

# GHANA TECHNOLOGY UNIVERSITY COLLEGE



## UNDERGRADUATE HANDBOOK

# Table of Content

Preamble .....	1
A Brief History of the University .....	4
Administration of the University .....	7
Faculty Programmes.....	8
Admissions Policy .....	15
Academic Guidelines .....	20
Students' Examination and Records .....	26
University Ceremonies .....	35
Disability and Non-Discrimination Policy .....	36
Student Conduct and Disciplinary Procedures .....	37
University Social Responsibility .....	40
Facilities and Learning Resources .....	41
University IT Policy .....	50
Student Support Services, Clubs and Initiatives .....	54
Policy on Fees .....	59
Directory .....	60

## **PREAMBLE**

Ghana Technology University College (GTUC) is one of Ghana's leading accredited institutions of higher learning in Ghana. It was officially inaugurated on August 15, 2006, by His Excellency John Agyekum Kuffuor, the then President of the Republic of Ghana. Its primary mission is to extend ICT based education in Engineering, Information Technology and Business to students.

## **Vision**

The vision of the University College is to be a centre of academic excellence, providing training in telecommunications and informatics to meet the needs of Ghana and Africa.

## **Mission**

The mission of the University College is to be a centre of excellence in education, research, intellectual creativity and innovation. The University College is to promote cutting-edge technology, leadership development and an enterprise culture to enhance the delivery of value to society.

In pursuance of the above mission, GTUC admits students of any race, gender, nationality and ethnic origin to all the rights, privileges, programmes and activities generally accorded or made available to students of the school. GTUC does not discriminate on the basis of colour, nationality and ethnic origin in admission policies, scholarships, athletics and other school administered programmes.

## **Staffing**

The University College has highly qualified teaching and administrative staff.

## **Faculty and Programmes**

The University College currently has three faculties - the Faculty of Engineering, Faculty of Informatics, and the Faculty of IT Business. Programmes are offered at several levels including certificate, diploma, bachelors, masters and at the doctoral level.

## **Academic Partnerships**

GTUC is working to carve an outstanding reputation as a leader in teaching excellence, and a world-class centre of research and intellectual creativity. In line with this, the University has established mutually-beneficial strategic partnerships with reputable international institutions. GTUC and its partner institutions are involved in faculty and student exchange programmes, undertake joint research projects, run joint programmes at the undergraduate and graduate levels, and share expertise and technology. Currently, the university is affiliated to the Kwame Nkrumah University of Science and Technology (KNUST), Aalborg University, Denmark, has partnerships with St. Mary College of Maryland,

USA. The rest are University of California, Santa Barbara, USA, Wildau Institute of Technology, Germany, Information and Communication University, Korea, and the Ecole Polytechnique d'Abomey Calavi (EPAC), Benin.

Below are our current International Partners and the programmes they offer here in collaboration with GTUC

NO.	NAME OF INSTITUTION	COUNTRY	PROGRAMMES	LEVEL
1	Staffordshire University	United Kingdom	B.Sc (Hons) Software Engineering	Undergraduate
			B.Sc (Hons) Computing Science	Undergraduate
			B.Sc(Hons) Business Information Technology	Undergraduate
			BSc (Hons) Applied Computing	Undergraduate
			BA (Hons) Tourism Management	Undergraduate
			BSc (Hons) Web Design	Undergraduate
			BSc (Hons) Web Development	Undergraduate
			BSc (Hons) Web Programming	Undergraduate
			BA (Hons) Business and Human Resource Management	Undergraduate
			BA (Hons) Business Management and Enterprise	Undergraduate
			BA (Hons) Marketing Management	Undergraduate
			BA (Hons) Events Management	Undergraduate
			MBA International	Post graduate
			MA Education (Educational Leadership)	Post graduate
			LLM International Business Law (DL)	Post graduate
LLM International Sports Law (DL)	Post graduate			
			MBA Healthcare Management	Post graduate
			MBA Global Business	Post graduate

<b>2</b>	<b>CASS EUROPE</b>	<b>Luxemburg</b>	MBA Global Finance	Post graduate
			MBA Marketing in the Digital Age	Post graduate
			MBA Human Resource Management	Post graduate
			MBA Entrepreneurship and Innovation	Post graduate
			MBA Supply Chain and Operations Management	Post graduate
			MBA ICT Management	Post graduate
			Doctor of Business Administration	Doctorate
			PhD in Business Administration	Doctorate
			PhD in Healthcare Management	Doctorate
<b>3</b>	<b>Coventry University</b>	<b>UK</b>	MBA Finance	Post graduate
			MSC Oil and Gas Management	
			MBA Oil and Gas Management	
			MSc Engineering & Management	
			MSc Engineering Project Management	
			MSc Management Information Systems	
			MSc Supply Chain Management	
<b>4</b>	<b>Anhalt University</b>	<b>Germany</b>	MBA International Trade	Post graduate
<b>5</b>	<b>Alborg University</b>	<b>Denmark</b>	MSc Information and Communication Technologies	Post graduate
			PhD in Telecommunications Engineering	Doctorate
			PhD in Information and Communications Technology	Doctorate
<b>6</b>	<b>Kwame Nkrumah University of Science and Technology</b>	<b>Ghana</b>	MSc Business Entrepreneurship and Technology	Post graduate
			MSc Telecommunications Engineering	

	<b>(KNUST)</b>		MSc Telecommunications Management	
<b>7</b>	<b>Wildau Institute of Technology</b>	<b>Germany</b>	MSC Telematics	Post graduate
<b>8</b>	<b>Telecom Ecole</b>	<b>France</b>	PhD in Information and Communications Technology (ICT) Management	Doctorate

### **Affiliations**

The University's undergraduate and postgraduate programmes are affiliated to the Kwame Nkrumah University of Science and Technology (KNUST), Kumasi. GTUC got affiliated to KNUST in August 2009 and achieved same with Aalborg University in May 2008. The undergraduate programmes affiliated to KNUST are as follows:

#### **Undergraduate Programmes Affiliated to KNUST**

- i. Diploma in Telecom Engineering
- ii. Diploma in Information Technology
- iii. Bachelor of Science in Telecom Engineering
- iv. Bachelor of Science in Computer Engineering
- v. Bachelor of Science in Information Technology
- vi. Bachelor of Science in Mobile Internet Communication
- vii. Bachelor of Business Administration (Banking and Finance)
- ii. Bachelor of Business Administration (Human Resource Management)
- iii. Bachelor of Business Administration (Marketing and Management)
- iv. Bachelor of Business Administration (Accounting)
- v. Bachelor of Business Administration (Entrepreneurship)
- vi. Bachelor of Science in Economics
- vii. Bachelor of Business Administration (Management)
- viii. Bachelor of Business Administration (Procurement and Logistics)

## **Accreditation**

GTUC was granted institutional accreditation by the National Accreditation Board (NAB) on March 30, 2006.

## **BRIEF HISTORY OF THE UNIVERSITY**

### **Establishment of the University**

Ghana Technology University College (GTUC) was originally known as Ghana Telecom University which emerged from the separation of Ghana Telecom Company and the University. It was formerly known as Ghana Telecom Training Centre (GTTC). GTTC was established in 1948 by the Post and Telecommunications Department as a telecommunications training school by the then British Administration. The purpose for the establishment of the training centre was to train technicians and linesmen to operate and maintain telecommunication equipment and plants. The first batch of 21 technical assistant trainees with school leaving certificate background was admitted to undergo a three year course of training in telephony.

GTTC, being the only school of its kind in the country and the sub region at that time, catered for the needs of other establishments such as the military, civil aviation, the maritime industry, meteorological services and the police. It also catered for the needs of neighbouring British West African countries.

The first modernization programme for the institution took place in 1968 when the service of the International Telecommunications Union (ITU) was engaged to train instructors of the centre in Course Development and Instructional Technology. At the same time, the first Electro-Mechanical Switch and the Microwave Training Unit of Philips NV of the Netherlands were installed for training purposes.

In 1974, the Training Centre expanded its training coverage to include institutions/agencies such as the Civil Aviation, the Army, Police and the Meteorological Services. In 1989, the institution again engaged the services of the ITU under an IDA loan agreement to upgrade both its facilities as well as improve on the human resource capabilities of staff. This was geared towards sustaining international standards in training methodology. Under the programme, new training methods such as computer- based training (CBT) and CODEVTEL course development methodologies were introduced.

Multi-disciplinary training programmes covering disciplines such as Management, Finance, Marketing and Information Technology were introduced to meet the needs of staff of the then telecom business. Over time, GTTC expanded its courses to include Air-Condition, Energy System and Multimedia Studies. Short courses were also introduced over time. The training structure incorporated classroom instructions with the expectation that in the distant future, virtual classroom programmes through the use of the internet will be introduced. GTTC also became the centre for the organization of all Commonwealth Telecommunications Organization (CTO) courses in Ghana.

In July 1998, GT in collaboration with the Multimedia University (MMU) of Malaysia, introduced the Diploma Programme in Telecommunications Engineering (DTE) to meet its needs for skilled hands, as well as that of the national telecom industry. The programme run for four (4) years and ended in August 2003.

In 2002, Ghana Telecom signed a management contract with Telenor of Norway. The new management upgraded the infrastructure and equipment at GTTC in anticipation of upgrading the institution to a university. The Centre was named Ghana Telecom University College (GTUC) and obtained institutional accreditation in March 2005. It was inaugurated on August 15, 2006.

### **General Information**

Postal Address - Private Mail Bag 100

Accra- North

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2221456/2221479

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E-mail - [info@gtuc.edu.gh](mailto:info@gtuc.edu.gh)

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Overseas Address - Director of External Relations

290 N. Fairview Avenue

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[Tel: 001 805 692 6998](tel:0018056926998)

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Academic Year - August/ January to

May/June

Language of Instruction - English

Bankers Barclays Bank, Zenith Bank and ECOBANK

All correspondence should be addressed to

**THE REGISTRAR**

**GHANA TECHNOLOGY UNIVERSITY COLLEGE**

**PRIVATE MAIL BAG 100**

**ACCRA NORTH**

**GHANA TECHNOLOGY UNIVERSITY COLLEGE**

**TESANO**

(Motto: Knowledge Comes from Learning)

**THE CREST OF THE UNIVERSITY**



Chess Game in blue and gold at top position symbolizes intellectual curiosity.

Yellow “Adinkra Symbol” embossed on blue background depicts “Nea onim no, osua ohu” which means knowledge comes from learning. The GTUC logo can only be used by second and third parties by permission from the University Relations Office.

