

# UNIVERSITY OF GHANA



## REGULATIONS FOR JUNIOR MEMBERS

September, 2015

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## GENERAL INFORMATION ON UNIVERSITY OF GHANA

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<b>Language of Instruction</b>	-	English

## UNIVERSITY OFFICERS

### PRINCIPAL OFFICERS

- Chancellor - **H.E. Kofi Annan**  
*(Kumasi) DEA (UHEI) MSc (Massachusetts)*
- Chairman, University Council - **Justice Dr. Samuel K. Date-Bah**  
*LLB (Ghana) BL LLM (Yale), PhD (London)*
- Vice-Chancellor - **Professor Ernest Aryeetey**  
*BA (Econ) MA (Ghana) MSc (Kumasi) PhD (Dortmund)*

### OTHER OFFICERS

- Pro-Vice-Chancellor  
(Academic and Student Affairs) - **Professor Samuel K. Offei**  
*B Sc (Agric) (Ghana), M Phil (Lond) Dip  
(Seed Pathology) (Den) PhD (Lond) DIC*
- Pro-Vice-Chancellor  
(Research Innovation and  
Development) - **Professor John Owusu Gyapong**  
*BSc, MB ChB (KNUST), MSc, PhD (London), FGCP*
- Registrar - **Mrs. Mercy Haizel Ashia**  
*BA EMBA(Ghana)*
- University Librarian - **Professor Ellis E. Badu**  
*B Sc (KNUST), Grad. Dip (Lib Stud.) (Ghana),  
MIFSc (Ibadan), PhD (Sheffield)*

### PROVOSTS

- College of Health Sciences - **Professor Yao Tettey**  
*MB ChB (Ghana), DCP, FWACP*
- College of Education - **Professor Cephas Omenyo**  
*DipTh, BA, MPhil (Ghana) PhD (Utrecht)*
- College of Humanities - **Professor Samuel Agyei-Mensah**  
*BA (Ghana) MPhil PhD (Trondheim)*
- College of Basic and Applied  
Sciences - **Professor Ebenezer O. Owusu**  
*BSc, EMBA (Ghana), MSc, PhD (Japan)*

## **DIRECTORS OF ADMINISTRATIVE DIRECTORATES / UNITS**

Academic Affairs	-	Mr. E.A. Amartey
Finance	-	Mr. Richard Boapea
Human Resource and Organisational Development		Mr. Daniel O. Baidoo
Public Affairs	-	Mrs. Stella A. Amoa
Physical and Municipal Services	-	Mr. Philip Azundow
Internal Audit	-	Mr. George Angelo A. Habib
University of Ghana Computing Systems	-	Mr. Lucas Yikimpa Chigabatia
Sports	-	Dr. Bella Bello Bitigu
University Health Services	-	Dr. Christian Kofi Amenuveve
Academic Quality Assurance	-	Professor Esther Sakyi Dawson
Counseling and Placement Centre	-	Mrs. Jocelene Buckman
Institutional Research and Planning Office		

## **ESTABLISHMENT OF THE UNIVERSITY**

**THE UNIVERSITY OF GHANA** was founded in 1948 as the University College of the Gold Coast on the recommendation of the Asquith Commission on Higher Education in the then British colonies. The Asquith Commission, which was set up in 1943 to investigate Higher Education, recommended among other things, the setting up of University Colleges in association with the University of London. This was followed up by a number of separate Commissions in different regions. The West Africa Commission was under the Chairmanship of the Rt. Hon. Walter Elliot. The Elliot Commission published a majority report which recommended the establishment of two University Colleges in the Gold Coast (Ghana) and Nigeria, and a minority report which held that only one University College for the whole of British West Africa was feasible. The British Government at first accepted the minority report of the Elliot Commission and decided that a University College for the whole of British West Africa should be established at Ibadan in Nigeria. But the people of the Gold Coast could not accept this recommendation. Led by the scholar and politician, the late Dr. J.B. Danquah, they urged the Gold Coast Government to inform the British Government that the Gold Coast could support a University College. The British Government accordingly reviewed its decision and agreed to the establishment of the University College of the Gold Coast.

The University College of the Gold Coast was founded by Ordinance on August 11, 1948 for the purpose of providing for and promoting university education, learning and research. Its first Principal was the late Mr. David Mowbray Balme. Mr. Balme was farsighted, courageous and dedicated to the promotion of scholarship. By his vision, industry and single-mindedness of purpose, he built a college and laid the foundations for a sound University which is now a source of pride. In his ten years of principalship, he created an institution whose key-note was orderly living with dignity in a community of scholars. One of the recommendations of the Asquith Commission was that the British Government should set up an Inter-Universities Council to advise on all matters relating to Higher Education in the new British Colonies. The Inter-Universities Council served the new University College of the Gold Coast in an advisory capacity, but it approved all academic appointments. This arrangement helped the College to maintain the high academic standards associated with the Universities in Britain. Also, it enabled the College to seek the support of the Council in obtaining funds from the United Kingdom Government sources.

From its inception, the University College of the Gold Coast was admitted to the Scheme of Special Relationship extended by the University of London to certain English and overseas University Colleges. Under this scheme, the University College was allowed to teach for the external degree examinations of London University. It also allowed the College to modify the London syllabuses to suit local conditions and to take part in the setting and marking of examinations. But London University gave final approval for courses and examinations since the degrees given were those of the University of London. For thirteen years, therefore, the University College looked up to two separate institutions in Great Britain: to the Inter-Universities Council for guidance on its broad policy, and to the University of London for approval and control of details of degree regulations. The University College benefitted greatly from this arrangement which certainly helped to maintain its high academic standards.

In the 1960-61 academic year, the College Council made a request to the Government of Ghana for legislation to constitute the University College into a University with the power to award its own degrees. The Government appointed an International Commission to examine the problem. On the recommendations of that Commission, the University of Ghana was set up by an Act of Parliament on October 1, 1961 (Act 79). The then President of the Republic of Ghana, Dr. Kwame Nkrumah, became the first Chancellor of the University, with Nana Kobina Nketsia IV, Omanhene of Essikado, as the (Interim) Vice Chancellor.

**VISITATION OF THE UNIVERSITY:** The University Council, in 2007, appointed a Visitation Panel to review the University's academic programmes, infrastructure, resources, administrative and governance structures. The Panel submitted a comprehensive report with recommendations on ways in which the structures of the University can be improved, with a view to enhancing efficiency. It is expected that the far-reaching changes in the undergraduate programmes, course credit and grading systems, which were introduced in the 2010/2011 academic year, and which are the outcome of the recommendations of the Visitation Panel, will go a long way towards improving the quality of graduates produced by the University. Recommendations on infrastructural resources, administrative and governance structures are at various stages of implementation.

**ENROLMENT STATISTICS:** With a current student population of 38,831 (with a male/female ratio of about 1.3:1) the University of Ghana is the oldest and largest of the six public Universities in Ghana. The total number of students includes 5,309 at the Accra City Campus and 6,633 undertaking their studies by the Distance Mode. Also included in this number are 5,110 post-graduate students and 980 students on modular or sandwich programmes.

**ASSOCIATIONS AND LINKS:** The University of Ghana is a member of the Association of Ghanaian Universities (AGU), International Association of Universities (IAU), the Association of Commonwealth Universities (ACU) and the Association of African Universities (AAU). The University is also a member the **League of World Universities** (which comprises 47 renowned research universities all over the world). The University has also established academic and research links with several Universities and Research Institutions worldwide. In addition, the University has been linked to the Norwegian Universities' Committee for Development Research and Education (NUFU), the Council for International Educational Exchange (CIEE) based in New York, International Student Exchange Programmes (ISEP) and the Commonwealth Universities Student Exchange Consortium (CUSAC), among others.

**INSTITUTIONAL AFFILIATIONS:** There are currently a number of institutes/colleges locally which hold affiliations with the University of Ghana for the purpose of enrolment, teaching and award of degrees and diplomas of the University. These affiliations cover non-degree, Bachelor's degree and post-graduate degree programmes. Institutes/Colleges which currently hold affiliation status with the University are as follows:

- |   |   |   |
|---|---|---|
| 1. African University College of Communications, Accra      | - | Bachelor of Arts  |
| 2. Catholic Institute of Business & Technology, Accra       | - | Bachelor of Arts/Bachelor of Science                                      |
| 3. Catholic University College, Sunyani                     | - | Bachelor of Arts/Bachelor of Science                                      |
| 4. Central University College, Tema                         | - | Bachelor of Arts  |
| 5. Christian Service University College, Kumasi             | - | Diploma/Bachelor of Arts  |
| 6. Ghana Armed Forces Command and Staff College, Accra      | - | Master of Arts  |
| 7. Ghana Institute of Languages, Accra                      | - | Bachelor of Arts  |
| 8. Institute of Accountancy Training, Accra                 | - | Diploma   |
| 9. Islamic University College, Accra                        | - | Bachelor of Arts/Business Administration                                  |
| 10. Knutsford University College, Accra                     | - | Diploma/Bachelor of Arts/Business Administration                          |
| 11. Methodist University College, Accra                     | - | Diploma/Bachelor of Arts/Business Administration                          |
| 12. Narh-Bita College, Tema                                 | - | Diploma   |
| 13. Nightingale School of Nursing                           | - | Diploma   |
| 14. National Film and Television Institute (NAFTI), Accra   | - | Bachelor of Arts  |
| 15. Pentecost University College, Accra                     | - | Diploma/Bachelor of Arts/Business Administration                          |
| 16. Presbyterian University College, Mpraeso/Abetifi-Okwahu | - | Bachelor of Arts  |
| 17. Regional Maritime University, Accra                     | - | Master of Arts  |
| 18. St. Peter's Seminary, Cape Coast                        | - | Diploma/Bachelor of Arts  |
| 19. St. Paul's Seminary, Sowutuom –Achimota                 | - | Bachelor of Arts  |
| 20. St. Victor's Seminary, Tamale                           | - | Diploma/Bachelor of Arts  |
| 21. Western Hills School of Nursing                         | - | Diploma   |
| 22. Wisconsin Int. University College, Accra                | - | Bachelor of Arts/ Master of Arts  |
| 23. Family Health Medical School                            | - | Bachelor of Medicine and Bachelor of Surgery/Bachelor of Medical Sciences |
| 24. Accra College of Medicine                               | - | Bachelor of Medicine and Bachelor of Surgery                              |

## PRECINCTS

The campus of the University lies about 13 kilometres north-east of Accra, the capital of Ghana, at an altitude of between 90 and 100 metres. From the Main University Gate on the Dodowa Road, the University Avenue extends to Commonwealth Hall on Legon Hill.

Along it are grouped other Halls of Residence, Departments, lecture theatres and laboratories. Mid-way, an open space – the University Square – with an ornamental pool is over-looked by the Balme Library (named after David Mowbray Balme, the first Principal of the University College). Across from the University Square are sports fields, a Central Cafeteria and halls of residence. Behind Commonwealth Hall is an open-air theatre with a Grecian style auditorium built into the slope of Legon Hill. On the summit of Legon Hill is the Convocation Group of Buildings which houses the University's administration offices, the Great Hall, with a seating capacity of 1,500 and a Tower donated by the Government of Ghana in 1959 to commemorate Ghana's Independence. On the southern side of the campus are residential accommodation for staff, the University Basic Schools, the Noguchi Memorial Institute for Medical Research, School of Public Health, the Sports Stadium, supermarket and student hostels; while on the Northern side are more teaching departments, lecture theatres and laboratories. Across the Accra-Dodowa road from the Main University Gate is a Police Station, a University Hospital and housing for Junior Staff of the University.

The College of Health Sciences has its administration as well as the School of Medicine and Dentistry and School of Biomedical and Allied Health Sciences located at the Korle-Bu Teaching Hospital, which is about three kilometres west of the centre of Accra, and about 18 kilometres from the main University campus.

The Accra City Campus of the University, located close to the business district of the nation's capital, was established to provide wider access to the University's academic programmes.

## **2. COLLEGES, SCHOOLS, INSTITUTES, SCHOOLS AND RESEARCH FACILITIES**

Academic life of the University of Ghana is centered around Colleges, Institutes/Schools and Centres of Research/Learning.

