculators, money, etc.	Suspension for one (1) academic year and cancelation of affected paper	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Deliberate writing of examination outside official examination venue	Dismissal	-	-
Examination leakage	Emanating from students a. Possession of live questions b. Prepared answer booklets	Dismissal	-	-
	Writing of examination without proper registration	Examination booklet will not be marked and credit shall not be awarded for paper(s)	Studentship shall be withdrawn	-
Impersonation	Where student (A) attempts to write an exam for student (B).	Dismissal for both students A and B and both students handed	-	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
		over to the police for criminal prosecution.		
	Where an external person attempts to write an examination for a student.	Dismissal for the student and both parties handed over to the police for criminal prosecution.	-	-
Acts of Contempt	Failure of student(s) to report when summoned by a Disciplinary Committee	Warning	Suspension for one(1) academic year and the student will also be tried in absentia and punished accordingly	Dismissal
	Rudeness to members of a Disciplinary Committee	Suspension for one (1) academic year	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	during interrogation	and a letter of apology to the Committee Members		
	Acts meant to prevent the cause of justice, hiding of useful information, lying etc.	Suspension for one (1) academic year	Dismissal	-
	Destruction of evidence(s) and or exhibits by students	Suspension for one (1) academic year	Dismissal	-

OFFENCES RELATING TO RESEARCH

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
Research misconduct	Falsification or fabrication of data	Cancellation of research work, grade F and warning. Retake of research work.	suspended for one (1) academic year	Dismissal
	Violations of privacy and confidentiality provisions	Warning.	suspended for one (1) academic year	Dismissal
	Conflict of interest	warning.	suspended for one (1) academic year	Dismissal
	Cheating – receiving, purchasing or selling research or any academic work and presenting as own work other than that of the author	Cancellation of research work and (1) academic year	Dismissal	
	Plagiarism	Cancellation of research work, grade F and warning. Retake of research work.	suspended for one (1) academic year	Dismissal

	Copyright infringement	warning.	suspended for one (1) academic year	Dismissal
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OFFENCES RELATING TO UNRULY BEHAVIOUR				
OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
Traffic Offences	Reckless driving on campus and driving above the approved speed limit	Warning	If other charges of misconduct accompanying the offence, then offender shall in addition be suspended for one (1) academic year	Dismissal
	Reckless driving on campus and driving above the approved speed limit resulting in injury/damage of property	Suspension for one (1) academic year and surcharge of the cost of damage and student handed over to the police for criminal prosecution.	Dismissal	-
	Forging of parking sticker	Suspension for one (1) academic year and student handed over to the police for criminal prosecution.	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Parking at unauthorised places	Clamping and Payment of fine	Reprimand and revoking parking right	-
Other unruly behaviours	Disturbance of peace of any kind anywhere on campus	Reprimand	Warning	Suspension for one (1) academic year.
	Defacing Institute building in any way	Warning and surcharge of the cost of damage	Suspension for one (1) academic year and surcharge of the cost of damage	Dismissal and surcharge of the cost of damage
	Talking on phone or surfing on social media while lectures are in progress	Reprimand	Warning	Suspension for one (1) academic year.

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Selling of items in the lecture room and on campus	Reprimand	Warning	Suspension for one (1) academic year.
OFFENCES RELATING TO INDECENT BEHAVIOUR				

Indecent Behaviours	Defecating outside	Reprimand	Warning	Suspension for one (1) academic year.
	Urinating outside designated area	Reprimand	Warning	Suspension for one (1) academic year.
	Littering	Reprimand	Warning	Suspension for one (1) academic year.

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Indecent dressing	Reprimand	Warning	Suspension for one (1) academic year.
	Making overt sexual gestures	Warning	Suspension for one (1) academic year.	Dismissal
	Crossing of Lawns	Reprimand	Warning	Suspension for one (1) academic year.
OFFENCES RELATING TO VANDALISM				

Acts of Vandalism	Willful damaging or destruction of Institute property or property of a member of the Institute	Warning and surcharge of the cost of damage	Suspension for one (1) academic year and surcharge of the cost of damage	Dismissal and surcharge of the cost of damage
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OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
OTHER OFFENSES				
Other offenses	Pilfering	Warning	Suspension for one (1) academic year	Dismissal and hand over to police for criminal prosecution
	Stealing	Dismissal and hand over to police for criminal prosecution	-	-
	Moving chairs and tables from lecture rooms for private use and not returning them	Reprimand	Warning	Warning and a bond of good behaviour
	Indiscipline	Warning	Suspension for one (1) academic year	Dismissal