### **Location**

GTUC has five campuses. The main campus is strategically located at Tesano, on the main Accra- Kumasi trunk road next to the Ghana Police Training College. It is about 6 kilometers from the main Accra business district. The second campus is located at Abeka, about 1.5 kilometers from the main campus. A third campus in Accra will soon be opened for the school of tourism. The other four campuses are in Koforidua (Eastern Region), Kumasi (Ashanti Region), Takoradi (Western Region) and Ho (Volta Region).

### **ADMINISTRATION OF THE UNIVERSITY**

The day to day administration of the University College is led by the President supported by the Vice President, Registrar, Deans of Faculties, Heads of Departments, and other technical and support staff under the leadership of a University Council.

### **FACULTIES AND PROGRAMMES**

GTUC has three faculties – the Faculty of Engineering, Faculty of Informatics and the Faculty of IT Business.

#### **FACULTY OF ENGINEERING**

The Faculty of Engineering has two Departments – the Department of Telecommunications Engineering and the Department of Computer Engineering. The Faculty is located on the main Tesano campus opposite the main administration block.

The Faculty of Engineering runs programmes at the Certificate, Diploma, Bachelor’s and Postgraduate levels as follows:

#### **Certificate in Telecom Engineering**

##### **Goals of the Programme**

The Certificate Course, which is of six months duration, provides a broad introduction to telecommunications, targeting important terms and concepts in networking and networking architecture. It provides an explanation of the essential role the industry plays in today's telecommunications business environment while examining major components of a typical network and principal elements in telecommunication networks. Exploring the landscape of national and international telecommunications, this course also provides a brief history of the industry as well as an overview of the regulatory environment and challenges in today's networks. Intake for this programme

is in September and March each year. Graduands with a good overall final score can proceed to pursue the Diploma in Telecom Engineering or related fields.

### **Diploma in Telecom Engineering**

#### **Goals of the Programme**

This two year programme provides a sound base in the science of telecommunication engineering to develop in students the concept of professional practice, innovation and enterprise. It is also intended to make the student aware of technological trends and emerging opportunities and to lay the foundation necessary for advanced study in telecommunication engineering. Graduands with a good overall final score can proceed to pursue the Bachelor of Science Degree in Telecom Engineering or related fields.

### **Bachelor of Science in Telecom Engineering**

#### **Goals of the Programme**

The Bachelor of Science in Telecom Engineering is a four year programme designed to provide a sound base in the science of telecommunication engineering to develop in students the concept of professional practice, innovation and enterprise. It is intended to provide the students with hands on experience to prepare them for the telecommunication industry. The programme also prepares students for careers in research, the telecom industry and for higher education. Graduands with a good grade point average can proceed to do the Master of Science in Telecom Engineering or related fields.

### **Bachelor of Science in Computer Engineering**

#### **Goals of the Programme**

This is a four year programme designed to introduce students to basic engineering principles in electrical, electronics, communication, computer hardware and software. The electrical, electronics and the computer industries have seen rapid developments in recent years and their convergence has created many new technologies and employment opportunities for graduates in this field. In this option, students will build a strong foundation in hardware and software, data communications, computer networking, digital communication systems, multimedia applications as well as emerging technologies. Graduands with a good grade point average can proceed to do the Master of Science in Computer Engineering or related fields.

## **Master of Science in Telecom Engineering**

### **Goals of the Programme**

The principal aim of this two year course is to enable currently practicing engineers and scientists to upgrade their professional qualifications in response to rapid changes in telecommunications and associated computer technology. It is also intended to permit recent graduates, usually from other universities, to enhance their first qualification with studies in telecommunications.

The course provides a mix of subjects permitting students to develop an understanding of the interaction of the various layers of modern telecommunication systems. All subjects in the course use case studies and exercises to build understanding of the concepts and theoretical principles. Graduands with a good grade point average can proceed to do the PhD in Telecom Engineering or related fields.

## **Master of Science in Telecom Management**

### **Goals of the Programme**

The Masters in Telecommunications Management (MTM) programme is a two year course designed to provide the technical knowledge and management skills needed to plan, acquire, operate, and evaluate telecommunication systems. It provides opportunities for students who are embarking upon their careers or employees seeking to enhance their management knowledge to acquire the expertise necessary to manage information systems and telecommunications initiatives. Graduands with a good grade point average can proceed to do the PhD in Telecom Management or related fields.

## **PhD in Telecom Engineering**

### **Goals of the Programme**

The PhD programme addresses the expanding needs of professionals who manage and solve telecommunication related challenges in businesses and organizations educate and/or train others in fields related to telecommunications engineering. The programme is an intensive one designed to equip practitioners and teaching faculty with very high levels of both technical and analytical expertise in specific fields in telecommunication.

## **FACULTY OF INFORMATICS**

The Faculty of Informatics is located on the main Tesano campus of the University in the main administration block. The Faculty runs programmes at the Certificate, Diploma, Bachelor's and Postgraduate levels as follows:

## **Certificate in Information Technology**

### **Goals of the Programme**

This six month programme is designed to provide students with an introduction to the fundamentals of Information Technology. The programme exposes students to the basic concepts of information technology and serves as preparatory ground for future studies in the growing information technology field. Graduands with a good overall score can proceed to do the Diploma in Information Technology or related fields.

## **Diploma in Information Technology**

### **Goals of the Programme**

The programme is designed to train students in the study of computer systems and their applications. Students develop the ability to process data or information in order to solve problems and study programming languages, algorithms and information structures. This program is both market oriented and research focused. Graduands with a good overall score can proceed to do the Degree in Information Technology or related fields.

## **Bachelor of Science in Computer Forensics**

### **Goals of the Programme**

This programme is designed to equip students, legal and security professionals with the computer skills and techniques needed to conduct investigations into a wide range of crimes including economic and cyber crimes. It provides students with the tools to collect credible data on a whole range of criminal and socio-legal phenomenon. Graduands with a good grade point average can proceed to do the Master's Degree in Computer Forensics or related fields.

## **Bachelor of Science in Mobile Internet Communication**

### **Goals of the Programme**

The course aims to equip graduates with the skills and attributes needed for professional practice and leadership. It is based on the themes of personal and academic development and professional formation. It provides sound foundations in mobile communication theory, technical expertise and knowledge of professional practice, while developing academic literacy, advocacy skills and social awareness so that graduates become lifelong learners and effective citizens in many different capacities. Graduands with a good grade point average can proceed to do the Master's in Mobile Internet Communication or related fields.

## **Bachelor of Science in Information Technology**

### **Goals of the Programme**

The Bachelor of Science in Information Technology (BIT) is a four (4) year programme that focuses on the application and management of information technology. BIT is taught using a hands-on, reality-based approach to education in which students apply what they learn in class to solve real-life problems. The programme is project-focused, training students in the study of computer systems and their applications. Students develop the ability to process data or information in order to solve problems and study programming languages, algorithms and information structures. The discipline is applied within the marketplace, as well as in research. Graduands with a good grade point average can proceed to do the Master's in Information Technology or related fields.

## **Master of Science in Information Communication Technology**

### **Goals of the Programme**

The Master of Information Communication Technology (MICT) is a 2 year programme which provides students with broad perspective on the nature of technology, how to use and apply a variety of information technologies, and the impact of ICT on society. It is also designed to provide computing and IT graduates with the skills and knowledge necessary for them to advance their careers or re-position themselves to take advantage of opportunities in this growing and dynamic field. Graduands with a good grade point average can proceed to do the PhD in Information Communication Technology or related fields.

## **Master of Science in Telematics**

### **Goals of the Programme**

This two year programme aims to train highly-qualified technical specialists in applied information communication technology integrated with a solid grounding in business management and leadership skills. It also focuses on training students to be able to function effectively in the newly emerging field of telematics applications. The course content equips students with the requisite leadership tools to influence policy and decisions in this fast-growing ICT field of application. Graduands with a good grade point average can proceed to do the PhD in Telematics or related fields.

## **PhD in Information Communication Technology**

### **Goals of the Programme**

The PhD programme addresses the expanding needs of professionals who manage information resources, solve ICT related problems in businesses and other organizations, educate and/or train others in fields related to the applications of information systems and communication. The programme is an

intensive one designed to develop practitioners and teaching faculty with very high levels of both technical and analytical expertise in specific fields in information communication technology.

## **FACULTY OF IT BUSINESS**

The Faculty of IT Business is located at the Abeka campus of the University. The Faculty runs programmes at the undergraduate and postgraduate levels as follows:

### **Bachelor of Business Administration (Banking and Finance)**

#### **Goals of the Programme**

The Banking and Finance option of the Business Administration programme combines the study of the fundamentals in the functional areas of business with skills in finance and financial services. It provides a thorough understanding of the ways in which financial intermediaries and institutions operate, and the structure and functioning of financial markets. Core competencies include tools and techniques used in finance for planning financial strategies with an emphasis on financial services in today's global economy. Graduands with a good grade point average can proceed to do the Master's Degree in Business Administration or related fields.

### **Bachelor of Business Administration (Human Resource Management)**

#### **Goals of the Programme**

This four (4) year programme combines the study of the fundamentals in the functional areas of business with emphasis on knowledge and skills in compensation and benefit administration, employment law, workforce planning, training and development and organizational behavior. This option offers graduates the opportunity to develop knowledge and skills that can help them begin careers in a variety of entry-level business positions, especially those in recruitment, staffing and human resource departments. Graduands with a good grade point average can proceed to do the Master's Degree in Business Administration or related fields.

### **Bachelor of Business Administration (Marketing)**

#### **Goals of the Programme**

The Marketing option of the Business Administration programme builds on fundamental knowledge and skills in marketing and sales management in a global environment. The Management option emphasizes understanding management theories, essential management functions and their interrelationships, and the global environment of today's business. It allows students to focus on developing the skills and knowledge needed to be effective leaders and decision makers. Graduands with a good grade point average can proceed to do the Master's Degree in Business Administration or related fields.

## **Bachelor of Business Administration (Accounting)**

### **Goals of the programme**

The Accounting programme is designed to give students the knowledge, skills and abilities that are required for a successful career in accounting. It is also designed to prepare students for entry level accounting professions. The Accounting programme teaches students to develop critical problem-solving skills in accounting and management. To help students understand the context in which accountants work, they will have the opportunity to acquire a solid background in economics, finance, management, law, information systems and quantitative methods. Additionally, students will earn up to 3 units of internship credit for approved real-world experience acquired during the degree programme. Graduands with a good grade point average can proceed to do the Master's Degree in Business Administration or related fields.