### **COLLEGE OF BASIC AND APPLIED SCIENCES**

The Colleges have the following academic units:

- (a) School of Physical and Mathematical Sciences**
  - Department of Chemistry
  - Department of Computer Science
  - Department of Earth Science
  - Department of Mathematics
  - Department of Physics
  - Department of Statistics
  
- (b) School of Biological Sciences**
  - Department of Animal Biology and Conservation Science
  - Department of Biochemistry, Cell and Molecular Biology
  - Department of Botany
  - Department of Marine and Fisheries Sciences
  - Department of Nutrition and Food Science
  
- (c) School of Agriculture**
  - Department of Agricultural Economics and Agribusiness
  - Department of Agricultural Extension
  - Department of Animal Science
  - Department of Crop Science
  - Department of Family and Consumer Sciences
  - Department of Soil Science
  - Forest and Horticultural Crop Research Centre (FOHCREC)
  - Livestock and Poultry Research Centre (LIPREC)
  - Soil and Irrigation Research Centre (SIREC)
  
- (d) School of Engineering**
  - Department of Agricultural Engineering
  - Department of Biomedical Engineering
  - Department of Computer Engineering
  - Department of Food Process Engineering
  - Department of Materials Science and Engineering
  
- (d) School of Veterinary Medicine**
  - Institutes**
  - (f) Institute for Environment and Sanitation Studies
  - (g) Institute of Applied Science and Technology

**Centres**

- (h) West Africa Centre for Crop Improvement (WACCI)
- (i) Biotechnology Centre

**COLLEGE OF HUMANITIES**

(a) **Business School**

Department of Accounting  
Department of Finance  
Department of Marketing  
Department of Public Administration and Health  
Department of Operations and Management and Information Systems  
Department of Organization and Human Resource Management

(b) **School of Law**

(c) **School of Arts**

Department of Religions  
Department of Philosophy and Classics  
Department of History  
Department of Archaeology and Heritage Studies

(d) **School of Languages**

Department of English  
Department of French  
Department of Modern Languages  
Department of Linguistics

(e) **School of Social Sciences**

Department of Economics  
Department of Political Science  
Department of Sociology  
Department of Geography and Resource Development  
Department of Social Work  
Department of Psychology

(f) **School of Performing Arts**

Department of Dance Studies  
Department of Theatre Arts  
Department of Music

**Institutes**

- (g) Institute of African Studies
- (h) Institute of Statistical, Social and Economic Research
- (i) Regional Institute for Population Studies

**Centres**

- (j) Centre for Social Policy Studies
- (k) Centre for Migration Studies
- (l) Legon Centre for International Affairs and Diplomacy
- (m) Centre for Gender Studies and Advocacy
- (n) Language Centre
  
- (o) **University of Ghana Accra City Campus**

**COLLEGE OF EDUCATION**

**(a) School of Information and Communication Studies**

Department of Communication Studies  
Department of Information Studies

**(b) School of Education and Leadership**

Department of Educational Studies and Leadership  
Department of Physical Education and Sports  
Department of Teacher Education

**(c) School of Continuing and Distance Education**

Department of Adult Education and Human Resource Studies  
Department of Distance Education  
University of Ghana Learning Centers

**COLLEGE OF HEALTH SCIENCES**

**(a) School of Medicine and Dentistry**

Department of Anesthesia  
Department of Child Health  
Department of Psychiatry  
Department of Radiology  
Department of Surgery  
Department of Obstetrics and Gynaecology  
Department of Medicine and Therapeutics  
Department of Oral Pathology and Medicine  
Department of Biomaterial Sciences  
Department of Oral and Maxillofacial Surgery  
Department of Oral Biology  
Department of Restorative Dentistry  
Department of Preventive and Community Dentistry  
Department of Orthodontics and Paedodontics  
Centre for Tropical Clinical Pharmacology & Therapeutics (CTCPT)

**(b) School of Public Health**

Department of Health Policy, Planning and Management  
Department of Epidemiology and Disease Control  
Department of Population, Family and Reproductive Health  
Department of Community Health  
Department of Biological, Environmental and Occupational Health  
Department of Social and Behavioural Sciences  
Department of Biostatistics

**(c) School of Nursing**

Department of Adult Health  
Department of Community Health Nursing  
Department of Maternal and Child Health  
Department of Research, Education and Administration  
Department of Mental Health

**(d) School of Pharmacy**

Department of Pharmaceutical Chemistry  
Department of Pharmacy Practice and Clinical Pharmacy  
Department of Pharmaceutics and Microbiology  
Department of Pharmacognosy and Herbal Medicine  
Department of Pharmacology and Toxicology

**(e) School of Biomedical and Allied Health Sciences**

Department of Physiotherapy  
Department of Occupational Therapy  
Department of Radiography  
Department of Medical Laboratory Sciences  
Department of Nutrition and Dietetics  
Department of Anatomy  
Department of Physiology  
Department of Medical Biochemistry  
Department of Pathology  
Department of Medical Microbiology  
Department of Haematology  
Department of Chemical Pathology  
Department of Audiology, Speech and Language

**(f) Noguchi Memorial Institute for Medical Research**

Department of Animal Experimentation  
Department of Bacteriology  
Department of Clinical Pathology  
Department of Electron Microscopy  
Department of Epidemiology  
Department of Immunology  
Department of Nutrition  
Department of Parasitology  
Department of Virology

### 3. ADMISSION REQUIREMENTS

#### PREAMBLE

The University of Ghana is a co-educational secular institution of higher learning, offering a wide range of academic programmes to which it admits applicants with different academic back-grounds. The University's academic programmes cover sub-degree certificates/diplomas, bachelor's, masters and doctoral degrees. As a policy, the University admits applicants from all races and nationalities, irrespective of their religious, cultural, social or ethnic persuasions. There is no age limit for admission to any of the approved programmes of study in the University of Ghana.

#### SUB-DEGREE CERTIFICATE/DIPLOMAS

Applicants for admission must have obtained at least credits in Core English, Core Mathematics, Core Social Studies, Core Integrated Science and two electives at the Senior Secondary School Certificate Examination (SSSCE) or West African Senior School Certificate Examination (WASSCE) or the Post-Secondary Teachers Certificate 'A' of the Ministry of Education of Ghana or any relevant professional qualification approved by the Academic Board. Other suitable candidates who pass a special qualifying examination may be admitted. In addition, candidates must have satisfied approved departmental requirements.

#### BACHELOR'S DEGREES

The general requirements for entry to Level 100 of the Bachelor's Degree programmes are as follows:

**i. Senior Secondary School Certificate/West African Senior School Certificate Examination:** Credits in the four core subjects, namely, *English, Mathematics, Integrated Science* and *Social Studies* and *Three Elective Subjects*, in the Senior Secondary School Certificate Examinations (SSSCE) or West African Senior School Certificate Examination (WASSCE). This is however subject to review by the Academic Board.

**ii. Other Qualifications:** Other qualifications include International *Baccalaureate (IB)*, *IGCSE, GCSE*, the *American Grades 12 and 13 examinations* and other external qualifications which have equivalences to the SSSCE or the WASSCE. Candidates with external qualifications are admitted to Level 100.

**iii.** Direct entry to the next higher level is possible if a programme of approved content has been taken in an authorized institution. Additional Faculty and Departmental (Subject) requirements must be satisfied. Bachelor's degree courses (BA, BSc, BMus, BFA, BPharm,) are of an 8-Semester (4-year) duration for all candidates. The duration for BPH is 6 semester.

The post-first degree Bachelor of Laws (LLB) degree is of a 4-semester (2-year) duration. The Bachelor's degrees in Medicine and Dentistry are normally of 11 semesters (5½ years) duration. Bachelor's degrees in Business, Agriculture, Arts, Law, Science, Social Studies, Pharmacy and Engineering Sciences, Public Health, Allied Health and Veterinary Medicine are classified (**First Class, Second Class-Upper Division, Second Class-Lower Division, Third Class and Pass**). Degrees are awarded with **Honours** to candidates who attain Third Class or higher.

**iv. Mature Students<sup>1</sup>:** Mature persons applying for admission, who do not satisfy the approved requirements, must have attained the minimum age of 27 years at the time of submitting their applications. Successful candidates are selected on the basis of a competitive selection examination in English (Essay, Comprehension, Grammar and Usage) and General Paper (Quantitative Methods, Critical and Logical Thinking and Current Affairs). A candidate shall be deemed to have passed the examination for consideration for admission if he/she obtains a minimum of Grade "D" (50%) in each paper. Successful candidates shall be admitted to Level 100.

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<sup>1</sup> Currently not on offer

## **HIGHER DEGREES**

Applicants for admission to higher degrees must hold good bachelor's degrees in the appropriate subjects. All higher degrees are open to graduates of other approved universities. For Master of Philosophy degrees, at least two semesters must be spent studying in the University. For the PhD, at least two semesters for graduates of the University of Ghana and at least four semesters for those of other universities must be spent in this University. Thereafter, subject to approval by the Board of Graduate Studies, candidates may pursue their studies outside the University. Master of Arts programmes are of a two-semester full-time or four-semester part-time duration.

## **VISITING STUDENTSHIP (SPECIAL ADMISSIONS)**

This operates under the principle of Academic Credit Transfer, requiring the recognition by one higher educational institution of courses, study periods and examinations which have been completed in another higher educational institution. Under this scheme, students who have completed two years of higher education at their overseas universities are admitted to spend a third year of study at the University of Ghana under close supervision of the host institution, after which they return to complete their final year at their home university. Acceptance is normally based on the applicant's previous academic record and his/her proposed programme. Applicants must have an academic record that is above average. Credits earned under this special study programme are transferable. To be eligible for participation in this programme, therefore, one must have obtained a minimum Cumulative Grade Point Average (CGPA) of 3.00 on a 4.00 point scale.

## **OCCASIONAL STUDENTSHIP**

Non-members of the University may be admitted to be part of courses for up to one session/ semester, subject to the approval of the Dean of Faculty and the Head of Department concerned, and upon payment of a fee. Such persons are not eligible to take university examinations.

## **FOREIGN STUDENTS**

The University attaches great importance to the cross-cultural experience that is made possible by the presence of foreign students on campus. The successful participation of international students in our courses has helped us to acquire an excellent reputation for the quality of our teaching and research and of our student care services. We pride ourselves on the attention given to the individual needs of our students, whatever their cultural backgrounds. Foreign students may pursue courses towards the award of University of Ghana degrees, or as visiting students, study for the degrees of their own universities. Foreign students may be admitted if they hold qualifications equivalent to those listed above. Evidence of command of the English Language at the SSCE/WASSCE or its equivalent is required. There is a one-year English proficiency course (without specific entry requirements) for candidates who do not have the requisite English language background.

## **TRANSFER STUDENTS**

The University admits a limited number of students who are already enrolled in other Universities, though local transfers are not usually allowed. Such students transfer from their university to the University of Ghana to complete their course of study for a degree/diploma of the University of Ghana. A student transferring from one university to this university should accumulate a minimum study period of 6 semesters as a full time student in this university before he/she becomes eligible for graduation. The classification of the degree will be based only on the courses taken at this University.

## **REGISTRATION AND ORIENTATION**

The University requires all fresh students to report at least one week before the commencement of the academic year to go through a process of registration and orientation. Orientation is compulsory for all freshmen. All students are

required to register fully with the Hall of Residence, the Academic Affairs Directorate and the relevant School/ Department(s).

*All enquiries about admissions should be addressed to:*

*The Director (Academic Affairs Directorate),  
University of Ghana,  
Registrar's Offices,  
P. O. Box LG 25,  
Legon, GHANA.  
Email : [academic@ug.edu.gh](mailto:academic@ug.edu.gh)*

## 4. STUDENT FACILITIES AND SOCIETIES

### HALLS OF RESIDENCE/HOSTELS

The University believes in community living as an essential part of student life. It is therefore primarily residential, providing accommodation in Halls of Residence for both under-graduate and post-graduate students as well as flats and guest rooms for senior members and guests. There are 13 halls of residence and 2 hostels (available to all students). The halls and hostels are as follows:

**Legon Hall**  
**Akufo Hall**  
**Commonwealth Hall**  
**Volta Hall**  
**Mensah Sarbah Hall**  
**Jubilee Hall**  
**Hilla Limann Hall**  
**Alexander Adum Kwapong Hall**  
**Jean Nelson Aka Hall**  
**Elizabeth Frances Sey Hall**  
**Valco Trust Hostel**  
**International Students' Hostel**  
**African Union Hall [Ghana Hostels Limited]**  
**James Topp Nelson Yankah Hall [TF Hostel]**  
**United Nations Hall [Evandy Hostel]**  
**Bani Hostel**

Each Hall consists of junior members (students) and senior members (academic and senior administrative and professional staff), and is managed by a Council comprising members elected by persons belonging to the Hall. The Master (or Warden in the case of Volta Hall) is the Head of the Hall. Each Hall has Junior and Senior Common Rooms for students and Faculty, respectively. A tutorial system offers an opportunity for counseling students and ensuring their welfare at both academic and social levels. Students maintain interaction with each other and the wider community through recognized clubs and societies. Each Hall has a kitchen and a dining hall to cater for students' feeding. Chapels and a mosque are also available for use by various religious denominations. A Chaplaincy Board coordinates the activities of religious groups. Social life on the campus is organized mainly by the Students' Representative Council and the Junior Common Room Committees which provide various kinds of social programmes.

**LEGON HALL:** Legon Hall was the first to be built on the permanent site of the University of Ghana at Legon and is, therefore, the Premier Hall of the University. Its foundation tablet was laid during the Michaelmas Term of 1951 and, in September 1952, the first undergraduates were accepted into residence. On Trinity Sunday, 31<sup>st</sup> May 1953, the first service was held in the Chapel and the first meal served in the Dining Hall. From these events, the Hall took Trinity Sunday every year as its birthday, celebrated by a common "Feast" for both its Junior and Senior Members. The Hall's motto, *Cui Multum Datum* ("To whom much is given..."), was selected from St. Luke's Gospel, in recognition of the special responsibility attached to the Hall's seniority. Senior Members of the University may be assigned as Fellows of the Hall by the Vice Chancellor and they usually keep their Fellowship for as long as they remain with the University. Persons of academic distinction outside the University may be elected as Honorary Fellows at a General Meeting of Fellows. The rest of the membership of the Hall is made up of persons in *statu pupillari*. The governing body of the Hall is the Hall Council, members of which are Fellows of the Hall. The principal Hall Officers are: The Master, the Vice-Master, the President of the Senior Common Room, the Senior Tutor, and the Hall Bursar. The Hall was converted into a mixed Hall of Residence in October, 1991.