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Threatening	Suspension for one (1) academic year and hand over to police for criminal prosecution	Dismissal	-
GROSS MISCONDUCT				
	Fighting	Dismissal and hand over to police for criminal prosecution	-	-
	Assault	Dismissal and hand over to police for criminal prosecution	-	-
	Fraud (Sakawa, 419 etc.)	Dismissal and hand over to police for criminal prosecution	-	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Membership of a Secret cult on campus	Dismissal and hand over to police for criminal prosecution	-	-
	Illegal possession of firearms	Dismissal and hand over to police for criminal prosecution	-	-
	Possession, use, buy and sell of illicit drugs	Dismissal and hand over to police for criminal prosecution	-	-
	Kidnapping	Dismissal and hand over to police for criminal prosecution	-	-
	Burglary	Dismissal and hand over to police for criminal prosecution	-	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence

	Rape/Sexual assault	Dismissal and hand over to police for criminal prosecution	-	-
	Arson	Dismissal and hand over to police for criminal prosecution	-	-
	Murder	Dismissal and hand over to police for criminal prosecution	-	-

21.0 CHANGES IN REGULATIONS

Every reasonable effort has been made to ensure the accuracy and completeness of the information at the time of publication. However, the Ghana Institute of Management and Public Administration (GIMPA) reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this Student Handbook without prior notice. The Student Handbook remains in force until it is repealed by the publication of a new version.

The latest version of the Handbook can be obtained from the Office of Academic Affairs, Office of the Dean of Students or the Office of the Dean of your programme. You may also visit our website at www.gimpa.edu.gh to obtain the latest version.

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

APPENDIX A

THE GIMPA LIBRARY

The library has the mandate of supporting Teaching, Learning and Research activities of the Institute. It is in two main locations; the main Library Building at the peak of the Green Hill and the Law Library located in the precincts of the GIMPA Law Faculty. The main library has a number of sections which are (i) Reference, (ii) Lending, (iii) Project Works, (iv) Serials and (v) Electronic Resources. It also provides adequate room and space for reading and learning. The Library has a Faculty Lounge and Graduate Students' Discussion Room.

Library Services

The library offers various services including Reference Service, Lending, Selective Dissemination of Information, Information Retrieval (Manual and Electronic), Information Literacy, Literature Search, Reprographic Services. The aim is to offer the most effective and efficient access to relevant and current local and international academic print and non-print resources to users for lifelong learning, research, consultancy and outreach services. As an Academic Library, it is also open to the general public and people living in the GIMPA Community.

Library Resources

The main resources of the library are books, serials – print and non-print, online databases, electronic books, theses and dissertations, project works, reports, and audio-visual materials. Currently the collection strength stands at about seventy thousand volumes and over twenty thousand electronic resources. Being a member of the Consortium of Academic and Research Libraries in Ghana (CARLIGH), GIMPA Library benefits from a number electronic resources procured and coordinated by this umbrella body serving a good number of libraries in the country.

Extra Library Services

The GIMPA library:

- Creates the necessary quiet and conducive environment for reading, studying and researching.
- Provides the essential research and reference materials like bibliographies, biographies, glossaries, abstracts, dictionaries, encyclopedias, manuals, atlases, gazetteers, monographs, etc. to users.
- Informs the university community of the latest scientific information and development in any subject area.
- Helps new students through orientation on how to source and access the necessary materials quickly and correctly.
- Liaises with faculty for the selection of titles to be bought for the library.
- Provides Information Literacy Education to all Fresh Students. The purpose here is to expose them to the research tools and strategies, help them to familiarize with the sources of information, primary, secondary and tertiary, evaluate and use information effectively and ethically through appropriate referencing and citation.
- Provides access to evaluated, organized and preserved information in any format
- Ensures the protection, conservation and efficient utilization of books, computers and other library materials and equipment,
- Provides research assistance by making available to researchers, all needed literature on research topics, and
- Provides assistance to students in the use of the anti-plagiarism software, which is Turnitin.

LIBRARY REGULATIONS

1. All library Patrons shall register at the library in order to have borrowing rights.
2. All students must provide a passport-sized photograph each to be scanned for record

and identification purposes.