## **Bachelor of Science (Economics)**

### **Goals of the Programme**

The primary objective of the Bachelor of Science in Economics degree programme is to provide the student with a broad and fundamental knowledge of economic principles and policies. The programme aims to equip students with the basic intellectual tools that a good economist needs: the ability to apply the most significant concepts and results of economic theory to concrete situations, proficiency in the use of statistical and mathematical tools for modeling economic relations, and knowledge of the legal and institutional framework of the economy. Graduands with a good grade point average can proceed to do the Master's Degree in Economics or related fields.

## **Master of Science in Business Entrepreneurship and Technology**

### **Goals of the Programme**

The Master of Science in Business Entrepreneurship and Technology is a two year programme designed to create leaders who can understand, mobilize, and drive technology in rapidly changing and innovative business environments. It aims at training highly-qualified professionals who are technology oriented, and who will apply their technical knowledge to enhance their efficiency. It highlights the acquisition of technological, innovative and entrepreneurial capabilities. The programme will equip students with the requisite knowledge of business management and leadership skills to influence policy and decisions in fast changing ICT and business environments. Graduands with a good grade point average can proceed to do the PhD in Business Administration or related fields.

## **Master of Science in Aviation Management**

### **Goals of the Programme**

The main goal of this two year programme is to equip students with the technical knowledge and skills to pursue careers with international airlines, airport authorities, aviation logistics companies, aircraft

manufacturing firms and regulating authorities at the local, national and international levels. The course is also designed to expose practicing professionals in civil aviation to the latest knowledge and trends in the industry. Graduands with a good grade point average can proceed to do the PhD in Aviation Management, Business Administration or related fields.

## **ADMISSION POLICY**

### **Background**

The admission policy is developed to serve as a guide to support the efficient management and delivery of quality education to students.

### **Policy Intent**

GTUC shall admit students on the basis of academic merit and on their demonstrated capacity to succeed in their chosen programmes.

### **Description of the Policy**

This document sets out the principles and policies which govern the admission of students to GTUC undergraduate programmes. The scope of the policy includes all categories of students, including international students.

### **Admission Principles**

GTUC admission policies are based on the following principles:

- admission offers are made to applicants who are deemed to have the background and abilities to have a reasonable expectation of success in the programme to which they are made an offer of study.
- admission offers are made broadly on merit based on academic achievement and achievements related to particular fields of endeavor.
- GTUC admits students of any race, gender, nationality and ethnic origin.

### **Admission Levels**

GTUC has Four (4) undergraduate admission levels namely:

- 4- yr Degree programme
- 2½ yr top up Degree programme
- 2- yr Diploma programme
- 6month Certificate programme

## **Entry Requirements**

The entry requirements for each undergraduate programme are approved by the Academic Board on the recommendation of the relevant Faculty and the Admissions Committee.

### **4-yr Degree Programmes**

Admission to level 100 would require the following entry qualifications:

Senior Secondary School applicants seeking admission must have passes in six subjects with an aggregate score of 20 or better in the WASSCE/SSSCE including core subjects such as English, Mathematics and Integrated Science.

Applicants with American Grade 12 school certificate must obtain a minimum of Credits in relevant subjects.

Holders of GTUC 6-month Certificate Programmes with a minimum Cumulative Weight Average of 80%.

Five passes in General Business Certificate Examination including English and Mathematics and three passes in Advanced Business Certificate Examination in relevant subjects.

Candidates with GCE Advanced Level must have passes in 3 subjects of which at least one must be grade D.

Holders of International Baccalaureate (IB).

### **Mature Students**

Candidates who apply as mature students must meet the following requirements:

- i. Be at least 25 years of age
- ii. Have at least three (3) years work experience
- iii. Have a relevant professional or work experience, or have authored some work in a relevant field.
- iv. Must have passes in three (3) core subjects' i.e. English Language, Mathematics and Integrated Science plus a pass in any two elective subjects that are relevant to faculty requirements.
- v. Must have credits in 5 'O' Level subjects including English Language and Mathematics.
- vi. Diploma from a Teacher Training College

*In addition, mature students must go through a compulsory mature access course for a period of at least 2 months. The applicant must also pass a competitive Mature Students Entrance Examination in order to gain admission. The examination comprises:*

Papers in Mathematics and English Language.

- ii. Papers in Physics for candidates applying for programmes in Telecommunication Engineering and Computer Engineering. Applicants to other faculties must write papers that are specific to the requirements of the faculties as well as papers in Logic and topical issues.

## **2½ yr Top Up Degree**

Candidates must have an HND qualification with a minimum grade of Second Class Lower Division from a recognized Polytechnic.

Holders of GTUC Diploma with a minimum Cumulative Weight Average (CWA) of 65%.

## **Diploma Programmes**

Admission into Diploma programmes would require the following entry qualifications:

Senior Secondary School applicants seeking for admission must have passes in six subjects with an aggregate score of 22 or better in the WASSCE/SSSCE including core subjects such as English, Mathematics and Integrated Science or Social Studies.

Holders of GTUC Certificate with a Cumulated Weight Average (CWA) between 60-69.9%.

## **Specific Faculty Requirements**

Admissions at level 100 may be made to any of the following Faculties:

- Telecom Engineering- Must have passes in core subjects such as English, Mathematics and integrated Science with 3 passes in electives such as Physics, Mathematics and any of the following; Applied Electricity, Electronics, Chemistry, Technical Drawing, Statistics,
- Computer Engineering - Must have passes in core subjects such as English, Mathematics and Integrated Science with 3 passes in electives such as Physics, Mathematics and any of the following; Applied Electricity, Electronics, Chemistry, Technical Drawing, Statistics
- Informatics- Must have 3 passes in core subjects such as English, Mathematics and Integrated Science or Social Studies with 3 passes in electives such as Physics, Mathematics, Technical Drawing, Geography, Literature, French, Economics, Accounting, Business Studies, General Knowledge in Art, etc.
- IT Business - Must have passes in core subjects such as English, Mathematics and Integrated Science or Social Studies with passes in 3 electives such as Physics, Mathematics, Geography, Literature, French, Economics, Cost Accounting, Business Studies, Business Mathematics, Typing, Clerical Office Duties, Literature in English etc,  
OR
- Three passes in Advanced Business Certificate Examinations in addition to five passes in GCE 'O' Level or GBCE including English and Mathematics.

### **International Students**

To be eligible for admission, an applicant shall be assessed on the basis of the equivalence of the applicant's academic qualifications with Ghanaian qualifications at the required level.

### **English Language Entry Requirements**

International applicants for whom English is not an official language and seeking admission to undergraduate programmes are required to meet the prescribed minimum proficiency standards in English Language.

### **Acceptance of Offers**

A person receiving an offer of admission must respond to accept the offer by the process which is specified in the offer letter and by the due date which is specified in the letter together with a receipt indicating payment of fees.

If an applicant fails to accept the admission offer by the due date specified in the letter, the offer will be withheld.

### **Deferment**

Deferment is accepting the offer of a place in the programme but deferring enrolment for a specified period not beyond one academic year (two semesters)

An applicant who wishes to defer admission must write a letter to the Registrar to that effect.

### ***Fees must however be paid to the University before deferment.***

GTUC is bound to hold an offer for an applicant who pays the full cost of the fees for the year in session, and who also takes part in matriculation.

The University notifies all persons who have an approved deferment of admission.

In order to enroll at the end of the period of deferment, the applicant must notify the University of his/her intention to take up the deferred offer by the date specified on the University's correspondence. If no response is received by the due date, the offer of a deferred place will lapse. Applicants are not entitled to hold a deferred place and apply for other programmes. If an applicant holding a deferred offer wishes to apply for other programmes, their deferred place automatically lapses.

### **Withdrawal of Admission Offer**

The University reserves the right to withdraw an offer and cancel the enrolment of any person where an offer was made on the basis of false information supplied by the applicant or a certifying authority.

### **Transfer to another Programme**

Applicants who have received an admission offer into a programme and wish to change to another programme should do so within the first 14 days of the commencement of the academic year. If the

applicant meets all the requirements for admission to the new programme, the request may be approved.

### **Readmission of Dismissed Students**

Dismissal from GTUC terminates a student's relationship with the University College. Although some students may apply for re-admission, decisions concerning re-admission are made by the Academic Board of the University College.

Students who were expelled or rusticated from another college within the past year are not allowed to enroll at GTUC.

## **ACADEMIC GUIDELINES**

### **Structure of Semester**

A semester shall be of 16 weeks duration and shall be structured as follows:

- 1 week for Registration/Orientation
- 12 weeks of teaching
- 1 week of revision
- 2 weeks of examinations

### **Credit Hour**

The credit hour is defined as sixty (60) minutes lecture period or its equivalent.

### **Course Credit**

One (1) course credit shall be defined as:

One hour lecture or,

One hour tutorial or

One practical session (of two or three hours) or six hours of field work per week for a semester.

### **Academic Advising**

Academic advising is an important source of support for students. Generally, a small group of students is assigned an advisor (a faculty member). Advisors assist students with their course selection, scheduling, and information about the school, campus and surrounding area. Within the faculties of the university, advising is both academic and procedural.

## **Academic Integrity**

As an institution that values academic integrity and intellectual exploration, GTUC expects all students to abide by the highest standards of scholarly conduct. The reputation of the university rests on the ability of students to uphold the principle of academic honesty. GTUC asserts that attending a tertiary academic institution is a privilege earned by the most committed and motivated of students. With this privilege comes the responsibility of each student to demonstrate the highest ethical behavior and academic integrity.

## **Academic Dishonesty**

Academic dishonesty includes plagiarism, unauthorized exchange of information or use of material during an examination, unauthorized transfer of information or completed work among students, use of the same paper in more than one course, unauthorized collaboration on assignments, and other unethical behavior. The university will take disciplinary action against perpetrators of acts of academic dishonesty.

## **Registration of Courses**

For a student to obtain credit in any course, he/she must be admitted into the University College and must be properly registered for that course during the official registration period at the beginning of each semester. Before registering for a course, the student must meet the pre-requisites prescribed for that course. Any addition to, or withdrawal from, the courses for which a student is formally registered must be made with the consent of the Head of Department. Such alterations must be effected within four weeks from the commencement of the registration period and on the prescribed form.

## **Core Courses**

Unless otherwise exempted by the Faculty Advisory Committee, a candidate for a first degree must, before his/her final session or at any other time specified or approved by the Faculty Advisory Committee, attend courses of instruction and pass the prescribed examinations. He/she must, in addition, complete all compulsory courses for his/her area of specialization as specified in the Faculty programme.

## **Withdrawal from Courses**

- i. A student may withdraw from a course for which he/she has registered without incurring the penalty of grade 'F' provided such withdrawal is effected within 28 days of registration.
- ii. Permission to withdraw must be sought by completing a withdrawal form, countersigned by the Head of Department.
- iii. Unauthorized withdrawal will earn an 'F' grade.