**AKUAFO HALL:** Akuafo Hall was established with the appointment of Professor D.A. Taylor, a Master-designate and a Hall Council in 1953. The Hall Council in 1954 decided to name the Hall Akuafo to commemorate the generous gesture of the farmers of Ghana in giving money for the foundation of the University College. A crest which depicts a cocoa tree, an open book and a drum, designed by Professor W.J. McCallien, and a motto, *laboremus et sapiamus*, suggested by Professor L.H. Ofosu-Appiah, were adopted by the Council. A commemorative plaque with a Latin inscription composed by Professor L.H. Ofosu-Appiah was set up to show the gratitude of the Hall to the farmers of the country and to the British Government who gave the University College funds for the building of the Hall. The Hall was officially opened on 17 February, 1956, but the first students, numbering 131, came into residence on the 5<sup>th</sup> October, 1955. The Hall has its own statutes governing the election of officers and the administration of its affairs. Once a year, the Master has to convene a meeting of the Fellows, who form the governing body, to receive his annual report. The Senior Common Room is open to all Fellows and their guests, and the Senior Combination Room to all senior members of the University. Senior Members may also invite students to the Combination Room. The Hall was converted into a mixed Hall of Residence in October, 1991.

**COMMONWEALTH HALL:** The first batch of students was admitted into residence in Commonwealth Hall at the beginning of the 1956-1957 academic year. In the Lent Term of that academic year, Ghana attained its independence from Great Britain, and the Hall, hitherto known as the Third Hall, was officially christened **Commonwealth Hall** to commemorate Ghana's admission into the Commonwealth of Nations. The official opening of the Hall was performed in March, 1957. It is, so far, the only all-male Hall of Residence in the University. The motto of the Hall, **Truth Stands**, was taken from a quotation from *Satyre* by John Donne (1572-1631):

*“On a huge hill, cragged, and steep,  
Truth stands and hee that will Reach her,  
about must, and about must goe”*

This motto combines both the physical situation of the Hall (on a hillside overlooking most of the University and beyond) and the proper pursuit of a University education, the search for truth. It is the only Hall of Residence in the University which has a theatre and Amphitheatre for lectures and plays. The Coat of Arms of the Hall depicts the strength and unity of purpose of members of the Hall deriving from the bonds of association enjoyed by the individual members of the Hall. High Commissioners of the Commonwealth countries in Ghana are accorded Honorary Membership of the Hall. There is a Hall Council which administers the affairs of the Hall, assisted by the Tutorial Board and the Senior Common Room Committee.

**VOLTA HALL:** Volta Hall started as the Fourth Hall in the 1959-60 academic year, on 16<sup>th</sup> November, 1960. The University College Council, on the recommendation of the Hall Council, named it Volta Hall. The Hall consists of the main hall originally designed to accommodate 82 students, and an annex with an original capacity for accommodating 198 students, the occupation of which began in January 1966. The motto of the Hall, chosen during the Hall's tenth anniversary celebrations, is in the Akan language and it is: *Akokobere Nso Nyim Adekyee*. This means that the secret or knowledge of life and nature is a gift to women as it is to men. The Hall has a governing Body which comprises all the Fellows assigned to it and those elected by the assigned Fellows. The government of the Hall rests with this body which delegates some of its powers to a Hall Council. The Hall Council consists of ten members, including the Warden, the Deputy Warden, the Senior Tutor and the Bursar who are ex-officio members. The day-to-day administration of the Hall is carried out by the Warden with the help of the Senior Tutor, who deals with all students' affairs, and the Bursar.

**MENSAH SARBAH HALL:** Mensah Sarbah Hall, the fifth Hall of the University, stands in the southern part of the campus. The Hall consists of a main Hall built around a quadrangle and a number of Annexes standing to the north and east. The last two south annexes are attached to the Hall. Until October 1991, Mensah Sarbah was the only co-ed Hall of Residence in the University, which made it quite unique among the Halls. The governing body of the Hall is the Council, which is responsible to the full body of Fellows who form the Senate. Students' affairs are handled by students' own elected government headed by a President, while the general administration of the Hall is

under the Master who is assisted by the Senior Tutor and Tutors on the one hand and the Bursar on the other. Other Hall Officers are the Chaplain, who is responsible for the Roman Catholic Chapel, the Prayer Room Warden, who is responsible for the Protestant Chapel, and the Librarian. Senior Common Room affairs are managed by an elected committee under the President of the Senior Common Room. The Hall is named after the famous Ghanaian jurist, writer and statesman, John Mensah Sarbah of Cape Coast. It has been customary for the Hall to celebrate the birthday anniversary of this great man every year. This anniversary is known as Sarbah Day and is highlighted by a dinner and a get-together. The Hall has a crest designed to bring out the principal features of Mensah Sarbah's life. It consists of three elements: a pair of scales, a stool with a book resting upon it, and a hill surmounted by a castle. The scale signifies the legal profession, the stool and the book symbolise culture while the hill and the castle are intended to depict the familiar landscape of Cape Coast with its many hills and forts. At the same time, the castle is intended to symbolise strength and honour. The Hall's motto is: **Knowledge, Honour, Service**— three words which aptly summarise the guiding principles of Mensah Sarbah's life.

**VALCO TRUST HOSTELS:** The idea to build a graduate hostel was first nurtured when Legon Hall Annex C was prepared exclusively for graduate students of the Hall. The quest for a suitable accommodation for graduate students gained attention when Valco Trust Fund offered to finance the construction of a graduate hostel. As a further boost to this course, Legon Hall Annex C was converted into an Annex of the Hostel. The Valco Trust Hostel, donated to the University by the Valco Trust Fund to ease pressure on student accommodation, is a block of purpose-built, self-contained flats for 190 students. The Hostel, which was completed in June 1997, is the University's first hostel for graduate students. A second block with similar facilities was opened in January 2006. Located behind Mensah Sarbah Hall on the southern part of the campus, the flats are arranged in single and double study bedrooms with en suite shower and toilet. There is a shared kitchen for every twelve rooms. Facilities in the hostels include common rooms, washrooms and a restaurant.

**INTERNATIONAL STUDENTS' HOSTELS:** The International Student's Hostels are located on the southern part of the campus off the road to the Noguchi Memorial Institute for Medical Research. For a long time, it had been the dream of the University of Ghana to create and strengthen links with other universities in order to enhance the international student presence on campus. The first phase was commissioned in June 1999 and the second in January 2006. The Hostels are co-educational and each has 43 single rooms and 85 double rooms. In addition, there are facilities such as a well-fortified security system, kitchenettes and restaurants.

**JUBILEE HALL:** Jubilee Hall, located on the southern part of the campus, adjacent to the International Students' Hostel, was built to commemorate the University's Golden Jubilee celebration in 1998. Modeled after Akafo Hall, one of the traditional Halls of the University, and funded mainly by alumni of the University, the Hall is a group of 4 (four) multi-purpose blocks containing single study bedrooms, self-contained flats and double rooms. Facilities in the Hall include common rooms, libraries and restaurants. There are rooms suitable for disabled students.

#### **HILLA LIMANN, ALEXANDER ADUM KWAPONG, JEAN NELSON AKA AND ELIZABETH FRANCES SEY HALLS**

A new hall complex, which houses 7,120 students, was ready for occupancy at the beginning of the 2010/2011 academic year. The project was financed by the University through a loan secured by a consortium of six financial institutions.

**OTHER HOSTELS:** There are also a number of private hostels situated close to the Legon Campus. A list of these can be obtained from the Office of the Dean of Student Affairs.

### **STUDENTS' SERVICES AND ASSOCIATIONS**

**STUDENTS' REPRESENTATIVE COUNCIL (SRC):** The Students' Representative Council represents student interests at the university. It co-ordinates the activities of the academic, cultural, religious, political and recreational

clubs and societies, provides a link with outside organizations and concerns itself with all aspects of student welfare within the university. Its officers are elected annually by a ballot of all students during the second semester to serve the following academic year. Executives of the Junior Common Room (JCR) also serve on the Council. All students registered at the university are automatically members of the SRC, which levies direct income from its members to finance its programmes and activities. The SRC is a constituent organization of the National Union of Ghana Students, which provides a focal point of all aspects of student activities nationally and internationally. The Union runs a broadcasting service on campus called Radio Univers, which transmits to the campus site and its environs and even as far as to the city of Accra and slightly beyond. These, together with the student newspapers, provide a comprehensive information service on campus. One area of SRC activity is the SRC Women's Commission, which organizes programmes to educate female students on their rights and responsibilities as young women. The Commission runs a number of its own community action projects, and also liaises between student volunteers and voluntary and non-governmental organizations in and around the country.

The SRC has representation on the Council of the University and on University Boards/ Committees which deal with students' welfare.

**GRADUATE STUDENTS' ASSOCIATION:** The Graduate Students' Association was formed in the early 1990's to cater for the special needs of graduate students. All graduate students registered at the University are automatically members of the Association. The Association levies direct contributions from its members to finance its activities. Members also maintain their membership of the Students' Representative Council, to which appropriate dues are paid. The Association organizes seminars, special fora and social mix events, all aimed at enhancing greater interaction among graduate students. The Executive is also responsible for representing the Association on the Council of the University as well as other Boards/Committees of the University which deal with the welfare of students.

**JUNIOR COMMON ROOM (JCR):** There is a Junior Common Room in each Hall of Residence to which every student attached to the Hall is a member. The JCR has its own constitution. It elects its governing body of officers who seek to protect the interests of junior members of the Hall and provide cultural, social and sporting activities for the Hall. The JCR of a Hall, through its officers, maintains relations with JCRs of other Halls and is a recognised channel of communication between junior members and the Hall authorities. The revenue of the JCR is derived from students' contributions and contributions from the University through the Hall Council.

**SPORTS:** All sporting activities of the University are conducted by the Sports Directorate. The University has, since 2005, begun a process to better integrate sports into our academic programmes and has also taken steps to focus more on wellness issues for students and staff. This has involved significant administrative, infrastructural and programme development.

The University is working to put in place workable sports programmes on all its campuses, to ensure that all students have a good balance between academic work and other activities integral to the university experience.

**HEALTH SERVICES:** The University Hospital was opened in October 1959. It consists of an Out-patient Department, an Operating Theatre, an X-Ray Department, a Laboratory and a Ward section, a Pediatric Ward, an Emergency Unit and a Dental Clinic. The Hospital offers medical attention to all members of the University community, namely, students, staff and staff dependants, as well as members of the public. All new students to the University are given a thorough medical examination at the beginning of their first year. Likewise, members of staff go through thorough medical examinations on their first appointment. Students requiring medical treatment are seen daily at the Students' Clinic located within the Central Cafeteria Building.

**COUNSELING AND PLACEMENT CENTRE:** The Counseling and Placement Centre offers comprehensive, professional counseling as well as a career and placement service to all members of the University. The Centre strives to maintain an independent and congenial environment in which people can freely seek information and professional help on various concerns. Counseling is confidential and is provided only at the request of, or with the concurrence of, the person involved. Students may report for individual counseling on a variety of concerns ranging from short-term academic, social, personal and family concerns to longer-term emotional and psychological problems. Group counseling is provided on specific concerns frequently expressed by students. Preventive counseling lectures and seminars are organised at various times of the year on topics intended to stimulate positive and healthy development and discourage habits which tend to create problems for students. The Centre also offers a basic career and placement service for students and alumni. Under this programme:

- i. *Students are assisted with self-assessment, career choice, and self-penetration, including writing of applications and resumés, and performance at interviews;*
- ii. *Colloquia between students and representatives of major employing organisations are held yearly at which students learn about the functions and operations of major establishments in the country, the range of jobs offered to university graduates, and the corresponding qualifications and personal attributes required;*
- iii. *Students and alumni are assisted to get placement on jobs through introductory letters, direct canvassing by the Centre and liaison with employers for campus interviews.*

The Centre has an information room containing literature on post-graduate and professional courses offered by this University and foreign institutions as well as a modest collection of books and leaflets on a number of careers suitable for graduates in various disciplines.

**OFFICE OF THE DEAN OF STUDENT AFFAIRS:** The Office of the Dean of Student Affairs provides counseling and information services for students, administers the non-academic student disciplinary system and student grievance procedure, and assists in non-academic programme development. The Dean works in close collaboration with the Heads of Halls, the SRC, the Sports Directorate, the Counseling and Placement Centre and the Public Affairs Directorate.

**OFFICE OF INTERNATIONAL PROGRAMMES:** The Office of International Programmes was established in June, 1997 with the mandate to promote and co-ordinate all the University's external relations, including international students, scholars on various exchange programmes, staff on exchange and external staff training programmes. The Office also acts as the central office to deal with links between this University and other universities. The Office of International Programmes is located in the International House, on Annie Jiaggio Road.