3. Registered Undergraduate Students are entitled to borrow not more than three books at a time, for a period of fourteen (14) calendar days, renewable for a further fourteen (14) calendar days, if no request is made for them.
4. Teaching Faculty are entitled to borrow six (6) books at a time for one month.
5. Some reference books can be borrowed over the weekend and returned on Monday morning.
6. Books returned after the stipulated date to return them would attract a fine of GHS 1.00 a day per book for lending books and GHS2.00 per book for reference and reserved books.
7. Failure to pay library fines will result in further sanctions.
8. Lost or mutilated books would be paid for three times the current market price plus a processing fee.
9. Disciplinary action shall be taken against users who are caught with library materials not properly issued out to them.
10. Library Staff and Security Personnel have the right to ask for students' ID cards at any time.
11. All bags shall be left at the Security post within the library. Money, Keys and other valuables shall be taken out of the bags.
12. Library users are required to show all books in their possession to the Security/Library Staff when leaving the library.
13. Students caught cutting out pages from books or writing in any library material or on library furniture shall be severely penalized.
14. No food nor drink is allowed in the library.
15. Users are advised to put their phones on "vibrate/silent" and leave the library to

make/receive calls.

16. Silence shall be observed at all times. Reading spaces are not for discussions.
17. All regulations shall be strictly enforced, and are subject to review.

Opening Hours

The opening hours of the library are as follows:

Weekdays – 8am – 10pm

Weekends - (Saturday) - 8am - 4pm

Public Holidays - Closed

Examination Periods

Weekdays - 8am - 12 midnight

Weekends - (Saturday) 8am - 4pm

(Sunday) 2pm - 8pm

Library Locations

- (a) Lending and Reference Libraries - Main Library Building opposite CBG bank, across the car park.
- (b) Law Library - Top floor of the Law Faculty
- (c) Library e-mail addresses:
 - (A) info_library@gimpa.edu.gh for Turnitin services.
 - (B) gimpalibrary@gimpa.edu.gh for general correspondence with the Library.

GIMPA Library Staff are always ready to assist library users to satisfy their information needs.

APPENDIX B

OFFICE OF INTERNATIONAL PROGRAMMES AND DEVELOPMENT

The Office of International Programmes & Development (OIPD) was set up in May 2010 as a response to GIMPA's expanding programs with external and international universities, agencies and other institutions since 2005. The need became even stronger with the vision of GIMPA to move from "From Excellence to Greatness". GIMPA has always had engagements with the international community however the rising demand of such engagements propelled the need to establish a platform that would coordinate all international programs and events on behalf of the institute.

Various services such as Exchange Programmes for students, faculty and administrators. Study Abroad /Field Study and Summer Schools are provided, with the aim of offering the most effective and efficient access to is to ensure that faculty, students and staff obtain an international experience through our global partnerships and alliances. To this end we promote, assist and coordinate all international activities throughout the Institute.

The Office works with various foreign partners to obtain placement for students and staff on exchange programs. Currently the Office has established working relationships with 11 key institutions including University of Southern Denmark, Denmark, SciencesPo School of Political Science, France, University of Bocconi, Italy; University of Portsmouth, UK; Delaware State University USA; Linnaeus University, Sweden; ESOGU, Turkey Stockton University, US and Africa school of Economic Benin.

The Office:

- Develops strategic alliances and managing institutional partnerships and collaborations
 - Implements GIMPA's Internationalization Strategy:
 - Advertises of foreign programs on GIMPA portal;
 - Submits and review required documents and information to our partner institution in a timely manner through the online application portal;
 - Works together with students, faculty and staff members to enhance GIMPA's role as an international Institute of education and research in Africa;
 - Coordinates the Institute's comprehensive linkages with selected higher education institutions, agencies and departments outside the country;
 - Engages partner institutions to explore research potential in collaborative efforts on global issues and faculty training programmes as required;
 - Organizes and conducts study/internship abroad programmes.;
 - Assists with preparation of students through individual advising and group pre-departure sessions;
 - Assists our partners with student participant selection process;
 - Prepares students through individual advising and group pre-departure orientation;
 - Verifies to ensure that all students have enrolled in the correct international education institution and courses;
- Works with International Alumni in partnership with the GIMPA Alumni Office;
- Works with the Schools to develop their international agendas. This includes international agreements, funding opportunities, information on student exchanges, participation in working visits;
 - Hosts visits by delegations from international universities and other public bodies

to GIMPA;

- Builds international profile for GIMPA through visits, media coverage, events and conferences;
- Develops and manages international opportunities for students.
- Submits grades for foreign students in accordance with the University requirements for the term in which they were in GIMPA.
- Works with staff and students at GIMPA to ensure wide input into and engagement in the internationalization agenda and welcome comments from anyone who would like to contribute.

The Office is always ready to assist students and staff in finding international opportunities that best fit for their academic and professional needs.

Contact details: [Tel:0302401681-3](tel:0302401681-3) Ext 2266, 1110 or 0302405801

Email: ofipad@gimpa.edu.gh

Location: International Programmes Office, Student Affairs Unit