### **Non-Completion of Course**

If for valid reasons (e.g. on medical grounds), a student is unable to complete all the prescribed requirements for a course in which he/she is formally registered, he/she may, on the recommendation of the Department, be awarded an Incomplete Grade. Such Incomplete Grade will normally be removed when the Department certifies that all prescribed requirements have been met. A grade I (Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty Advisory Board as satisfactory. Such a student shall be expected to complete the course the very next time the course is available. Where a student is awarded grade 'I', he /she shall be required to write the paper as a supplementary paper on a date to be determined by the Examinations Unit.

### **Repetition of Courses**

A student may repeat only those courses in which he/she has obtained a grade F. The grade earned for a repeated course will be recorded and used in the computation of the cumulative weighted average.

### **Transfer Courses**

A student enrolled at GTUC who wishes to take courses at another institution of higher learning and desires to have those credits applied toward a degree at GTUC must seek the prior approval of the Registrar and appropriate University College officials.

A student given such approval must ensure that an official transcript is submitted to the Registrar's Office immediately upon the completion of the course(s).

### **Interruption of Study Programme**

A student who interrupts his/her studies for more than four (4) continuous semesters shall be deemed to have lost all accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University College.

### **Pattern of Examination**

- i. Each course will be examined at the end of the semester for 70% of the total marks.
- ii. Continuous assessment based on class work including practicals, homework and tests will account for 30% of the total marks for the course.
- iii. The examination shall be conducted as prescribed by the Academic Board.
- iv. Each course shall normally be examined by a written paper of 1-3 hours in addition to which there may be a practical paper and/or an oral examination.

## Grading System

Student performance in a course shall be graded as follows:

Grade	Marks %	Interpretation
A	70 - 100	Excellent
B	60 - 69	Very Good
C	50 - 59	Good
D	40 - 49	Pass
F	1 - 39	Fail

## Dismissal

A student will be dismissed from the University when his/her semester Weighted Average (WA) falls below the 40% standard for two (2) consecutive semesters.

## Student Records

Students shall have the right to have academic and disciplinary records kept confidential subject to existing regulations. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of the student shall be available to unauthorized persons within the institution or to any person outside the institution without the express consent of the student involved, except in cases where disclosure of records or their contents is required or allowed by law.

## Eligibility for Examination

- i. A student shall attend all such lectures, tutorials, seminars and practicals and undertake all other assignments as are approved by the University College.
- ii. A student who is absent for a cumulative period of 21 days from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the semester examination.
- iii. A student who does not fulfill the requirements for any course shall not be allowed to take the examination for that course
- iv. Students who have been registered for specific courses shall be deemed to have registered to write examinations in such courses.

### **Final Assessment and Award**

- i. The final award and the class of the degree shall be based on the cumulative weighted average obtained by each candidate in all prescribed courses and approved electives taken at this or any other approved university provided that such courses are not repeated.
- ii. A candidate who has satisfactorily completed all requirements for the degree with an overall cumulative weighted average of not less than 45% shall be awarded a degree.

### **Release of Examination Results**

- i. At the end of each semester, a provisional list of successful candidates in course examinations shall be published by the Registrar soon after the recommendation of the Faculty Advisory Committee to the Academic Board.
- ii. The final results of candidates for the award of a Degree shall be published by the Registrar soon after they have been approved by the Academic Board.

### **Resit Examination**

A student who is awarded grade 'F' (fail) shall be required to resit the paper on a date to be determined by the Academic Board of the University

### **Cancellation**

The University College reserves the right to confirm or cancel an award. The University College may cancel an award under the following conditions

- a. A candidate had entered the University College with false qualifications
- b. A candidate had impersonated someone else
- c. A candidate had been guilty of an examination malpractice for which a grade Z would have been awarded
- d. That there are reasons that would have led to the withholding of confirmation of the award by the University College in the first place.

### **Withdrawal from the University**

A student who wishes to withdraw completely from the University College should contact the Registrar's Office to discuss the issue and complete the necessary forms.

### **Transcript of Academic Records**

Copies of academic transcripts are available upon written request to the Registrar's Office and upon payment of a fee. A transcript includes only the academic record accumulated by the student at the

University College. Adequate advance notice is required for transcript processing. No transcript will be released to anyone who has failed to meet all his/her financial obligations to the University College.

## **Graduation**

The University College is affiliated to the Kwame Nkrumah University of Science and Technology (KNUST). A candidate shall be awarded a degree under the Seal of the Kwame Nkrumah University of Science and Technology at a graduation of the University College organized for that purpose.

## **Graduation Fee**

- A fee will be required from each graduand to cover graduation expenses. This mandatory fee shall include cap and gown rental fees.
- All graduands will be expected to attend the graduation ceremony.

## **STUDENTS' EXAMINATION AND RECORDS**

### **Examination Rules**

The Academic Board determines when examinations take place and students are obliged to write examinations at the scheduled periods and designated examination halls. Candidates must read – **and would be assumed to have read** – the following rules which apply to all examinations conducted by the University College.

1. The examination will take place in lecture halls indicated on the time-table. It shall be the duty of the candidate to read the time-table to ascertain the date and venue of each paper. It shall be the responsibility of a candidate to locate an examination venue and transport him/herself to the venue. All candidates should arrive at examination centre (s) at least 30 minutes before the start of the examination.
2. A candidate may be refused admission to an examination if:
  - i. He/she has not followed the approved course as a regular student over the required period.
  - ii. He/she owes fees to the University College
  - iii. He/she is under suspension or has been rusticated from the University College
3. It shall be the candidate's responsibility to provide for him/her the required writing materials (pen, pencils, eraser etc). It is also his/her responsibility to ensure that he/she is given the right question paper and other material (s) needed for the examination.
4. An examination candidate shall not bring into the examination centre or to the washroom of the examination centre any book, paper or written information or other unauthorized material. Any candidate who is suspected of hiding any unauthorized material on him/her may be asked by the invigilator to submit to a search.

5. A candidate who completes an examination ahead of time may leave the examination centre after submitting his/her answer booklet (s), supplementary sheets, graph sheet and any other material to the invigilator. The candidate shall subsequently be allowed to leave the examination centre and shall not be allowed to return to the examination centre for the rest of the examination period of that paper.
6. All candidates shall, for the purpose of identification by the invigilator, be asked to produce their 'Identity Cards' for inspection. All candidates are therefore required to carry their ID Cards to the examination hall.
7. Candidates may leave the examination room temporarily but only with the express permission of the invigilator. In such cases, the invigilator will be required to certify that the candidate does not carry on his/her any unauthorized material. A candidate who is allowed to leave the examination room temporarily shall be accompanied by an attendant designated by the invigilator.
8. Any candidate who fails to attend any part of an examination, except on medical grounds, shall be deemed to have failed that examination. The following shall not be accepted as reasons for being absent from any paper during an examination;
  - i. Misreading the time-table
  - ii. Forgetting the date or time of the examination
  - iii. Inability to locate the examination hall
  - iv. Over-sleeping
  - v. Failure to find transportation
  - vi. Inclement weather
  - vii. Family problems
9. Any irregular conduct on the part of a candidate may result in the cancellation of his/her examination paper, suspension, dismissal or expulsion from the University College.
10.
  - i. Candidates must obey all instructions given by the invigilators.
  - ii. During examinations, candidates must listen carefully to instructions and inform an invigilator if they cannot hear what is being said or if they do not understand what is being said.
  - iii. Candidates must read all instructions on question papers before commencement of examination.
11. It is a Candidate's responsibility to check that he/she has been given the correct question paper. If there is any doubt, a candidate should inform an invigilator immediately.

12. Candidates should not tamper with the stapling of the answer booklets. Any complaints about the answer booklets should be brought to the attention of the invigilator.

13. There should be no verbal or written communication between candidates in the examination hall.

14. Taking mobile phones along to the examination hall is prohibited.

15. Only general purpose calculators or non-programmable scientific calculators are permitted in the examination hall.

16. i. Candidates must clearly write their personal details on each answer booklet and on any supplementary sheet used. All items forming part of their work must be securely attached to the answer booklet (with the treasury tags provided) unless otherwise instructed by the invigilator.

ii. Candidates must write the name of the subject lecturer, the correct course title and code on the answer booklet.

17. Candidates must write their answers legibly; examiners cannot mark what they cannot read.

18. Candidates must not tear out pages or parts of pages of answer booklets.

19. Rough work and all calculation must be written in the answer booklets and should be crossed through if it does not form part of the answer to the question. Answers should be numbered clearly to indicate the question to which they refer. Candidates are not allowed to take answer papers out of the examination hall.

20. Candidates who need to take medication during an examination should inform the senior invigilator before the start of the exam.

21. No candidate may leave the examination room during the first 30 minutes or final 15 minutes of an examination except with the permission of an invigilator.

22. Candidates who have handed their completed scripts to an invigilator and have left the examination room will not be re-admitted under any circumstances.

23. Candidates must stop work when instructed to do so by the senior invigilator.

24. In the event of a fire alarm or other emergency requiring evacuation from the examination venue, the invigilators will tell candidates to leave all examination materials on the desk, leave the room in an orderly way and assemble at a designated point outside.

#### **Classification of Examination Malpractices/Offences**

An examination malpractice or offence shall be defined as any attempt by a candidate to gain an unfair advantage during an examination. The following shall constitute an examination malpractice or offence:

- i. Physical possession of unauthorized materials likely to be used in the examinations.
- ii. Copying from prepared notes or other candidate (s).
- iii. Candidates found with notes on their body.
- iv. 'Grafting' or looking over one's shoulders in order to cheat.
- v. Talking to another or other candidates.
- vi. Tampering with answer booklets in an attempt to cheat.
- vii. Impersonation.
- viii. Disturbing or distracting other candidates during an examination (e.g.) whispering, use of mobile phones etc.
- ix. Writing after stoppage time has been announced.
- x. Exchange of question papers or answer booklets.
- xi. Placing script (s) at a vantage point to enable a friend to copy.
- xii. Challenging or struggling with the invigilator (s) in the examination hall over alleged examination malpractice.
- xiii. Destroying materials which could assist in investigations into examination malpractice.
- xiv. Unauthorized borrowing of rulers, calculators, erasers, etc.

#### **Sanctions for Examination Malpractice**

- a) The Chief invigilator shall report any instance of a breach of examination regulation to the Examinations Office of the Registry as soon as practicable.
- b) The Disciplinary Committee shall review all reports received in connection with an examination malpractice or offence and apply appropriate sanctions.
- c) Sanctions for examination malpractices shall include rustication or expulsion from the University College.

#### **Checking Examination Results**

It is the responsibility of the candidate to consult the University's notice boards for results of any examinations taken. In addition to this, the University has a College Portal where students can check their results using their student ID and password.