**STUDENTS' FINANCIAL AID OFFICE:** The Students' Financial Aid Office (SFAO) was established in August 2005, necessitated by the increasing number of applications and requests from students for financial assistance. The University of Ghana sees the operation of the SFAO as strategic and an integral part of its programmes as it enables needy but bright students to access university education. Financial aid is available to Ghanaian students and is intended to remove the cost barriers that may prevent them from pursuing their educational goals. For now, financial aid provided by the University involves financial support towards academic fees only. Other elements will be added as resources become available. Assistance is available from a variety of sources such as funding from Government, the University, and other private sources. Brilliant students who demonstrate significant financial need may qualify for financial aid. Financial Aid at the University is in the form of a full scholarship, partial scholarship and on-campus work-study or part-time job opportunities for students. In order to qualify to apply for and receive financial aid from the University of Ghana, a student must meet all of the following requirements:

- Be a Ghanaian citizen
- Be enrolled as a student in a full-time programme of study
- Be able to demonstrate financial need
- Be brilliant, and
- Be making excellent academic progress as determined by the University.

Clarification on any of the items stated above can be obtained from the Students Financial Aid Office in the La Road or via email [finaid@ug.edu.gh](mailto:finaid@ug.edu.gh). The application process for financial aid for continuing students commences in December of each year. The awards are made by the end of the second semester, to be utilized in the following academic year. The process is also available to new students during the First Semester of enrolment. Information is available during new student orientation. Application forms for financial aid can be downloaded from the Students' Financial Aid Office website: [www.ug.edu.gh/sfao.php](http://www.ug.edu.gh/sfao.php)

**OFFICE OF STUDENTS WITH SPECIAL NEEDS:** The University of Ghana is committed to a policy of equal opportunity in education and to ensuring that students with disabilities have as complete and equitable access to all facets of University life as can be reasonably provided. The University has taken steps to ensure that no student with any form of disability is disadvantaged in the pursuit of academic laurels. Toward this end, the University has an Office of Students with Special Needs located on the La Road. The Office has a Coordinator who is supported by a number of resource persons. Students with the following categories of disability may register with the office:

- Hearing Impairment/Deafness
- Visual Impairment/Blindness
- Specific Learning Difficulties
- Physical Disability
- Medical Disability
- Mental Health Difficulties

The Office helps identify varied needs of the affected students and provides support services to enable them achieve optimum academic outcomes. The support includes: brailles, readers, interpreters, enlarged prints, note-takers and alternative examination arrangements.

**LEGON BOTANICAL GARDENS:** The Legon Botanical Gardens, covering an area of approximately 25 hectares, supports the scientific research of the Department of Botany. It contains plant species of the tropics and semi-tropics, including a large collection of palms from various tropical areas. In addition to the sale of plants and wreaths, landscaping and horticultural services, there are facilities in the gardens for picnics by individuals, families and social groups.

**LIBRARY FACILITIES:** The University library system consists of the main library, the Balme Library and libraries of Schools, Colleges and Institutes as well as Departmental and Hall libraries. Together they form the library facilities that support teaching, learning and research in the University. Non-members of the University are allowed use of these volumes but do not have borrowing rights. The University library system has been automated using the Innopac Millennium Library Management System. Resources of the Library System may be accessed online at <http://library.ug.edu.gh>. Also available are online academic databases covering all the subject disciplines.

#### **EXTRA-CURRICULAR ACTIVITIES ON CAMPUS**

There is always a lot to do and see before and after lectures and students enjoy very active social lives, because of various activities which frequently organized.

**Clubs and Societies:** There is a wide choice of clubs and societies on campus for students. Religion is catered for by a variety of religious bodies and associations which include the *Presbyterian Students Union, the Legon Pentecostal*

*Students Union, Pax Romana, the Ghana Muslim Students Association, the Ahmaddiya Muslim Students Union, the Anglican Society, the University Christian Fellowship and the Nichiren Shoshu*, to name a few. Students are also able to join in activities organised by their Faculties on campus. *The Political Science Students Association, the Law Students Union, the National Association of Science Students, the Medical School Writers Club, the Ghana Association of Medical Students, the Agricultural Science Students Association and the Ghana National Association of Teachers (Legon Branch)* are a few examples of such associations which seek to protect and promote their respective academic and professional interests. A number of international clubs are also very active on campus. Students with special needs also have an association called the *Disabled Students Association* aimed at promoting their interest and welfare on campus. There are also a number of charitable and benevolent societies which operate on campus, for instance, *the Child Survival Club, the Rotaract Club and the Student Services Organization*, to name a few. Extra-curricular activities do not end with clubs and societies. *The Students Representative Council (SRC), the Graduate Students Association of Ghana (Legon Branch)* and the *Junior Common Rooms* of the Halls of Residence often generate a lot of activity on campus. Students are encouraged to partake in their annual events.

**Events:** Hall Weekends are big events on campus. Students' imagination and innovation are put to the test in week-end celebrations. Inter Hall Football Galas are also organized to the delight of sports fans. There is also an annual inter Halls Cross Country race coordinated by the Sports Directorate.

#### **OTHER FACILITIES**

**Bookshop:** Located at the University Square, the bookshop stocks a wide selection of textbooks and other reading material and is open to the general public.

**Restaurants:** There are restaurants in the various halls of residence and hostels on the University campus.

**University Guest Centre and Yiri Lodge:** These facilities have restaurants and rooms for the University's guests.

**Internet Facilities:** Internet facilities are available in the University of Ghana Computing Systems (UGCS) building, halls of residence and Schools and departmental computer laboratories and libraries. There is Wi-Fi internet access in most halls of residence and academic areas.

## **5. ALUMNI ASSOCIATION**

A national association of alumni organizes activities which keep alumni in touch with the life and work of the university. Prominent among these activities are the annual Alumni Lectures. The Lecturers are alumni of the University who have distinguished themselves in their respective professions and worlds of work.

## **6. AGGREY-FRASER-GUGGISBERG MEMORIAL LECTURES**

The Aggrey-Fraser-Guggisberg Memorial Lectures were instituted in 1957 to commemorate the contribution made to the founding of Achimota College and the advancement of education, particularly higher education, in Ghana. The Lectures, a series of three given on three consecutive days, have become a great event to which the Ghanaian public looks forward. It is, indeed, the most prestigious lecture series and the high-point of the intellectual calendar of the country.

## **7. REGULATIONS FOR JUNIOR MEMBERS**

1. The term “Junior Member” means a person *in statu pupillari* enrolled for the time being in the University of Ghana whether in a campus – based or distance education programme.
2. Regulations affecting Junior Members shall be made from time to time by the Academic Board in accordance with the University of Ghana Act, 2010 (Act 806) (“the Act”) and the Statutes of the University of Ghana, 2011 (“the Statutes”) . In addition to these Regulations, each Hall, College, Faculty, Department, Institute, School, Centre , the Library, the Hospital or any other unit of the university may issue its own rules governing the conduct of Junior Members within its precincts, provided that such regulations are not inconsistent with the general regulations made by the Academic Board. Such regulations must be tabled before the Academic Board.
3. These regulations shall apply to all Junior Members.
4. Ignorance of Regulations or of any Public Notice shall not be accepted as an excuse for breach. Accordingly, every student on enrolment shall be required to obtain a copy of such University, Hall and other regulations relating to his condition and which are for the time being in force.
5. Junior Members shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence; they shall observe the Statutes, regulations and orders made from time to time by the appropriate authorities. .
6. The operation of these Regulations is without prejudice to the application of the general laws of Ghana, the Act and the Statutes which apply to all persons in the University.
7. The officers of the University who have a special responsibility, under the Vice- Chancellor, for the discipline of Junior Members are the Dean of Students, Heads of Halls, Senior Tutors and Tutors and such officers who may be appointed from time to time. It shall be an offence to disobey these officers in the discharge of their University duties.

## **8. Admission and Residence**

- 8.1 A Junior Member who does not hold an award granted by the Government, or by an institution recognized by the University, shall be required to pay all approved fees on or before registration.
- 8.2 A Junior Member whose accounts are in arrears and unpaid at the beginning of an academic year or semester shall not normally be allowed to come into residence or attend lectures until his outstanding accounts have been settled.

- 8.3 Dates of Semesters are announced in University Notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of semester unless permission is granted for temporary absence. Students who are non-resident are required to register at the Halls to which they have been assigned.
- 8.4 Procedure regarding exeats is notified in the Hall Regulations. In cases of absence involving non-attendance at Lectures, Tutorials or Practicals, or Examinations, the written permission of the Department concerned must be obtained in addition to that of the Hall authorities.
- 8.5 Admission of Junior Members to the University shall be subject to their passing a Medical Examination.
- 8.6 Membership of the Students' Representative Council and respective sporting clubs is compulsory for all Junior Members.
- 9. Names of Junior Members**
- 9.1 For the purposes of the University, Junior Members are known only by the names which they have signed in the Application Form/Register of Matriculation and are known by those names only in the sequence in which they were signed (that is, first name, middle name[s] and surname).
- 9.2 **Change of Name:**  
As an institutional policy, the University does not accept requests to change or amend names or other records of students.
- 10. Attendance at Lectures and Examinations**
- 10.1 Junior Members are required to attend lectures, tutorials and practical classes specified for their course of study, and all such examinations as the University or the departments may from time to time require, and to perform all written and practical work prescribed for them.
- 10.2 Junior Members who absent themselves from lectures, tutorials and practical classes for a cumulative total of twenty- five percent (25%) in any one semester will be deemed not to have satisfied the attendance requirements for the semester. Such Junior Members shall be asked to withdraw from the University.
- 11. Use of Academic Dress**  
All Junior Members are required to wear the academic dress appropriate to their status on the following ceremonial occasions:  
i. Matriculation  
ii. Congregation  
and other occasions as required.
- 12. Imposition of Fines**  
A fine may be imposed by the Dean of Student Affairs, Master of the Hall or by the Senior Tutor upon any Junior Member who has in the judgment of the said Dean, Master or Tutor infringed any of the published Regulations of the University or rules of any Hall, University Department, Institute, School, Library or any other unit of the University.
- 13. Formation of Societies and Clubs**
- 13.1 Student Societies and Clubs in the University shall be formed at the request of at least ten interested students. In addition, there must be a Senior Member who will be the Senior Treasurer.

- 13.2 The request should be submitted for approval by the Residence Board through the Students' Representative Council and shall be accompanied by the recommendation of the Students' Representative Council and the Constitution/Bye-laws of the proposed Society or Club.
- 13.3 The proposed Society or Club shall be formally promulgated in the University Reporter after the Residence Board has given its approval.
- 13.4 Within three (3) months from the date of the promulgation of the Society or Club, the Secretary shall deposit the names of persons holding principal offices of the Society or Club with the Registrar and the Dean of Students. Thereafter, the Registrar and the Dean of Student Affairs shall be furnished with the names of their Principal Officers, once a year.
14. **Public Functions within the University**
- 14.1 Students who wish to organize any public function within or outside the Hall of Residence shall obtain prior permission from the Head of Hall/Dean of Student Affairs as appropriate. The Head of Hall/Dean of Student Affairs shall in turn inform the Registrar and the Vice-Chancellor.
- 14.2 An application for permission to organize a function should provide the following information:
- i. date and time of the function;
  - ii. place where the function is to take place;
  - iii. names and description of Lecturers, Speakers, or Performers at the function.
- 14.3 This information together with evidence of fulfillment by the organizers of any requirements imposed by law in relation to the holding of such a function should normally reach the Head of Hall/Dean of Student Affairs at least three days before the function takes place. The Head of Hall/Dean of Student Affairs may impose such other requirements and conditions as may appear to him to be necessary or desirable.
- 14.4 For the purpose of this section, a public function is one to which persons other than Senior and Junior Members of the University are invited or entitled to attend.
15. **Processions and Demonstrations**
- 15.1 Any student or students wishing to organize a procession/demonstration in the University shall notify the Dean of Student Affairs in writing with a copy to the Registrar at least three days before the procession/demonstration is due to take place.
- 15.2 The notification shall state the purpose of the procession/demonstration and the name(s) of the organizer(s).
- 15.3 Students may not demonstrate or go on procession in or outside campus without the prior written approval of the Dean of Student Affairs.
- 15.4 The Dean of Student Affairs may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- 15.5 The procession/demonstration will follow an approved route and keep as close as possible to the right side of the road in order to ensure free passage of traffic.
- 15.6 No procession/demonstration shall be held between the hours of 6.00 pm and 6.00 am.
- 15.7 During the procession/demonstration, nothing shall be done or said that may occasion violence or cause a breach of the peace.

- 15.8 If any acts of violence and/or breach of University, Hall or other regulations occur during a procession/demonstration or other mass action, the perpetrators as well as the organiser(s) shall be held jointly and severally responsible.
- 15.9. The fact that a procession/demonstration is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.
- 15.10 For processions/demonstrations outside the University, the organiser(s) should, in addition to the foregoing , notify the Police and follow other requirements under the Public Order Act, 1994 (Act 491).