## Grading System

### Marks

GRADE	MARKS %	INTERPRETATION
A	70-100	EXCELLENT
B	60-69	VERY GOOD
C	50-59	GOOD
D	40-49	PASS
F	0-39	FAIL
Z	DISQUALIFICATION	
I	INCOMPLETE	
Y	CONTINUING	

### Definition of grades

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

**Failure Grades:** F, Z constitute **Failure** grades

**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.

#### **Disqualification:**

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.

#### **Non-completion of Course:**

A grade I (for Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Academic Board as satisfactory. Such a student shall be expected to complete the course the next time it is available.

## Weight (W)

### a. W

For each (letter) Grade there is a corresponding weight as indicated above. The weight earned by a candidate for each course completed is computed as the product of the number of credits (credit units) for the subject and the % marks obtained in the subject.

### b. Weighted Average (WA)

The Weighted Average is obtained by dividing the sum of the weights obtained by the total number of credits (credit units) of subjects registered. A candidate does not earn the credits for a failed course even though the credit units for the course are used in computing the WA.

### c. Cumulative Weighted Average (CWA)

A student's cumulative weighted average is calculated by dividing the total number of weights obtained, up to any specified time, by the total number of credits for all courses/subjects for which the candidate has registered.

### d. Final Weighted Average (FWA)

The FWA is the CWA for all courses for which the candidate has registered up to the end of the academic programme.

## Calculation of WA

Example: For a student offering Certificate in Telecom Engineering

### Semester 1

Course	Credit Hour	Score	Weight
CTE 101	3	60	180
CTE 111	3	70	210
CTE 121	3	55	165
CTE 131	3	75	225
CTE 141	3	63	189
	15TCH		969 Total Weight

$$\text{Weighted Average} = \frac{\text{Total Weight}}{\text{Total Credit Hours(TCH)}}$$

$$= \frac{(3 \times 60) + (3 \times 70) + (3 \times 55) + (3 \times 75) + (3 \times 63)}{15}$$

$$= \frac{969}{15} = 64.6$$

**This is a B grade.**

*Semester 2*

Course	Credit Hour	Score	Weight
CTE 102	3	50	150
CTE 112	3	60	180
CTE 122	3	60	180
CTE 132	3	50	150
CTE 142	3	70	210
	15TCH		870 Total Weight

$$\text{Weighted Average} = \frac{\text{Total Weight}}{\text{Total Credit Hours}(TCH)}$$

$$= \frac{(3 \times 50) + (3 \times 60) + (3 \times 60) + (3 \times 50) + (3 \times 70)}{15}$$

$$= \frac{870}{15} = 58.0$$

**This is a C grade.**

### Calculation of Cumulative Weighted Average (CWA)

$$= \frac{\text{First Semester Total Weight} + \text{Second Semester Total Weight}}{\text{Cumulative Credit Hour}}$$

$$= \frac{(969 + 870)}{(15 + 15)}$$

$$= \frac{1839}{30} = 61.3$$

This is a B grade. .

### Class Designation

CLASS DESIGNATION	CWA
1 <sup>ST</sup> CLASS	70 – 100
2 <sup>ND</sup> CLASS (Upper Division)	60 – 69
2 <sup>ND</sup> CLASS (Lower Division)	50 – 59
PASS	45 – 59
FAIL (No Award)	0 – 44

### Certificate Programmes

Classification	Range of CGPA
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Distinction	80 – 100
Credit	60 – 79
Pass	45 – 59
Fail (No Award)	0 – 44

### **Policy on Re-marking of Examination Scripts**

Guidelines for handling students who are dissatisfied with their marks are as follows:

1. A Candidate who wishes to make an appeal against his/her examination results shall do so within twenty-one (21) days from the date of publication of the end-of semester- examination results.
2. An appeal for re-marking shall be addressed to the Registrar and copied to the Faculty Advisory Committee, Dean of Faculty and Head of Department.
3. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:
  - a) Belief of bias on the part of the lecturer
  - b) Candidates’ discontentment with marks allocated him/her.
4. The Faculty Advisory Committee shall upon receipt of the appeal meet and decide on whether to approve or reject the appeal and communicate its decisions to the affected student within a period of 14 days of its deliberations.
5. If the appeal is approved by the Faculty Advisory Committee, it shall arrange for the re-marking to be done. The selection of the moderator shall be done by the Committee. A Candidate shall have no right to information on the moderator who shall be appointed by the Committee.
6. From the time the decision to re-mark is made by the Faculty Advisory Committee, re-marking shall be completed within two weeks and the new mark awarded shall be approved by the Dean on behalf of the Faculty Advisory Committee. The Academic Board shall be informed of the decision and the result shall be communicated to the candidate concerned.
7. If a candidate decides to withdraw his/her appeal before it is considered by the Committee, such withdrawal shall be done in writing.

8. An appeal for re-marking shall attract a fee of GH¢ 50. In a situation where a student earns more marks than what he was originally awarded, the fee covering the appeal for re-marking shall be refunded to the student.

**Student Records**

Students shall have the right to have academic and disciplinary records kept confidential subject to existing regulations. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of the student shall be made available to unauthorized persons within the institution or to any person outside the institution without the express consent of the student involved, except in cases where disclosure of records or their contents is required or allowed by law.

**Transcript of Academic Records**

Copies of academic transcripts are available upon written request to the Registrar’s Office and upon payment of a fee. A transcript includes only the academic record accumulated by the student at GTUC. Adequate advance notice, normally one week, is required for transcript processing. No transcript will be released for anyone who has failed to meet all financial obligations to the University College.

**Classification of Awards**

Degrees awarded by the university shall fall within the following classifications: First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) or Third Class Honours. Students who fail to meet the requirements for the Honours Degree may, subject to the conditions prescribed below, or other conditions approved by the Academic Board, be awarded a Pass.

Classification shall be based on the following:

AWARD	FCWA
First Class	70-100
Second Class Upper Division	60-69
Second Class Lower Division	50-59
Pass	45-49
Fail (no award)	below 45

## **UNIVERSITY CEREMONIES**

As pertains in all universities worldwide, GTUC holds various ceremonies all year round to mark important milestones in the life of the university itself and for students. Some of the most important university ceremonies include:

### **Orientation**

After every admission period, GTUC organizes an orientation programme for newly-admitted undergraduate and graduate students of the university. Orientation programmes are designed to serve three main objectives namely social, academic and physical. They also offer a platform for students to interact with staff and faculty of the university and to seek responses to issues of concern to students.

It is recognized that orientation is a continuing process and that students cannot become totally knowledgeable about the University, its academic and co-curricular programmes until students have been in attendance for several semesters.

### **Matriculation**

Matriculation is one of the most important ceremonies on the academic calendar of the University and is a process for formally admitting students to the university. GTUC holds two (2) matriculation ceremonies in a year for students admitted during the January and September admission periods. The climax of the ceremony is the administration of the matriculation oath by the Registrar of the university.

### **Graduation**

The University holds graduation ceremonies for students who have successfully completed their programmes of study. Undergraduate and postgraduate students may only participate in graduation ceremonies if they have satisfied all University, departmental and faculty requirements for graduation. Students are also expected to have settled all financial indebtedness to the University and should have returned all University property in their possession. The University reserves the right to alter the minimum requirements for participation in graduation ceremonies.

## **NON-DISCRIMINATION AND DISABILITY POLICY**

### **Non-Discrimination Policy**

GTUC is very committed to upholding the fundamental human rights and dignity of its students. To this end, the University does not discriminate on the basis of race, colour, sex, religion, nationality, and age in its admission, examination and administrative procedures. All academic and administrative decisions of the University are taken on the basis of laid down approved procedures in consonance with national and international rules and regulations.

## **Disability Policy**

The University offers equal opportunities to all students irrespective of their physical challenges to discover their fullest academic potential. It is the policy of GTUC to provide accessibility and reasonable accommodation for physically challenged persons. A student requesting accommodation is required to provide documentation supporting a claim of physical disability from a professional qualified to comment on the physical health of the student.

## **STUDENT CONDUCT AND DISCIPLINARY PROCEDURES**

GTUC seeks to maintain an academic environment of mutual respect among its members. In this regard, all forms of unscholarly behaviour including violence, assault, intimidation, drug abuse, indecent exposure, sexual abuse and harassment, including those based on sex, colour, race, religion, gender, nationality and disability which undermine the basis for such respect and violate the sense of community vital for academic work are frowned upon by the University.

The policies specified below are intended to guide the conduct of students of the University.

### **Dress Code**

Students are reminded that an important aspect of their training at GTUC is to prepare them for their professional careers. Since an important aspect of a professional image has to do with one's appearance, a dress code has been drawn up to provide parameters within which each student is free to express individual tastes. The restrictions are few: indecent exposure and slippers are not allowed; students should be modest in their choice of attire; hair should be well kept; and personal hygiene must be maintained at all times. Students are also expected to wear academic gowns on occasions to be specified by the Registrar.

### **Drug Abuse**

GTUC has established and maintained an academic environment that promotes a safe and healthy environment for students. The University believes that every student has the right to study in an environment free from the effects of substance abuse. Individuals who abuse alcohol and drugs are a danger to themselves and to others. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance in the University are prohibited. In addition to being subject to criminal prosecution, violation of this policy will subject a student to disciplinary sanctions including suspension or expulsion.

## **NON SMOKING POLICY**

Smoke and tobacco use has become an important public health issue. There is considerable evidence that smoke is harmful to non-smokers as well as to smokers. The University College has an obligation to provide a safe and healthy learning and work environment. Every student, employee and visitor has the

right to breathe clean air and not to be exposed to the effects of smoke and tobacco. Ghana Technology University (GTUC), therefore, establishes the following non smoking policy.

## **POLICY STATEMENT**

Effective **August 1, 2013**, GTUC will become a tobacco free campus. In accordance with the passage of the Public Health Act 851, 2012, **it shall be the policy of the University College that smoking and use of tobacco products will not be permitted anywhere on the campus**; including all centres, lecture halls, hostels, offices, washrooms, campus buildings, sidewalks, parking lots, building entrances and common areas, and in college-owned vehicles.

The Administration shall fully implement this policy, and all applicable laws, regulations, and local ordinances related to smoking and tobacco use.

This means:

1. The GTUC is a 100 percent smoke-free campus, meaning the use of smoking products is prohibited on all university owned and operated campus grounds both indoors and outdoors.
2. Smoking products include but are not limited to all cigarette products (cigarettes, bidis, etc.) and all smoke-producing products (cigars, pipes, hookahs, etc.).
3. GTUC-owned and operated campus grounds include but are not limited to all outdoor common and educational areas, all university buildings, clubs and societies and, university-owned hostels, campus sidewalks, campus parking lots, recreational areas, study bays and GTUC-owned and leased vehicles (regardless of location).
4. In keeping with University policy, it is our guidance that the sale, distribution, and sampling of all tobacco products and tobacco-related merchandise is prohibited on all university owned and operated property and at GTUC-sponsored events.
5. The advertisement of tobacco products on GTUC-owned and operated property or at GTUC events is prohibited.
6. This policy applies to all employees, students, visitors, contractors and external individuals or companies renting university-owned space on university owned and operated property campus grounds.

GTUC encourages all individuals, both smokers and non-smokers alike, to cooperatively work together in the implementation of the policy. The success of GTUC's smoke-free/tobacco-free environment policy relies on the consideration and cooperation of smokers and non-smokers so please pitch in and help keep our College site beautiful, clean and healthy for everyone.

**Kindly note that Campus Security Officials have been mandated to remove offenders from our premises.**

### **Sexual Misconduct**

GTUC reaffirms the principle that its students, administration, faculty and staff have a right to be free from sexual harassment. Harassment in any form including sexual harassment by or towards any member of the academic community will not be tolerated. Sexual harassment in any situation is reprehensible. The definition of sexual harassment and offenses include, but is not limited to unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature under the following circumstances:

- Submission to such conduct is made either explicitly or implicitly or condition of a student's status in a course, programme or activity;
- Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating or hostile education environment.

The University prohibits sexual harassment in accordance with University policy and applicable national laws. All members of the student body, faculty, staff and administration are expected to assist in implementing this policy. Furthermore, it is the intent of the University to investigate and respond promptly to complaints of sexual harassment and offenses. In all cases, the University administration must be notified of any such offenses.

Disciplinary action for sexual harassment may include one or any combination of the following: letter of warning, probation, suspension, dismissal, reassignment, expulsion, termination and/or criminal prosecution. Any student, faculty member, staff member or employee who believes he or she has been or is being sexually harassed should report this concern to any of the following individuals: (a) the Dean of the Faculty in which he or she is enrolled or employed; or (b) the Director of Human Resources; or (c) the Dean of Student Affairs. A copy of the procedures for handling complaints of sexual harassment is available in the office of each of these administrators.

The scholarly, educational or artistic content of any written, oral or other presentation or inquiry shall not be limited by this policy. It is the intent of this paragraph that all members of the academic community be allowed academic freedom. Accordingly, this provision shall be liberally construed, but shall not be used as a pretext for violation of the sexual harassment policy.

### **Disruptive Behaviour**

Disruptive behaviour by students, especially in the classroom, will not be tolerated. If there is a complaint about a student or group of students outside the classroom, it should be reported to the Office of Student Affairs. At all times, respect should be shown to lecturers and to fellow classmates. If there is a complaint about an instructor, it should be properly reported to the appropriate office.

### **Staff/Student Relationships**

Sexual or romantic relationships between students and staff of GTUC are unacceptable because they interfere with the educational goals of the University and threaten the climate of trust, concern, and respect to which GTUC is committed. Students and staff of the University are expected to maintain professional, non-sexual relations. Students and staff found to be engaging in sexual relationships will be severely sanctioned by the University.

### **Theft/Damage to University Property**

Theft or intentional damage to University property is viewed as a very serious offence. Offending students will be required to pay for the repair or replacement of the stolen or damaged property in addition to any disciplinary sanctions that may be prescribed by the Disciplinary Committee of the University.

### **Examination Malpractices**

GTUC takes serious exception to students cheating during examinations because it compromises the results of the examination and has implications on the image of the University. The University's Disciplinary Committee is mandated to deal swiftly with all cases of examination malpractices and to prescribe severe sanctions to offending students after investigations. Detailed information on acts of examination malpractices are outlined in the section on Students' Examination and Records. Below is a brief description of the cycle that a breach of examination rules goes through:

### **Handling Examination Malpractices**

- a) The Chief invigilator shall report any instance of a breach of examination regulation to the Examinations Office of the Registry as soon as practicable.
- b) The Disciplinary Committee shall review all reports received in connection with an examination malpractice or offence and apply appropriate sanctions.
- c) Sanctions for examination malpractices shall include suspension, rustication or expulsion from the University.

## **Disciplinary Actions**

GTUC has a standing Disciplinary Committee which investigates all student misconduct and prescribes appropriate sanctions. Degrees of disciplinary action in the University include: reprimand, probation, suspension, and expulsion. Reprimand is an admonition given to the student, according to the circumstances of the particular case. Probation is a trial period of a person's suitability, which may be academic and/or disciplinary in nature. Suspension is separation from the University for a period of time to be determined by the Disciplinary Committee of the University in accordance with the severity of the particular case. Expulsion is permanent separation from the University. In all cases, reports of misconduct are thoroughly investigated before appropriate sanctions are applied.

## **UNIVERSITY SOCIAL RESPONSIBILITY**

The core mandate of all universities worldwide is to teach, conduct research and to offer community service and GTUC is no exception. The University believes that it has a big responsibility to society at large. The Corporate Social Responsibility (CSR) policy of GTUC functions as a built-in, self regulating mechanism which ensures that apart from reaching out positively to the society at large, the University adheres to ethical standards, regulatory requirements as well as national and international laws.

Over the years, the University has been committed to offering valuable community service to individuals, groups, educational institutions and society at large. Students especially have been encouraged to undertake community services to imbibe in them the tenets of good citizenship and patriotism. Students undertake social responsibility initiatives under the aegis of their associations and clubs. Below are some of the key activities students and the University as a whole have undertaken over the years within the context of GTUC's Social Responsibility Policy:

- i. The University organizes annual Technology Camps for junior and senior high schools in Ghana as its contribution to bridging the digital divide in Ghana.
- ii. The International Students Association (ISA), with support from the Students' Representative Council (SRC), organized a clean- up campaign at Avenor, a suburb of Accra.
- iii. The All Christian Fellowship (ACF), a student Christian group donated a number of dustbins to the University with funds generated from their activities to support the 'Clean Campus Initiative' of the University.
- iv. Students of the University have over the past two (2) years offered support to the annual Joy FM Easter Soup Kitchen. This initiative of the popular radio station is to provide food, clothing and medical services to the poor and vulnerable in society.
- v. Personnel of the Information Technology Support Services (ITSS) of the University hosted members of the ICT Club of Tarkwa Secondary School in March 2010 and educated them on various aspects of the workings of an ITSS unit and career opportunities in ICT.

vi. The University donated a number of computers to the Odoben Brakwa School in the Central Region in October 2009. Personnel of the Information Technology Support Services (ITSS) of the University offered IT services including wiring and fixing of switches in the school's computer laboratory.

vii. The University donated books to a local school at Brakwa in the Central Region in 2009.

viii. The All Christian Fellowship donated assorted items to the Koforidua Children's Hospital.

### **GTUC Adopts a Community Project**

This initiative has been instituted to help deprived communities as a social responsibility of the University College. It also provides students the opportunity to do community service. Areas for consideration includes: Health, Environment and Education. It is expected that clubs, societies and associations will identify and contribute to such initiatives.

### **FACILITIES AND LEARNING RESOURCES**

GTUC provides some of the most advanced learning and teaching facilities in Ghana. The University College has invested in state-of-the-art teaching and learning facilities so students have the latest technology and advanced resources.

#### **Library**

##### **Library Operating Policies**

These policies have been adopted by the Library Committee to govern the day-to-day operation of the library.

##### **Users of the Library**

- The library is open to all members of the University community. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of emotional, or physical condition; age; or sexual orientation.
- The use of the library may be denied for due cause such as failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

##### **Patron Responsibilities and Conduct**

It is a patron's responsibility to maintain necessary and proper standards of behaviour in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, shall be subject to the rules and regulations of the library.

## **Services**

The Library offers the following services:

- Circulation
- Reference
- Reprographic

### **Circulation**

Circulation is the process of lending and/or borrowing library materials, their return, recall, renewals, reservations and related activities.

#### ***Eligibility***

For a patron/user to qualify to borrow materials, he/she must be registered and have a valid GTUC ID card.

Materials cannot be checked out until the ID card is issued.

Patrons other than GTUC students and staff will not be allowed to borrow materials. They may however use the library for reference services only.

All patrons are expected to carry their cards on them if they intend to check out items. An individual who ignores this expectation will be denied the privilege of checking out materials until he/she presents his/her card at the library.

#### ***Loan Periods***

- A student may borrow two books at a time for two weeks.
- Generally, reference books do not circulate. Upon special arrangement, some reference materials may be checked out overnight.
- Books may be renewed once if there is not a waiting list for the title.
- Periodicals do not circulate.
- One week for cassettes, audio books, and compact discs.

The Librarian may establish the loan period for special collections or materials which are temporarily in great demand.

### **Renewals**

Renewal is when a borrowed item is checked out again on return to the library.

- Renewal requests are accepted for most books on the open shelves

- Renewals are granted unless the item has been recalled, is needed for reserves or has not been requested by another reader.
- Overdue materials are not renewable.
- Length of renewal depends upon the status of the borrower and type of material involved.
- This period is the same as the check out date.

**Recall**

A recall is the process where a borrowed material is taken back from the borrower before the due date.

All library materials are subject to recall:

- after two weeks for faculty members
- One week for students.
- Materials needed for course reserves may be recalled at any time.
- failure to return a recalled item will result in a:

i. daily minimum fine and

ii. Suspension of borrowing privileges

**Reserves**

Materials on reserve are those purposefully separated from the general collection:

- at the request of a lecturer
- because the copies of the particular title are few in number and/or
- titles that are crucial to courses offered but are out of print

Reserve materials, just like reference materials do not circulate. They are signed for, used in the library and returned to library staff after use.

**Fines and Charges**

Borrowers will be fined for not returning borrowed materials on the due dates.

Contact the library for the current figures

Status	Loan Period	Borrowing Limit	Fine (Overdue)
• Faculty	Four Weeks	4 Books	
• Grad. Stud.	Four Weeks	4 Books	daily fine per book
• Und. Stud.	Two Weeks	2 Books	daily fine per book
• GTUC Staff	Two Weeks	2 Books	daily fine per book
• General Public	Reference Services only		

In addition to a fine, failure to respond to requests for the return of overdue materials will lead to suspension of library borrowing privileges for a period determined by the Library Committee.

### ***Damaged or Lost Materials***

- Lost material should be promptly reported to the circulation desk.
- Borrowers losing or failing to return material, or returning material in damaged condition are subject to the following charges:
  - a charge for a replacement copy and processing
  - a clean copy of the same edition of the lost book may be accepted in lieu of the replacement cost, but the borrower will still be subject to the cost of processing.
  - if materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron/user must pay the replacement cost and a processing fee. A notice of these charges will be sent to the borrower.