## 16. **Publications**

- 16.1 The Vice-Chancellor will be informed of any intention to produce a student publication within the University and his approval in writing shall be obtained for such a publication.
- 16.2 A copy of each issue will be lodged with the Vice-Chancellor, Head of Hall and Dean of Student Affairs as appropriate and the University Librarian on the day of publication.
- 16.3 Each issue shall state the name of the Editor, the Membership of the Editorial Board and the Publisher.
- 16.4 The members of the Editorial Board will be held jointly responsible for the full contents of each issue of the publication.

## 17. **OFFENCES**

### 17.1 **Academic Offences**

It shall be an offence for a student, knowingly:

- i. to forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
- ii. to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or semester test or in connection with any other form of academic work;
- iii. to impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work;
- iv. to represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or semester test or in connection with any other form of academic work;
- v. to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
- vi. to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
- vii. to engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, slides without authority;

- viii. to gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person;
- ix. to steal a colleague's assignment; or
- x. to steal a colleague's answer script.
- xi. to forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
- xii. to engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

17.2 A graduate of the University may be charged with any of the above offences committed knowingly while he or she was an active student, when in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

### 17.3 **Non-Academic Offences**

Without prejudice to the application of the national laws by the University, no junior member of the University shall:

- i. assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person
- ii. cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
- iii. knowingly create a condition that unnecessarily endangers the health or safety of other persons;
- iv. threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property;
- v. engage in a course of vexatious conduct that is directed at one or more specific individuals, and
  - that is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals;
  - that is known to be unwelcome; and
  - that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted;
- vi. cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. For

example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent;

- vii. steal, knowingly take, destroy or damage premises of the University or any physical property that is not his own;
- viii. knowingly destroy or damage information or intellectual property belonging to the University or to any of its members;
- ix. in any manner whatsoever, knowingly deface the inside or outside of any building of the University;
- x. knowingly possess effects or property of the University appropriated without authorization;
- xi. knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;
- xii. knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause;
- xiii. knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system;
- xiv. knowingly or maliciously bring a false charge against any member of the University;
- xv. counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes;
- xvi. deface the trees on campus with advertising or other material or notices howsoever described;
- xvii. sexually assault or rape a person;
- xviii. defecate outside the designated buildings or places on campus;
- xix. produce or distribute pornographic material on the premises of the University; or
- xx. indecently expose himself or herself in public.

17.4 Without prejudice to the generality of the above, it is an offence for a member of the University to sexually harass another member of the University by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

17.5 No person found by a disciplinary board to have committed an offence under these Regulations shall refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

- 17.6 In addition to offences stated above, it shall be an offence for a Junior Member to:
- i. Cultivate, possess, use or peddle narcotics and other drugs as listed in the Schedule to the Narcotic Drugs (Control, Enforcement and Sanctions) Act, 1990 (PNDCL 236).
  - ii. Willfully cause damage to University property or the good name of the University and incite others to cause such damage.
  - iii. Publish defamatory material on the campus.
  - iv. Smoke in a library, lecture theatres or other public places on the campus.
  - v. Throw any person into ponds in the University.
  - vi. Possess firearms on campus.
  - vii. Engage in petty trading
  - viii. Make undue noise within the University precincts. In particular, the hours between 10.00 p.m. and 6.00 a.m. are to be regarded as hours of quiet, provided that this rule shall not apply where permission to organize a function has been granted by the Head of Hall or Dean of Students.

**18. Use of Vehicles**

- 18.1 Any Junior Member who wishes to use or keep a vehicle on the campus of the University must obtain permission from the Vice-Chancellor through the Senior Tutor of his Hall.
- 18.2 The University accepts no responsibility for such vehicles, or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.
- 18.3 The University does not provide garages for students' vehicles. Any arrangement for garaging such vehicles in the University should be made privately by the owners.

**19. Collection of Money**

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

**20. The Dean of Student Affairs**

- 20.1 The Dean of Student Affairs is responsible for the welfare and discipline of students outside their Halls of residence. The Dean works in close collaboration with the Students' Representative Council (SRC), the Halls of Residence, the Counseling and Placement Centre and the Sports Directorate.
- 20.2 For the efficient running of the office, the Dean shall be assisted by an Advisory Board comprising:
- All Senior Tutors and Hostel Managers
  - A representative of undergraduate students of the University elected by the Students' Representative Council
  - A representative of postgraduate students elected by the University of Ghana branch of the Graduate Students Association
  - The Director, Public Affairs Directorate or his/her representative

## **21. Rules and Procedures Relating to Discipline**

- 21.1 If a student violates Hall regulations, disciplinary measures shall be taken by the authorities of the hall to which he/she belongs.
- 21.2
- i. There shall be a disciplinary board or committee for Junior Members.
  - ii. A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Disciplinary Officer or the Registrar and shall make appropriate decisions on the charges including sanctions. The Vice-Chancellor shall implement the decisions of the disciplinary board or committee in accordance with these Statutes.
  - iii. The Registrar or other authorised university official shall cause to be investigated an allegation of misconduct referred to it by the Disciplinary Officer.
  - iv. Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate disciplinary board or committee by the Disciplinary Officer.
  - v. For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Disciplinary Officer.
  - vi. Where a disciplinary action concerns a person who is a member of the disciplinary committee, the Vice-Chancellor shall replace that person with a suitably qualified alternate.
  - vii. The Registrar shall appoint a disciplinary board to deal with any matter of discipline affecting junior members which shall comprise:
    - a. two senior members, one of whom is a senior member of the School of Law and who shall be designated as chairman by the Registrar;
    - b. one student nominated by the Students' Representative Council; and
    - c. one student representative of the graduate students of the University nominated by the University of Ghana branch of Graduate Students' Association of Ghana (GRASAG);
    - d. one senior member to be appointed by the Registrar taking into account the subject matter of the proceedings.
- 21.3 A disciplinary proceeding in respect of a junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.
- 21.4 The Registrar shall provide secretarial services to the disciplinary board.
- 21.5 The University shall appoint a Disciplinary Officer not below the rank of an Assistant Registrar who shall be responsible for prosecuting junior members accused of breaching the provisions of any enactment.
- 21.6 No charge shall be laid except with the approval of the Vice-Chancellor.
- 21.7 A charge shall be in writing, addressed to the accused, signed by or under the authority of the Disciplinary Officer and filed with the Secretary to the disciplinary board or committee. It shall contain a statement of

the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairman and the Secretary.

- 21.8 Upon receipt by the Chairman and the Secretary of a charge which appears to be in proper form, the Chairman shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing to the accused. The Chairman shall ensure that the proceedings are conducted with due dispatch.
- 21.9 The Vice-Chancellor shall implement the decisions of the Disciplinary Board or Committee.
- 21.10 **Disputes between Students of Different Halls:** Where disputes arise between students from different Halls, the Tutors of the students involved shall attempt to resolve the dispute. Should their attempts fail, the matter shall be referred to the Senior Tutors of the Halls involved. Should the dispute persist, the matter shall be referred to the Dean of Student Affairs.

## 22. SANCTIONS

- 22.1 One or more of the following sanctions may be imposed by a Board upon the conviction of any person:
- i. an oral or written reprimand;
  - ii. an order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation, such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
  - iii. assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
  - iv. a reduction of the final grade in the course in respect of which the offence was committed;
  - v. denial of privileges to use any facility of the University, including library and computer facilities;
  - vi. a monetary fine;
  - vii. suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary Board;
  - viii. expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;
  - ix. disqualification from contesting elections or removal from any office in the University; or
- 22.2 For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification how-so-ever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that:
- i. a candidate had gained admission into the University with false qualifications; or
  - ii. a candidate had impersonated someone else, or
  - iii. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
  - iv. a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.
- 22.3 The decision to cancel, withhold or withdraw an award shall be made by Council on the recommendation of the Academic Board.
- 22.4 The Vice-Chancellor shall have power to order that any sanction imposed by the Board be recorded on the student's academic record and transcript. The decision of the Vice-Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

**23. Appeal**

- 23.1 Any Junior Member who is aggrieved by any disciplinary action may appeal to the University of Ghana Appeals Board in accordance with the rules in the Appendix.
- 23.2 The Appeals Board shall hear and determine appeal matters on
- i. acts or omissions in contravention of the Act or the Statutes enacted by the Council;
  - ii. grievances by students against the University on matters related to welfare and discipline; or
  - iii. any other matter or dispute referred to the Board by the Council.
- 23.3 The University of Ghana Appeals Board consists of:
- i. A President who is a retired justice of the Superior Court of Judicature or a lawyer qualified to be so appointed;
  - ii. Two lawyers of at least ten years standing at the Bar who are persons of high moral integrity one of whom is a woman; and
  - iii. Two persons who are not legal practitioners or employees of the University who are persons of high moral integrity one of whom is a woman.
- 23.4 The President of the Board or the President's alternate and two other members constitute a panel for the hearing and determination of a case or matter before the Tribunal.
- 23.5 The President's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the President of the Appeals Board and the President's alternate shall have the same qualification as the President.
- 23.6 The Council shall establish the rules and procedures which govern:
- i. the operations of the Board;
  - ii. the appointment and remuneration of its members;
  - iii. the functions of the President's alternate;
  - iv. the establishment of the Secretariat of the Board;
  - v. the co-opting of members to the Appeals Board; and
  - vi. any other relevant matter.

**APPENDIX-RULES OF UNIVERSITY APPEALS BOARD**

**A. Secretariat**

A secretariat shall be set up for the facilitation of the work of the Appeals Board and ensure that the work of the Appeal Board runs efficiently

The Secretariat shall be staffed with

- Legal Counsel or his or her representative
- Administrative Secretary and other officers that may be appointed by the University on the advice of the Legal Counsel

The Secretariat shall formulate procedural rules and guidelines to guide the work of the Appeals Board.

**B. Membership**

- i. The Appeals Board shall be composed of five (5) persons appointed by Council as follows:
  - President who is a retired justice of the Supreme Court or a lawyer qualified to be so appointed
  - Two lawyers of at least ten (10) years standing at the Bar, one of whom should be a woman
  - Two non-lawyers who are persons of high moral integrity , one of whom should be a woman

- ii. The President's alternate who shall have the same qualification as the President shall be appointed by Council after the appointment of the President of the Appeal's Board
- iii. Competent external members may also be nominated by the members to serve on the Board as *ex-officio* members, or to act as technical advisers.
- iv. Each appeal shall be heard and determined by a panel comprising of the President of the Appeals Board or the President's alternate and two (2) other members
- v. A panel shall be constituted by the President and in his or absence, the President's alternate

**C. Term of office**

Members of the Board shall serve for a term of three (3) years, after which they can be nominated to serve for a further three (3) year term.

**D. Remuneration**

Members of the Board shall be paid allowances that Council may determine.

**E. Jurisdiction**

The Appeals Board shall hear and determine the following matters on appeal

- Acts or omissions in contravention of the University of Ghana Act, 2010 (Act 806) or the Statutes of the University
- Breach of employment contracts by the University
- The issues on promotion of persons duly employed by the University.
- Grievances by students against the University on matters related to welfare and discipline or
- Any other matter or dispute referred to the Appeals Board by the Council.

**F. Filing of Appeal**

**i. Right to representation**

An appellant shall have the right to representation by counsel.

**ii. Filing an Appeal**

- Any member of the University community who is dissatisfied with any decision taken against him shall file an appeal with the Board.
- The Appellant shall lodge with the Secretariat/Registrar's Office a written Notice of Appeal (Appendix A) (in duplicate) together with supporting documents within fourteen (14) days of the date of the decision. Appellant may file an application to the Secretariat for extension of time. Each request for an extension of time to file an appeal will be considered on its merits.
- All appeal documents must be lodged at the Secretariat of the Board/Registrar's Office.
- The Secretariat/Registrar's Office will forward a copy of the Notice of Appeal to the body or person or entity whose decision is being appealed against.
- The Board may conduct oral hearings with the Appellant and the Respondent
- The Board may take testimonies of other relevant persons and witnesses, where available and review the evidence.

- The Board may conduct its own investigations into the matter, in addition to considering the written and oral testimonies of the parties.
- A decision will be taken after careful review of the circumstances, evidence adduced, statements and all other relevant information before the Board. A simple majority is required to make a decision.
- Any dissenting opinion among the Board members shall be recorded together with the reasons for the dissent.
- The decision of the Appeals Board is final.

**iii. Withdrawal of a filed complaint**

An Appellant may withdraw a case filed before the Board any time after filing and during the process of the investigation. In such a case the Appellant shall state in writing the reasons for withdrawal of the complaint and append his/her signature to the statement.

**iv. Complaints against a member of the Board**

If a complaint is made against a member of the Board and it is found to be credible, he or she shall not be part of any of the processes of the Board relating to the investigation of complaint.

**v. Decision-making**

The appeal procedure shall be completed as promptly as possible as and not later than sixty (60) working days of the date the Notice of Appeal was filed.

**UNIVERSITY EXAMINATIONS**  
**INSTRUCTIONS TO CANDIDATES**

*(Extract from Regulations Governing University Examinations)*

- 10.1 A candidate for a University Examination must have followed the approved course over the required period, and must have registered for the examination.
- 10.2 It shall be the duty of the candidate to consult the daily time-table within 48 hours ahead of time.
- 10.3 A candidate who reports for an examination more than half an hour after its commencement shall be refused entry to the examination.
- 10.4 It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator, an eraser or other approved material as needed. It is also the candidate's responsibility to ensure that he/she is given the right question paper and other material needed for the examination.
- 10.5 An examination candidate shall not bring to the Examination Centre or to the wash-room of the Examination Centre or to the immediate vicinity of the Examination Centre any book, paper, written information or cellular/mobile phones, tablets or any other material, device or instrument not expressly authorized for the purpose of the examination. Any such material shall not be deposited at the entrance to the Examination Room or in the washroom or within a 50-metre radius of the Examination Centre.
- 10.6 A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the Invigilator to submit to a body search.
- 10.7 Smoking and drinking of alcoholic beverages is not allowed in the Examination Room/Centre.
- 10.8 No candidate shall enter the Examination Room until he/she is invited and/or requested to enter the Examination Room by the Chief Invigilator and/or his or her representative.
- 10.9 Candidates shall uphold the highest standard of civility and courtesy in an Examination Room/Centre, and shall not flout the instruction(s) of a Chief Invigilator or Invigilator or misconduct themselves in any manner.
- 10.9.1 An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her a valid University of Ghana student identity card which shall be placed on the examination table to enable the Invigilator ascertain the identity of the person writing the examination. A defaced student identity card shall not be deemed valid for the purpose of identification.
- 10.9.2 The Chief Invigilator shall refuse any candidate without a valid University of Ghana student identity card entry to the Examination.
- 10.10 No communication between candidates is permitted in the Examination Room.
- i. A candidate shall not pass, attempt to pass or receive any information, material, device or instrument from another candidate during an examination.
  - ii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
  - iii. A candidate shall not in any way disturb or distract any other candidate during an examination.
  - iv. A candidate shall not have any writing on any part of his/her body or clothing
  - v. A candidate shall not plagiarize by presenting another person's work as though it were his/her work
  - iv. A candidate may attract the attention of the Invigilator by raising his/her hand.
- 10.11 A candidate may leave the Examination Room temporarily, only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself/herself that the candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the Examination Room by an Attendant designated by the Invigilator.
- 10.12 A candidate who finishes an examination ahead of time may leave the Examination Room but not earlier than 30 minutes from the commencement of the examination, and not later than 15 minutes to the end of the

examination, and only after surrendering his/her answer book(s) and signing the attendance register. The candidate shall not be allowed to return to the Examination Room.

- 10.13 At the end of each examination, a candidate shall ensure that he/she does not take away any answer books, whether used or unused, from the Examination Room.
- 10.14 A candidate should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator. A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.
- 10.15 A candidate who fails to be present at an examination without any satisfactory reason shall receive a Failure grade in that paper. Reasons which may not normally be accepted as excuses for being absent from any paper at a University Examination include but are not limited to:
- i. mis-reading the time-table;
  - ii. forgetting the date or time of examination;
  - iii. inability to locate the examination hall;
  - iv. inability to rouse oneself from sleep in time for the examination;
  - v. failure to find transport;
  - vi. any medical condition which has not been certified as such by the Director of Medical Services.
- 10.16 Provisional results of University Examinations may be posted on the University Notice Boards and/or the MIS web portal on the University's website [www.ug.edu.gh](http://www.ug.edu.gh) and/or any other approved platform. It shall be the responsibility of the candidate to consult the University Notice Boards, the MIS web portal and any other approved platform for the provisional results of any examination taken.
- 10.17 A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee that shall be determined at not less than three times the normal Examination Fee.
- 10.18 An application for a review of examination results shall be submitted to the Registrar not later than 21 days after the release of the said results as approved by the Board of Examiners, and should state the grounds for review.
- 10.19 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.
- 10.20 No action shall be taken on an application which is submitted outside the time stipulated in 10.18. Review shall not proceed unless the Review Fee is fully paid.
- 10.21 If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.
- 10.22 The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.
- 10.23 No application **whatsoever** for review of academic award conferred or not conferred by the University of Ghana shall be entertained later than 5 (five) years after completion of programme.

#### 11.0 **Examination malpractice or offence**

- 11.1 An Examination malpractice or offence shall include any attempt on the part of a candidate, conspiring with another candidate, or aiding or abetting or facilitating any candidate to gain an unfair advantage in the examination, and any breach of the Examination Regulations and Instructions to candidates.
- 11.2 An examination offence shall include but not be limited to the following:
- Cheating, by any means, attempting to cheat or assisting another candidate to cheat.
  - Impersonating an examination candidate, or allowing one-self to be impersonated.

- Opening the examination paper before the examination has commenced person.
- Having any writing on any part of a Candidate's body or on his or her clothing.
- Carrying unauthorized material to the examination hall and/or having unauthorized material on his/her person
- Communicating or attempting to communicate with other candidates or any other person without permission of the Invigilator or other authorized person while inside the Examination Room.
- Plagiarism that is presenting another person's work as though it were the Candidate's work.
- Continuing to write after the examination has officially ended.

## 12.0 **Sanctions for examination malpractice or offence**

A breach of any of the Regulations or Instructions to Candidates herein may attract one or more of the following sanctions and/or any other sanction prescribed by the Statutes of the University unless a specific sanction has been prescribed for the said breach:

- i. A reprimand
- ii. Loss of marks
- iii. Cancellation of Candidates' marks for the examination paper in issue (in which case zero shall be substituted for the mark earned)
- iv. Cancellation of Candidates marks for the whole course concerned, with the possibility of not being permitted to redeem the failure until the next academic session.
- v. Cancellation of Candidates' marks in all of Candidates' courses for that particular level of study, with the possibility of being disqualified from sitting any future University examination.
- vi. Withholding of results for a period
- vii. Award of Grade X
- viii. Award of Grade Z leading to failure in the entire semester's examination
- ix. Being barred from a University Examination for a stated period
- x. Being barred from a University Examination indefinitely
- xi. Suspension from the University
- xii. Expulsion from the University
- xiii. Notification of relevant professional bodies of the offence which may lead to inability to practice in a particular profession.

## 13.0 **Procedures for handling examination malpractice or offence**

### 13.1 **Processing of cases as reported by Chief Invigilators**

The Chief Invigilators shall submit their files on reported cases of examination malpractice/offence to the Academic Affairs Directorate after the examinations. A week after the last paper of the semester's examinations, Academic Affairs Directorate will sort out the cases into the four Colleges and forward them to the respective College Secretaries, who in turn, through the College Academic Officers will extract the cases for the respective Inter-School Committee on examination malpractices. The extraction of the cases should be completed within two weeks after receipt of the files and strictly monitored by the College Secretary to ensure the integrity of the process. Copies of the case files shall be kept in the Office of the Academic Affairs Director.

### 13.2 **Letters to students and their response**

Letters to students stating their offenses should be sent from the College Secretary's office after review by Examination Officers in the Colleges. Students who do not appear or respond on the date indicated in the

letters of invitation will have their cases heard without them. The dates for hearing of cases will be included in the Schedule of Meetings of the Colleges.

13.3 **Date of meetings**

The Inter-School Committee on Examination Malpractices (ISC) shall meet at least twice in an academic year. The first, which is expected to be a series of meetings to hear cases of second semester examinations, should be held and completed in August and the second in March to hear cases of the first semester's examinations.

The ISC may meet at such other times that they may deem necessary.

13.4 **The Joint Examiners Board**

Reports from the ISC shall be sent to the Pro Vice Chancellor (ASA) not later than two weeks from the date all cases are determined by the ISC.

The Pro Vice Chancellor shall place them before the Joint Examiners Board not later than two weeks from the receipt of the report from the ISC

The Joint Examiners Board shall review all reports from the ISCs and submit a report within two weeks.

13.5 In all instances of examination malpractice or offence a formal report from the Joint Examiners Board shall be made to the Academic Board for a decision to be made, the Academic Board may review all such reported cases and may vary the recommended sanctions as it deems fit.

## 9. REGULATIONS FOR THE BACHELOR'S DEGREE

### 1. **ACADEMIC PROGRAMME**

- 1.1 The University has recast its academic programmes in modular form with effect from September 1992. Under the modular course structure, the University's academic calendar has been organized into a semester system, and instruction takes the form of courses evaluated in terms of credits. Units of courses are examinable at the end of every semester and, if passed, a student shall earn credit(s) for the units. The courses are coded and numbered in progressive order of difficulty, or in levels of academic progression.
- 1.2 (a) Each School shall provide detailed information about the structure of courses leading to the award of a Bachelor's Degree.  
  
(b) It is the responsibility of each student registered at the University of Ghana to be familiar with the specific requirements of the bachelor's degree which he/she plans to pursue, as well as the rules, regulations and policies of the University and of the Departments or Schools concerned.
- 1.3 Each student is responsible for ensuring that the courses in which registration is effected satisfy the programme requirements of the Bachelor's Degree sought; advice and/or counseling for all who need assistance is freely available.
- 1.4 It is also understood that every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University of Ghana and of the Departments or Schools in which that student is registered.
- 1.5 Each student is expected to be familiar with the General Information outlined in this Handbook as well as the information pertaining to the Department or School in which he/she is enrolled. Students shall therefore be held liable for any lapses. When in doubt, students may consult their Heads of Department in writing with a copy to the *Director, Academic Affairs Directorate* asking that advice be given in writing.
- 1.6 The University reserves the right to conduct academic work (especially examinations) on any particular day of the week.
- 1.7 Except with the express written approval of the Vice-Chancellor, no student is permitted to register for two programmes at the same time either within or outside the University. The sanction for such an offence shall be the cancellation of the University registration or loss of studentship.
- 1.8 **Exemption from any of these General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the appropriate School Board.**

## 2. APPLICATION

Currently, the following Bachelor's Degree programmes are available to any interested candidate, on application:

<i>Bachelor of Arts</i>	-	<i>BA</i>
<i>Bachelor of Fine Arts</i>	-	<i>BFA</i>
<i>Bachelor of Laws</i>	-	<i>LLB</i>
<i>Bachelor of Music</i>	-	<i>BMus</i>
<i>Bachelor of Science in Administration</i>	-	<i>BSc</i>
<i>Bachelor of Science in Agriculture</i>	-	<i>BSc</i>
<i>Bachelor of Science in Engineering</i>	-	<i>BSc</i>
<i>Bachelor of Science in Home Science</i>	-	<i>BSc</i>
<i>Bachelor of Science in the Natural Sciences</i>	-	<i>BSc</i>
<i>Bachelor of Science in the Allied Health Sciences<sup>2</sup></i>	-	<i>BSc</i>
<i>Bachelor of Science in Nursing<sup>2</sup></i>	-	<i>BSc</i>
<i>Bachelor of Pharmacy<sup>2</sup></i>	-	<i>BPharm</i>
<i>Doctor of Science in Veterinary Medicine</i>	-	<i>DVMS</i>
<i>Bachelor of Science in the Medical Sciences<sup>2</sup></i>	-	<i>BSc (Med Sci)</i>
<i>Bachelor of Dental Surgery<sup>2</sup></i>	-	<i>BDS</i>
<i>Bachelor of Medicine and Bachelor of Surgery<sup>2</sup></i>	-	<i>MB ChB</i>
<i>Bachelor of Public Health<sup>2</sup></i>	-	<i>BPH</i>

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<sup>2</sup>Refer to section on Entry Requirements and Regulations in the Handbook for the Health Sciences

## 3. ADMISSION TO THE BACHELOR'S DEGREE PROGRAMMES

### 3.1 West African Senior School Certificate:

3.1.1. \*Applicants with the West African Senior School Certificate Examination (WASSCE) (Ghanaian) must meet the following requirements:

#### Humanities (BA)

- Core Mathematics, English and Social Studies
- Three Electives

#### Engineering (BSc)

- Core Mathematics, English and Integrated Science
- Three Electives from Elective Mathematics, Chemistry, Physics

#### Natural Sciences (BSc)

- Core Mathematics, English and Integrated Science
- Three Electives from Biology, Chemistry, Physics and Elective Mathematics

#### Pharmacy (BPharm)

- Core Mathematics, English and Integrated Science,
- Three Electives from Biology, Chemistry, and either Physics or Mathematics

#### Agriculture (BSc)

- Core Mathematics, English and Science.
  - Three Electives from Chemistry, Physics, Electives Mathematics, General Agriculture/Biology, Geography/Economics.
  - The Candidate must pass with at least a grade "D" in Chemistry.
-

## **BSc. Family & Consumer Science**

### **Admission Requirements**

#### **Foods & Clothing Option**

Students should have credits in the four core subjects namely English, Mathematics, Integrated Science and Social Studies and any three Elective subjects namely Biology, Chemistry, Physics, Elective Mathematics and General Agriculture.

#### **Family & Child Studies Option**

Students should have credits in the four core subjects namely English, Mathematics, Integrated Science and Social Studies. In addition:

a) Students offering Home Economics subjects should have credits in Management-In-Living and two of the following:

- 1) Food and Nutrition
- 2) Textiles and Clothing
- 3) General Knowledge in Art

b) Arts students should have credits in Economics or Geography and any other two elective subjects.

c) Diploma students with a B+ grade in any of the areas in Home Science\Home Economics are eligible to apply.