### **Reference Service**

The Library:

- Provides information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence.
- Assists patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone).
- Provides bibliographic verification of items both in the Library and ones not owned by the Library and will assist patrons in obtaining materials through inter-library loan, when appropriate.
- May refer library users to other agencies and libraries in pursuit of needed information.

### **Reprographic Services**

The library undertakes reprographic services for patrons at a reduced cost.

### **Use of the Library**

- Bags and other personal belongings are to be left at the security check point on entering the library.
- Patrons are not to shelve books. All used materials should be left on the tables for the library staff to shelve.
- Smoking is not permitted in the library
- Food, drink and other consumables are not to be brought into the library or consumed there.

## **Study Space**

- Due to the limited study space in the library, study space cannot be reserved.
- Books and personal belongings left unattended to are done at the risk of the owner.

## **Noise Policy**

The library is committed to providing a welcoming environment that is conducive to study.

- All library users must therefore refrain from making noise while using the library.
- The use of cell phones in the library is prohibited.

## **Theft and/or attempted theft and misappropriation of library materials**

The university considers theft, misappropriation, mutilation, or tampering with library materials, equipment or property by any user to be a serious offence.

Theft and /or attempted theft, misappropriation or mutilation of library materials includes:

- Unauthorized removal of materials from the library.
- Falsification of circulation records by willful use of a wrong ID card.
- Deliberate misplacement of library material.
- The mutilation of books, journals or other library materials.
- Tampering with library data, files or computer programme.

Removal of any material from the Library must therefore be properly authorized.

All readers leaving the Library must show at the exit point all books, periodicals in their possession and may be required to open for inspection any receptacle carried out of the Library.

## **The Electronic Library**

GTUC has an electronic library with internet connectivity and printers. Computers are made available to students on a first-come, first-serve basis at the electronic library. There is no charge for use of the computers. However, to make the service available to as many students as possible, a time limit for usage has been imposed. That time limit is ten (10) hours a week. Library staff are available for general assistance in using the computer.

## **Internet Use Policy**

The GTUC Library provides access to the Internet as a means to enhance the information and learning opportunities for members of the university community. The Library Committee has established the Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all students. However, this service may be restricted at any time for use not consistent with the guidelines. Users should be aware that the inappropriate use of electronic information resources can be a violation of local, national, and international laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable use of the service will result in the suspension or revocation of Internet use privileges.

Below are policies regulating the use of the GTUC Electronic Library:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational and cultural needs.
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the Library is unable to manage e-mail accounts for any organization or individuals.
- Internet use is offered in one (1) hour sessions on a first-come, first-serve basis. Each user is allowed one session. If there is no patron waiting for the service at the end of a session, the user can have another session, but once the user has had the service for one hour, he/she must suspend use of the Internet if another patron requests the use of the service.
- Users are to respect and uphold copyright laws and all other applicable laws and regulations.
- Visit to pornographic sites at the electronic library is strictly prohibited.
- Users should not use the facilities at the electronic library to circulate hate messages or to plan terrorist activities.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programmes, or parameters

### **Note of Caution**

- The Internet is a decentralized, un-moderated global network. GTUC has no control over content found there. The Library will not censor access to material nor protect users from offensive information, and is not responsible for the availability and accuracy of information found on the Internet.
- The library cannot assure users that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the Library's Internet service.
- The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

### **Sanctions**

Sanctions for flouting the above policies will include:

- Suspension of the privilege of access to Library facilities.
- legal action and/or other penalties sanctioned by the Library Committee
- Publishing the offence with the picture of the student involved.
- Pasting the publication on all notice boards in the University as well as within the Library premises.

### **Working Hours:**

The working hours in the library are as follows:

- Mondays – Fridays 8:30am – 10:00pm
- Saturdays 9:00am – 9:00pm

### **Channel of Complaint**

- Users with complains about other users can talk to any of the Library Assistants.
- On the other hand, if the complaint is about any of the Assistants, or about the non-functioning of any of the library systems and services, it should be made to the Librarian.
- If the complaint is about the Librarian, it should be reported the head of Student Affairs.

### **Departing Procedures**

All students are required to clear their library accounts with the Librarian before graduating or leaving the University College.

### **LANGUAGE CENTRE**

In line with its vision of being a world class institution, and in response to demands to offer courses in foreign languages, GTUC has opened a Language Centre. The Centre was established in July 2008 and is located at the Abeka Campus. The languages currently on offer are English, German and French at the Beginners, Intermediate and Advanced levels.

The Language Centre offers high-quality language skills for diverse learners such as students, staff, working professionals and the community. The Centre is equipped with high technology equipment including computers, headsets, audiovisual and library facilities, and an interactive smart board.

### **HOSTEL FACILITIES**

GTUC provides well-furnished hostel facilities to students who may require accommodation facilities. The hostel can provide accommodation for students and this consists of single and double rooms. In view of limited hostel facilities, priority will be given to International students and students from outside Accra in allocating rooms.

## **INTERNATIONAL STUDENTS' HOSTEL**

Mindful of the challenges international students face when they arrive in Ghana to study and the need to address these challenges, the University has acquired a hostel for international students near the main campus. The facility is about seven (7) minutes walk from the school. There is also a handbook for international students with very useful information that will help them settle quickly in their new environment. The hand book is available at the GTUC website.

## **LECTURE ROOMS**

GTUC has spacious lecture rooms. These lecture rooms are air-conditioned and fitted with comfortable tables and chairs. They are also equipped with white board screen, mobile LCD projector and flip chart. Other campuses throughout the country also have the same teaching and learning facilities.

## **LABORATORIES**

GTUC has well-equipped laboratories to make teaching, learning, and practical application of IT and telecom engineering more meaningful. The laboratories are equipped with fixed LCD projectors, white board screens and flip charts. The laboratories are intended to facilitate practical work for students and give them hands-on training.

## **AUDITORIUM**

The University College has a multi-purpose auditorium/conference room with acoustic systems. The auditorium - Eva Von Hirsch Auditorium - has internet facility, comfortable chairs, white board screen, flip chart, and mobile LCD projector. This makes the auditorium suitable for hosting conferences, seminars and workshops. A second auditorium, the Florence Onny auditorium is located at the graduate school with modern conference facilities.

## **VIDEO CONFERENCE FACILITIES**

The University College boasts of state-of-the-art video-conferencing facilities. These facilities are used for online courses and for holding open days, workshops and conferences. The facilities are also rented out to persons and organizations for a fee.

The entire GTUC campus is Wi-Fi ready, making it one of the few campuses in Ghana where the Internet could be accessed without wires and cables.

## **CONFERENCES & TRAINING FACILITIES**

The University College has training and conference facilities for private and international organizations, as well as government and non- governmental organizations. Facilities include:

- i. Well equipped conference rooms
- ii. Modern video conference facilities

## **REPROGRAPHIC CENTRE**

GTUC provides reprographic services at its Tesano and Abeka campuses. The Reprographic Centres offer a myriad of services and products to students of the University and the general public. The Centres are resourced with state-of-the-art digital equipment to ensure high speed, high quality printing, reproduction, editing and file storage services.

## **FOOD SERVICES ON CAMPUS**

The University has two modern cafeterias which are located on the Tesano and Abeka Campuses. In addition to the University's cafeteria, the Student Representative Council has established a canteen on the main campus where students can buy a variety of meals. There are other food vendors near campus, where students can also buy food.

The cafeterias serve both continental and local dishes. Meals are prepared and served under very hygienic conditions by trained staff. Typical opening hours are as below:

Monday – Friday	Breakfast	08:30am – 10:00am
	Snack	10:00am – 11:30am
	Lunch	12:30pm - 13:30pm

## **SECURITY**

GTUC views the security and safety of its staff, students and property as an utmost priority. In light of this, the University has engaged the services of qualified security personnel to strengthen and improve security on its campuses. The team is under the leadership of an experienced retired officer of the Ghana Army.

The University has also deployed a number of campus monitoring systems including the installation of closed circuit cameras. In addition to the above, a comprehensive classroom access policy is being implemented to ensure that only permitted persons gain access to classrooms and laboratories.

## **CAR PARK**

GTUC has spacious car parks for staff, students and visitors.

## **University IT Policy**

As an institution of higher learning, GTUC uses information technology and supplies same to members of the University community. As a technology oriented institution of higher learning, the University has established the Information Technology Support Services (ITSS) unit to provide the central computing and networking services and resources to management, staff, faculty and students to achieve the vision and mission of the University.

The IT Policy of the University sets forth the general rights and responsibilities common to all uses of information technology, from the simple stand-alone PC to the complex systems that create virtual classrooms, workplaces and recreational facilities in the University.

The IT Policy applies to all members of the university community, including guests who have been given accounts on the University's information technology systems for specific purposes. It also applies whether network access is from the physical campus or from remote locations.

## **Specific Areas**

### **Applicable Laws and Regulations**

All members of the University community must obey:

- All relevant statutory laws. These include laws of general application such as libel, copyright, trademark, privacy, obscenity and child pornography laws as well as laws that are specific to computers and communication systems.
- All relevant University rules and regulations. These include the rules of the University, the Student Code of Conduct, and all other University policies including the policy against sexual and racial harassment.
- All contracts and licenses applicable to the resources made available to users of information technology.
- This policy as well as other policies issued for specific systems.

### **Privacy**

Members of the University community shall not attempt to access the private files of others. The ability to access a file does not, by itself, constitute authorization to do so.

The University does not routinely monitor or inspect individual accounts, files, or communications. There are situations, however, in which the University has a legitimate need to do so:

- i. System managers may access user accounts, files, or communications when there is reason to believe that the user is interfering with the performance of a system;
- ii. Authorized investigators may access accounts, files, or communications to obtain relevant information when there is a reasonable suspicion that the user has violated either laws or University policies;
- iii. Co-workers and supervisors may need to access accounts, files, or communications used for university business when an employee becomes unavailable;
- iv. When required by law. All monitoring and inspection shall be subject to authorization, notification and other requirements specified in the IT Management Policy.

Though the University will attempt to prevent unauthorized access to private files, it cannot make any guarantees. Because the University is a public entity, paper records as well as information in electronic form may be subject to disclosure under the Ghana Accreditation Board Act. Information can also be revealed by malfunctions of computer systems, by malicious actions of hackers, and by deliberate publication by individuals with legitimate access to the information. Users are urged to use caution in the storage of any sensitive information.