#### **Veterinary Medicine (BVMS)**

- Core Mathematics, English, Integrated Science
- Three Electives from Biology, Chemistry and either Physics or Mathematics

#### **Nursing (BSc)**

- Core Mathematics, English and Integrated Science and three electives from,
- Chemistry, Physics Biology or Elective Mathematics  
OR
- General Agriculture, Physics, Elective Mathematics and Chemistry  
OR
- Three General Arts Electives  
OR
- Management in Living, Food and Nutrition, Economics, Chemistry and General Knowledge in Art

*Additionally Science candidates shall be required to pass Social Studies with at least at grade C6 and non-Science candidates shall be required to pass Integrated Science at least at grade C6.*

### **3.1.2 Foreign Applicants (with other WASSCE qualifications)**

#### **Science:**

English, Maths, Biology/Agriculture, Physics and Chemistry plus one Arts subject.

#### **Arts:**

English, Maths, Biology/Agriculture and any three Arts subjects.

#### **Engineering:**

English, Maths, Physics, Further Maths and Chemistry plus Biology/Agriculture or one Arts subject.

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### 3.1.3 **Minimum Aggregate**

In determining eligibility for admission to Level 100 programmes, candidates' aggregate score in the three core and three elective subjects as indicated above shall not exceed 24/SSSCE or 36/WASSCE.

3.1.4 A pass in the Senior Secondary School Certificate Examination (SSSCE) or West African Senior Secondary School Certificate Examination (WASSCE) is understood to mean a candidate's performance at grades interpreted as follows:

WASSCE		SSSCE			
A1	-	A	-	1	(Excellent)
B2	-	B	-	2	(Very Good)
B3	-	C	-	3	(Good)
C4	-	D	-	4	(Credit)
C5	-		-	5	(Credit)
C6	-		-	6	(Credit)
D7	-		-	7	(Pass)
E8	-	"	-	8	(Pass)
F9	-	"	-	9	(Fail)

3.1.5 WASSCE/SSSCE candidates shall be admitted into Level 100 (First Year) of the Four-year Bachelor's Degree Programme.

### 3.2 **General Certificate of Education Examinations (Ordinary and Advanced Levels\*):**

#### 3.2.1 **General Requirements:**

- i. A pass (at least grade 6) in five subjects including English Language, Mathematics, Science and an Arts subject.
- ii. Three passes, including at least one pass at grade 'D' or better, must be obtained at the Advanced ('A') Level examination. In exceptional cases, a candidate who has taken three 'A' Level subjects at one and the same sitting and obtained two passes with at least grade 'C' in each may be considered.
- iii. GCE 'A' Level candidates shall be admitted into Level 100 (First Year) of the Four-Year Bachelor's Degree programme.

*\* Foreign qualifications only. The University, with effect from the 2007/2008 academic year, ceased to accept for admission the West African Examinations Council GCE Ordinary and Advanced Levels qualifications. Individuals with such qualifications are encouraged to apply through the Mature Students' Selection programme.*

### 3.3. **Other Admissions:**

3.3.1 **Candidates in Possession of a Diploma:** A diploma (FGPA of 3.25 or higher) from the University of Ghana or its equivalent and passes in five subjects including English Language at the GCE 'O' Level or credits in Core Mathematics, Core Social Studies, Core English, Core Integrated Science, and two elective subjects at SSSCE or WASSCE are required. Diplomas awarded to students of Trinity Theological Seminary, Legon, St. Victor's Major Seminary, Tamale, St. Peter's Major Seminary, Pedu, Cape Coast, and Christian Service University College, Kumasi, and other affiliate institutions may be considered. On recommendation by the Head of Department, a candidate who obtains a diploma with distinction in any subject may also be considered.

3.3.2 **Candidates on Transfer from another University:** A candidate must have been formally admitted as a regular student to a Bachelor's degree course in a recognized university and made satisfactory progress over not less than one academic year. Local transfers are not usually encouraged. Transcripts of academic record must be made available to the Admissions Board. (Refer also to Section 38 of this Regulation).

3.3.3 **Visiting/Occasional/Foreign Students:** The University admits other students for varying durations in the Bachelor's degree programme, as Visiting (Special Admission), Occasional and Foreign students. (For details refer to Chapter 3 of this Handbook).

#### 4. **ADMISSIONS**

##### 4.1 **Admissions Board:**

4.1.1 The Admissions Board shall be presented with a list of all candidates who satisfy the conditions for admission as stipulated in paragraphs 3.1, 3.2 and 3.3, for the Board to decide which candidates may be offered admission and to which subjects. In the case of former students of the University of Ghana (3.3.2) subjects previously taken at the university shall not be approved. In the case of a student entering the University on the basis of possession of a diploma (3.3.1), he/she shall be admitted to level 200 in the same area as his/her diploma qualification and the subject in which the diploma is held shall be approved as one of the subjects to be studied. The student shall further be required to major in that subject or offer it as a combined major with another subject in addition to fulfilling all university requirements to graduate.

4.1.2 Candidates who do not satisfy the conditions for admission as in paragraphs 3.1, 3.2 and 3.3 are not eligible for admission and may not be considered by the Admissions Board.

4.1.3 The University reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements as in paragraph 3.1, 3.2 and 3.3 to withdraw from the University, notwithstanding progress made in the course.

##### 4.2 **Combination of Subjects**

Course combinations for each admissions cycle will be made available on a year to year basis.

#### 5. **COURSE OF STUDY**

A candidate who is admitted to a degree programme shall follow the approved programme of study over the prescribed period. No change of subject is allowed without the approval of the Dean of Faculty. A student may not graduate if he/she is found not to have followed the subjects assigned to him/her at Level 100 or 200.

#### 6. **ACADEMIC SESSION**

The Academic Session for regular students shall comprise two Semesters, as follows:

First Semester	-	August – December
Second Semester	-	January – May

#### 7. **STRUCTURE OF SEMESTER<sup>3</sup>**

A Semester shall be of 17 weeks' duration and shall be structured as follows:

- 13 weeks of Teaching
- 1 week of Revision
- 3 weeks of Examinations

#### 8. **ACADEMIC ADVISER**

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<sup>3</sup> For Medicine, Dentistry, Veterinary Medicine and Allied Health Sciences, refer to the relevant handbook

Students shall be assigned academic adviser(s) in every department who shall provide counsel on course offerings.

9. **REGISTRATION**

9.1 For a student to obtain credit in any course, he or she must be admitted into the department, and must be properly registered for that course during the official registration period at the beginning of each semester. The student may plan his/ her courses in consultation with his/her academic adviser(s). Choice of electives must be consistent with the teaching and examination timetables.

9.2 A specified period for registration shall be set aside beyond which no registration shall be allowed.

9.3 A student who fails to register during the registration period specified shall forfeit his/her right to register for the semester.

10. **DURATION OF STUDY PROGRAMMES**

10.1a The minimum period for completion of the Bachelor’s degree programmes in Arts, Social Sciences, Administration, Agriculture, Engineering Sciences, Pharmacy and students admitted to Level 100 in the School of Law, shall be 8 semesters and the maximum period shall be 12 semesters for Level 100 entrants. For students entering at Level 200, the minimum shall be six (6) semesters and the maximum shall be 10 semesters. For students admitted to the Post-first degree Bachelor of Law, the minimum period shall be 4 semesters and the maximum shall be 6 semesters.

In the case of language students in the School of Languages who go on year abroad programmes, however, the minimum period shall be 10 semesters for Level 100 entrants and eight (8) semesters for those who enter at Level 200.

Minimum and maximum periods for completion of programmes are presented in tabular form below:

**Arts, Social Studies, Administration, Agriculture,  
Engineering Sciences, Pharmacy and Nursing**

<b>Entry Level</b>	<b>Minimum Period</b>	<b>Maximum Period</b>
Level 100	8	12
Level 200	6	10
Level 300 (LLB)	4	6

<b>Language students who go on year abroad programmes</b>	<b>Minimum Period</b>	<b>Maximum Period</b>
Level 100	10	14
Level 200	8	12

10.2 These minimum and maximum periods are calculated from the date of first registration.

- 10.3 A student who seeks re-admission beyond the minimum period shall be required to pay appropriate pro-rated fees as determined by the University.
- 10.4 Under exceptional circumstances, a student in any of the programmes mentioned in 10.1 above, who is unable to complete his/her programme within the maximum period specified, may be allowed up to four additional semesters to complete his/her programme, on a fee-paying basis.
- 10.5 A student who is unable to complete his/her programme within the permissible maximum period allowed shall lose all credits accumulated, and his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

## 11. **INTERRUPTION OF STUDY PROGRAMME**

- 11.1 Subject to 10.4, a student may interrupt his/her study programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.
- 11.2 With the express written permission of the Vice-Chancellor, a student may be permitted to interrupt his/her studies by two additional semesters, but not exceeding four semesters overall.
- 11.3 A student who wishes to interrupt his/her study programme shall apply at least four weeks before the commencement of the semester to his/her Dean of School, through the Director of Academic Affairs, stating reasons why he/she wants to interrupt his/her study programme. The decision of the Dean shall then be communicated to the Director of Academic Affairs to communicate same to the applicant before he/she temporarily leaves the University. The Dean, in giving approval, may consult the Counseling and Placement Centre, where necessary.
- 11.4 A student who interrupts his/her studies beyond the allowed 4 continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.
- 11.5 Where the ground for interruption of studies is medical, the Director of University Health Services shall be required to advise the Director of Academic Affairs on the propriety and length of period of interruption. The Director of Academic Affairs shall cause the Director of University Health Services to investigate any medical report reaching his office from any health delivery facility outside the University Hospital and advise accordingly.
- 11.6 Any student who does not go through the approved procedures before interrupting his/ her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the student roll.

## 12. **COURSE CREDIT**

One (1) course credit shall be defined as follows:

- One hour lecture,
- One hour tutorial, or
- One practical session (of two or three hours), or
- Six hours of field work per week for a semester.

## 13. **CODING AND NUMBERING OF COURSES**

All degree courses shall have letter and number codes beginning with four letters signifying a Department or subject, followed by a three-digit number in one of the following ranges:

Level 100 Courses	:	100 – 199
Level 200 “	:	200 – 299
Level 300 “	:	300 – 399

Level 400 “ : 400 – 499

The third digit in the number code shall be:

Zero (0) for a course that is offered in both Semesters;

Odd (1, 3, 5, 7, or 9) for a course offered in the first Semester;

Even (2, 4, 6, or 8) for a course offered in the second Semester.

**14. MINIMUM AND MAXIMUM WORK-LOAD PER SEMESTER FOR FULL-TIME STUDY**

14.1 A full-time student shall be required to carry a minimum workload of **15** credits per semester and a maximum of **17**. Students undertaking quasi-professional programmes, namely, Engineering, Agriculture, Nursing, Fine Arts (School of Performing Arts), Pharmacy, Veterinary Medicine and Translation may, however, take a workload of between 15 and 21 credits per semester.

**15. PART-TIME STUDY**

15.1 A student may, on application to the appropriate School Board, be allowed to study for the Bachelor’s degree on part-time basis.

15.2 A part-time student shall be required to carry a work-load below the minimum prescribed for full-time students and to complete the degree programme within the periods specified in paragraph 10 above.

15.3 A part-time student shall not be eligible for on-campus accommodation.

**16. STUDY PROGRAMME FOR BACHELOR’S DEGREE**

The Total Study Programme (TSP) for the Bachelor’s degree shall comprise:

- i. General University Requirements
- ii. School Requirements (where applicable)
- vi. Core Courses – i.e. Major departmental requirements
- vii. Prescribed Electives (to be defined by Department)
- v. Electives – i.e. of student’s own choosing

**17. UNIVERSITY REQUIRED COURSES**

The University has, beginning from the 2010/2011 academic year, introduced a unique general education programme which is intended to provide a rewarding experience for all students who undertake undergraduate studies in the University. The interdisciplinary courses in the programme, which are intended to foster broad student familiarity with key advances in the humanities, science and technology, are the following:

<b>Course Code</b>	<b>Course Title</b>	<b>Target Group</b>
UGRC 110	Academic Writing I	All students
UGRC 120	Numeracy Skills	Students in the Humanities except those offering Economics, Computer Science, Mathematics, Statistics and Business Administration
UGRC 131-136	Understanding Human Societies	Students in the Basic and Applied Sciences
UGRC 141-146	Science and Technology in our Lives	Students in the Humanities
UGRC 150	Critical Thinking and Practical Reasoning	All students
UGRC 160	Introduction to Literature	Students in the Humanities offering Computer

		Science, Mathematics, Statistics and Business Administration
UGRC 170	General Mathematics	Students in the Humanities offering Economics NOT for students with Economics and Mathematics/Statistics subject combinations
UGRC 210	Academic Writing II	All students
UGRC 220-238	Introduction to African Studies	All students

\* See write ups in handbooks for course descriptions and structure of UGRCs

\*\*Students are required to pass University Required Courses with a Grade D or better.

## 18. ADMISSION INTO SCHOOLS/PROGRAMMES

### 18.1 GCE Advanced Level Certificate and its equivalent

18.1.1 Students shall be admitted into Level 100.

### 18.2 West African Senior School Certificate Examination Candidates

18.2.1 West African Senior School Examination (WASSCE) candidates shall be admitted into Level 100.

18.2.2 Level 100 students in the Schools of Physical and Mathematical Sciences and Biological Sciences shall be admitted to read one of the following programmes: *Actuarial Science, Animal Biology and Conservation Science, Biochemistry, Cell and Molecular Biology, Botany, Chemistry, Computer Science, Earth Science, Information Technology, Marine and Fisheries Science, Mathematics, Nutrition and Food Science, Psychology, Physics, Statistics.*

18.2.3 Level 100 students in the School of Engineering Sciences shall be admitted to read one of the following programmes: *Computer Engineering, Food Process Engineering, Agricultural Engineering, Materials Science and Engineering or Biomedical Engineering.*

18.2.4 Level 100 students in Family and Consumer Sciences shall be admitted to read either the Food and Clothing option or the Family and Child Studies option.

## 19. DEPARTMENTAL MAJORS

19.1 Students in the Business School are required to take a **major** (subject of study) only, and shall, with the approval of the Department(s) concerned, indicate their option by the end of the third semester or by the middle of the second year of study.

19.2 Students in the Schools of Physical and Biological Sciences may take either a single major, a major and a minor or opt for a combined degree.

19.3 Students in the School of Engineering Sciences are required to undertake a **major** (subject of study) only. All students, however, shall take the common Level 100 and 200 courses.

19.4 In the Schools of Arts and Languages and Social Sciences, students shall follow the 3:2:2:1/3:2:2:2 Bachelor of Arts degree structure. This means that students shall be required to study in two principal subjects towards either a **major** and a **minor** or a **combined major** degree, respectively.

19.5 BSc Agriculture and BSc Nursing students shall specialize after Level 300. The approved programme for a major in any particular department may be obtained from the Dean of School or the Head of the relevant Department.

19.6 For students in Faculties other than Agriculture, to major in a particular subject, at least 50% of the total number of credits required for graduation shall have been earned in respect of **core** and **prescribed elective** courses of the relevant department.

- 19.7 Where a student opts for a combined major, 30-40% of the credits required for graduation shall have been prescribed by each of the two departments and shall cover core courses in the two subjects or departments.

## 20. GRADING SYSTEM

20.1 Student performance in a course shall be graded as follows:

Letter Grade	Marks	Grade Point	Interpretation
A	80 – 100	4.0	Outstanding
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Fairly Good
C	60 – 64	2.0	Average
D+	55 – 59	1.5	Below Average
D	50 – 54	1.0	Marginal Pass
*E	45-49	0.5	<b>Unsatisfactory</b>
F	0 – 44	0	Fail

Note: **\*Although this is a failure grade, it may still be accepted as fulfilling prerequisite for other courses.**

### Other Grades

Grade	Interpretation	Grade Point
X	Fail	0
Z	Disqualification	0
I	Incomplete	0
Y	Continuing	0
AUDI	Audit	0

20.2 **Grade Point (GP):** Each Grade is assigned an equivalent grade point as indicated above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent letter of the grade obtained in that course.

20.3 **Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number for credits of **all** courses for which the student has registered up to that time.

20.4 **Final Grade Point Average (FGPA):** The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

## 21. DEFINITION OF GRADES

21.1 **Pass Grades:** Grades A to D constitute **Pass** grades.

- 21.2 **Failure Grades:** Grades E, F, X, Z constitute **Failure** grades.
- 21.3 **Continuing:** A grade Y (for **Continuing**) shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester.
- 21.4 **Audit:** A grade AUDI shall be awarded for attendance at lectures where no examination is taken, or where an examination is taken, but no mark can be returned, for good reasons. The Grade AUDI is not taken into account in the calculation of the FGPA.
- 21.5 **Non-Completion of Course:**
- i. A grade I (for **Incomplete**) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
  - ii. A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.
- 21.6 **Disqualification:**
- i. A grade Z denotes **Disqualification** from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a Principal subject or an Ancillary or any other paper.
  - ii. A candidate awarded a grade Z may be debarred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University altogether.
  - iii. A grade Z may be awarded only by the Board of Examiners.
22. **ELIGIBILITY FOR EXAMINATIONS**
- 22.1 A student shall attend all such lectures, tutorials, seminars and practicals and undertake all other activities and assignments as are approved by the University in addition to those prescribed for the courses for which he/she has registered.
- 22.2 Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfill the requirements for any course shall not be allowed to take the examination for that course.
- 22.3 A student who is absent for a **cumulative period of 25%** from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit the semester examination.
23. **REGISTRATION FOR EXAMINATIONS**
- 23.1 Registration for a University examination shall require endorsement of the Registration List by the Head of department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.
- 23.2 In the event of the withholding of an endorsement, the Head of Department shall request the appropriate School Management Committee to confirm the action taken.
- 23.3 Where applicable, candidates shall have up to 3 weeks (21 days) from the commencement of the semester within which to **ADD** or **DROP** courses.

23.4 Students whose names do not appear in any course list shall not be allowed into the end-of-semester examination for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded.

## 24. SEMESTER EXAMINATIONS

24.1 Each course, with the exception of a project work/long essay, shall normally be completed in one semester.

24.2 A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester.

24.3 The marks obtained in the end-of-semester examination shall constitute 70% of the grade for the course while continuous assessment constitutes the remaining 30%, except for practicals or other courses which are assessed entirely by continuous assessment.

24.4 Time allotted to examination papers shall be as follows:

1- Credit Course	- 1 hour
2- Credit Course	- 2 hours
3 or 4- Credit Course	- 2 to 3 hours

## 25. STUDENT IN GOOD STANDING

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.00 (Grade D).

## 26. PASSING AND WITHDRAWAL

### 26.1 REGULATIONS FOR PROGRESSION

#### 26.1.1 General Regulations

26.1.2 A candidate shall be deemed to have satisfied the requirements for progression if he/she has obtained a CGPA of 1.00 or better overall in all examinations.

26.1.3 In addition to 26.1.2 the candidate shall have satisfied School/Departmental requirements for entry to subjects at the next level.

26.1.4 There shall be no probation.

26.1.5 A candidate who does not qualify to progress to the next level on the basis of 26.1.2 and 26.1.3 above shall be asked by the Registrar to withdraw from the University.

### 27. DEFERMENT OF EXAMINATION

27.1 **On Grounds of Ill-Health:** A student who has satisfied all the requirements as prescribed in Section 22 but is unable to take the main (end-of-semester) examination on grounds of ill-health, shall, on application to the Registrar, and on provision of a Medical Certificate issued by the Director of University Health Services, be allowed to defer the semester examination and take the examination at the next offering. Subsequent applications for deferment on grounds of ill-health shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

27.2 **On Grounds Other than Ill-Health:** In cases of requests for deferment on grounds other than ill-health, the appropriate Dean shall invite the applicant for an interview and advise the University accordingly. It shall be the student's responsibility to satisfy the University beyond reasonable doubt why he/she wishes to defer the examinations.

27.3 In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the University.

## 28. **DECLARATION OF RESULTS**

28.1 Results of Semester examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester.

28.2 A result slip indicating the student's performance in the examination may be accessed through the MIS web portal on the University's website [www.ug.edu.gh](http://www.ug.edu.gh)

## 29. **ELIGIBILITY FOR THE BACHELOR'S DEGREE**

29.1 A Bachelor's degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses<sup>1</sup> of study over the prescribed period and has satisfied the following conditions:

<sup>1</sup> *For the avoidance of doubt, a student may be denied graduation if he/she does not follow subjects assigned to him/her at either Level 100 or 200*

### i. **University Requirements:**

- a. evidence of regular enrolment in the degree programme;
- b. discharge of all obligations owed to the University;
- c. a pass in all University Required Courses;
- d. satisfactory performance in the appropriate University examinations.

ii. **School/Departmental Requirements:** satisfactory discharge of such requirements as may be prescribed for the degree.

## 30. **REQUIREMENTS FOR BACHELOR'S GRADUATION**

30.1 A student shall be deemed to have satisfied the requirements for graduation if:

- i. *he/she has fulfilled all General University and School requirements;*
- ii. *he/she has accumulated the minimum number of credits required by the School, including core and prescribed electives as follows:*

### 30.1.1 **Schools of Arts, Sciences, Social Sciences, Physical and Mathematical Science, Biological Sciences and the Business School**

#### Level 100 entrants

- i. A student may take a maximum of 136 credits and must pass at least 120 credits.
- ii. He/she must not have failed more than 16 credits of *core and prescribed electives*, provided the fail grades are not lower than Grade E.
- iii. However, students who pursue the Bachelor of Fine Arts or BA Translation programmes are required to take a maximum of 138 credits and pass at least 131 provided the fail grades are not lower than Grade E.

#### Level 200 entrants

- i. A student may take a maximum of 118 credits and must pass at least 102 credits.
- ii. He/she must not have failed more than 16 credits of *core and prescribed electives*, provided the fail grades are not lower than Grade E.

### 30.1.2 **School of Agriculture**

#### Level 100 entrants

- i. A student may take a maximum of 142 credits and pass at least 132 credits.
- ii. He/she must not have failed more than 10 credits of core and prescribed electives, provided the fail grades are not lower than Grade E.

Level 200 entrants

- i. A student may take a maximum of 117 credits and must pass at least 107 credits.
- ii. He/she must not have failed more than 10 credits of *core and prescribed electives*, provided the fail grades are not lower than Grade E.

**30.1.3 School of Nursing**

Level 100 entrants

- i. Students must take and pass 141 credits with a grade D or better.

Level 200 entrants

- i. Students must take and pass 118 credits with a grade D or better.

**30.1.4. Engineering Sciences**

- i. A student may take a maximum of 144 credits and must pass at least 132credits.
- ii. He/she must not have failed more than 24 credits of *core and prescribed electives*, provided the fail grades are not lower than Grade E.

**30.1.5** Long Essay/Project Work, wherever applicable, shall be submitted for assessment before the date of the last paper in the second semester examination. In default, the candidate shall be asked to submit the Long Essay/Project Work the following semester and it shall be treated as a Repeat Examination, with all its implications.

**31. CLASSIFICATION OF DEGREE**

- 31.1 All end-of-semester examination results from Level 100, including University and School required courses, shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the Bachelor's degree.
- 31.2 The GPAs from Levels 100 to 400 shall be weighted as follows: 1:1:2:2
- 31.3 In the determination of the FGPA, a weighted average of all repeat courses shall be used.
- 31.4 The full scheme of classification shall read as follows:

<b>Class of Degree</b>	<b>Range of Final Grade Point Average (FGPA)</b>
First Class	3.60-4.00
Second Class (Upper Division)	3.00-3.59
Second Class (Lower Division)	2.00-2.99
Third Class	1.50-1.99
Pass	1.00-1.49
Fail	0.00-0.99

**32. CONFIRMATION OF AWARD OF DEGREE**

A list of candidates who are deemed eligible as in Sections 30, 31 and 32 shall be laid before the Academic Board for approval. No award shall be confirmed unless the Academic Board is satisfied that the candidate has met all the conditions for the award of a degree.

**33. PRESENTATION OF AWARD**

Following confirmation of an award of a degree as in Section 32, the candidate shall be entitled to be awarded the appropriate Bachelor's degree under the seal of the University at a Congregation of the University assembled for that purpose. The degree shall indicate the principal subject or subjects offered and the class awarded.

34. **CANCELLATION OF AWARD**

34.1 Notwithstanding previous confirmation of an award of a degree as in Section 32 and presentation of a certificate as in Section 33, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the University with false qualifications, or
- ii. a candidate had impersonated someone else, or
- i. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded, or
- iv. that there are other reasons that would have led to the withholding of confirmation of the award in the first place.

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

35. **DATING OF BACHELOR'S DEGREE**

35.1 The Bachelor's degree of the University of Ghana shall be dated with reference to the last day of the semester during which the final examination is taken. This provision shall, however, not apply to the Medical and Dental Schools.

However, in the case of students who face disciplinary action, the dating of the certificate shall be the date on which the sanction is fully served.

36. **TRANSCRIPT OF ACADEMIC RECORD**

36.1 At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the student a complete transcript of his/her academic record. This transcript shall record all courses attempted and all results obtained.

36.2 In writing the Bachelor's degree certificate or in writing a student's transcript, it shall be clearly indicated which subjects constitute the candidate's **major, minor** or **combined major** disciplines, where appropriate.

37. **TRANSFER STUDENTS**

A student transferring from one university to this university shall take courses over a study period of at least 4 semesters as a full-time student, and satisfy all University and Faculty/School required courses.

37.1 The classification of the degree shall be based only on the courses taken at this University.

38. **REPEAT EXAMINATION**

38.1 A student may decide to re-register for, and repeat, **a failed course only** on a future occasion upon payment of the appropriate fee. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions. However, section 31.3 shall apply to determine the grade.

## **AMENDMENT OF HANDBOOK**

The University reserves the right to change rules, regulations and policies, as well as programme and course requirements in its Handbooks without prior notice.