### **Access**

Some portions of the virtual campus, such as public web pages, are open to everyone. Other portions are restricted in access to specific groups of people. No one is permitted to enter restricted areas without authorization or to allow others to access areas for which they are not authorized. The ability to access a restricted area does not, by itself, constitute authorization to do so.

Individual accounts are for the use of the individual only; no one may share individual accounts with anyone else.

### **Security**

All members of the University community must assist in maintaining the security of information technology resources. This includes physical security, protecting information and preventing and detecting security breaches. Passwords are the keys to the virtual campus and all users are responsible for the security of their passwords. Users must report all attempts to breach the security of computer systems or networks to an appropriate official.

### **Plagiarism and Copyright**

Intellectual honesty is of vital importance in an academic community. The University is of the view that intellectual rights must be respected and copyrights and trademarks must also not be violated. In addition, restrictions on software and library licenses acquired by the University and made available to members of the University community must be adhered to by all.

### **Enforcement**

Anyone who becomes aware of a possible violation of this policy or the more specific regulations of the systems should notify the relevant department head or system administrator. The administrator will investigate the incident and determine whether further action is warranted. The administrator may resolve minor issues by obtaining the agreement that the inappropriate action will not be repeated. In those cases that warrant disciplinary action, the system administrator will refer the matter to the appropriate authorities. These include the Office of Student Affairs for violations by students, the appropriate Head of Department or Dean of Faculty for violations by faculty, and the Human Resource Manager for violations by staff members.

System administrators can act to block access and disable accounts when necessary to protect the system or prevent prohibited activities, but such actions cannot be used as punishments. Users must be

notified promptly of the action and the restrictions must be removed unless the case is referred for disciplinary action.

### **Computer Use Policy**

In support of the University's mission of teaching, research, and public service, GTUC provides computing, networking, and information resources to the campus community of students, faculty, and staff.

### **Rights and Responsibilities**

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Misuse of computing, networking, or information resources may result in the restriction of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable University policies and procedures. Complaints alleging misuse of campus computing and network resources will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of Copyright Laws.

### **Examples of Misuse**

Examples of misuse include, but are not limited to, the activities in the following list.

- Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- Using the Campus Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources.
- Using electronic mail to harass others.
- Masking the identity of an account or machine.
- Posting materials on electronic bulletin boards that violate existing laws or the University's codes of conduct.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Accessing pornographic sites on the University's computing and networking systems.

Activities will not be considered misuse when authorized by appropriate University officials for security or performance testing.

### **Additional Use Policies**

The Computer Use Policy applies to use of all GTUC computing resources. Additional computer and network use policies and terms and conditions may be in place for specific electronic services offered by the campus.

### **Appropriate Use**

GTUC extends to students, faculty, and staff the privilege to use its computers and network. When you are provided access to our campus network, you are enabled to send and receive electronic mail messages around the world, share in the exchange of ideas through electronic news groups, and use Web browsers and other Internet tools to search and find needed information.

### **Enforcement**

Penalties may be imposed under one or more of the following:

GTUC regulations or the laws of the Republic of Ghana.

Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation.

Infractions by students may result in the temporary or permanent restriction of access privileges, notification of a student's academic advisor and/or referral of the situation to the Office of Student Affairs. Those by a faculty or staff member may result in referral to the Human Resource Department.

## **STUDENT SUPPORT SERVICES, CLUBS AND INITIATIVES**

GTUC strives to offer students academic, vocational, emotional, and disability support. The University provides students with learning opportunities that develop skills and competencies that enrich students' educational experiences and assist them as they strive to achieve academic excellence.

The following are key areas in which the University, through the Office of Student Affairs (OSA) provides support to students:

### **Identification Cards**

All admitted students are issued an ID card which they must carry at all times on campus. The OSA works with the IT Services Unit to ensure that students are issued with ID cards. Lost ID cards are also replaced at a fee.

### **Orientation**

An orientation is conducted primarily to aid fresh students to adjust to their new environment.

## **Career Fairs and Counseling**

The Office of Student Affairs runs Career Counseling Clinics and fairs from time to time to expose students to the range of career options in their chosen fields of study.

## **Counseling**

Students are eligible to receive short term counseling services at no charge. Group counseling is offered on pertinent issues. All counseling records are confidential

## **Internships and Job Placement**

It is mandatory for students of GTUC in the third year of their studies to undertake internships at selected institutions as a means of experiencing at first hand the knowledge and skills they have acquired in the classroom. Students take a three month internship and submit a report to their faculty for assessment. The internships carry two (2) credit hours and are facilitated by the various faculties in collaboration with the OSA. The OSA liaises with the various institutions and provides students with introductory letters.

Periodically OSA receives limited requests from industry and corporate institutions for job placement for students. The OSA links GTUC students to the requesting institutions by selecting students who meet the academic and person specifications advertised.

## **Health Services**

GTUC believes in the direct relationship between good health and academic excellence. In this regard, the University has established two (2) infirmaries on two of its campuses at Tesano and Abeka. The facilities are run by a registered nurse with years of experience. Students are given prompt attention and common medical conditions are adequately treated. Our referral hospital is the Kaneshie Polyclinic. GTUC has established a good relationship with the Kaneshie Polyclinic and students are given prompt and appropriate treatment in case of emergencies.

The University nurse personally accompanies students who need a referral to the Kaneshie Polyclinic to ensure good health delivery to all students. All students are required to register with the National Health Insurance Scheme and to hold a valid National Health Insurance card which they should have in their possession at all times. As part of the admission process, students are required to undergo a medical examination at the beginning of their course.

## **Correspondence Service**

This service disseminates general information to students on a database.

## **Campus Employment**

GTUC provides limited on-campus employment to students during term time and on vacation. The OSA facilitates this arrangement in collaboration with the Human Resources Department as well as other

interested units of the University. The students are engaged to undertake mainly ICT tasks in the Information Technology Support Services unit, the Information Technology and Telecoms Engineering labs and the Library. Students are also engaged in other units of the University where they provide administrative support.

In order not to interfere with their studies, students are permitted to work up to a maximum of twenty (20) hours per week.

### **Student Representative Council (SRC)**

The SRC exists to serve as a medium for expression between students and the University Administration. Students who wish to stand for elections to the SRC should have a high Cumulative Weight Average (CWA) within the second class upper division.

### **Clubs and Organizations**

The OSA encourages students to organize and participate in group activities intended to provide leadership training, social growth, and community service as well as promote continuous education. The OSA approves the commencement and incorporation of all clubs and society.

The constitution of such clubs and societies shall be consistent with the University Statutes, policies, by-laws and the Constitution of Ghana. A copy of such constitution and its amendments shall be made available to the Student Affairs Office before enactment.

### **Organized Student Groups**

The following clubs currently operate on campus:

#### **The National Society of Black Engineers (NSBE) GTUC Chapter**

NSBE-GTUC is one of the several chapters of a US based organization. The GTUC chapter aims at stimulating and developing the interest of students in the various engineering disciplines. It also aims at promoting public awareness of engineering.

#### **Technology Students Association (TESA)**

This is an IT biased association which aims at equipping members with entrepreneurial skills.

#### **All Christians Fellowship**

This association supports the deepening of the spiritual and devotional life of students and also promotes earnest study of Christian doctrine, practice and living.

### **Engineers without Borders (EWB)**

EWB-GTUC is affiliated to EWB- Columbia University in the USA. Members of this association are dedicated to applying knowledge in engineering to design and implement feasible solutions aimed at improving the quality of life in disadvantaged rural communities in Ghana and other countries.

Students are provided with the opportunity to become involved in community service activities and contribute their quota towards the development of society.

### **International Students Association**

GTUC has a growing international student body. Most of these students come from neighbouring African countries. There is an International Students Association (ISA) which brings international students together as a group to be able to fraternize and to provide a platform for addressing Students' concerns.

### **University Choir**

The university has a choir which performs at various key University ceremonial functions. The choir has been provided with instruments and students with talent are encouraged to join.

### **Programmes and Projects**

All programmes and projects of the student council, clubs, societies and associations should be discussed with the OSA before the commencement of an academic year.

### **Instituted Programmes**

Some programmes, workshops and seminars are held annually. Students are encouraged to participate fully in such programmes. These include:

- Career Fairs
- Leaders Seminar
- Sports Festival
- Curriculum Vitae and Interview Clinic

### **Sports and Games**

Football, basketball, volleyball, athletics and other games are held each year as recreation. Students are encouraged to join the school teams.

### **Co-curricular Activities**

Co-curricular activities go a long way to improve the quality of student life on campus and ensure a successful and enjoyable student experience. To this end, the University has provided students with indoor games and some sports equipment. Students are also encouraged to participate in other co-curricular activities including Salsa dancing, music, drumming and dancing, painting etc. Plans are far advanced to form formidable football and basketball teams for students and faculty.

## **Soliciting for Funds**

Soliciting for funds on campus in any form by an individual student or group of students is not allowed. However, organizations on campus may raise funds for projects subject to approval from the OSA. Documents for external sponsorships should be made available to the Office.

## **Use of Facilities**

The use of University equipment such as telephones, duplicating equipment, adjustable tables is limited to faculty and staff. Students who wish to use such facilities must seek approval through the OSA.

## **Information**

Information will be communicated to students through notice boards, emails, postal services, media, telephone and SRC. Students are strongly encouraged to read information posted on notice boards.

Students are required to notify the OSA about any changes in their contact details.

## **Notices and Publications**

Students may post or distribute material on campus only with the permission of the OSA.

## **PAYMENT OF FEES**

All continuing students are expected to pay at least sixty percent (60%) of their fees on or before the commencement of the semester. Payment of the remaining forty percent (40%) should be made before the start of the semester examination to forestall any inconveniences.

For newly-admitted students, fees must be settled in full on or before the designated payment date stated on the letter of admission. Fresh students will not be permitted to register if fees are not settled on or before the due dates in their admission letters.

## **Students on Sponsorship**

Students who are being sponsored by their employers or other organizations must make special arrangements with the Finance Office for the payment of their fees.

## **Penalty for Non-Payment**

A student who fails to pay his/her fees is in violation of the terms of his admission to the University College and would face appropriate penalty. Penalty for non-payment of fees may include exclusion from writing examinations, non-issuance of the student's transcripts and certificates, as well as prevention of the student from graduating at the end of his/her programme. These measures are without prejudice to any action the University College may take to retrieve such outstanding fees. All students are advised to contact the Finance Office to discuss any challenges they may face regarding the payment of fees.

## **Dud Cheque Policy**

Any cheque returned to the University due to insufficient funds, payment stopped, or to a closed account, may result in disciplinary action against the student. Students are therefore advised to ensure there are sufficient funds in accounts on which cheques are drawn.

## **DIRECTORY**

The University's fax number is 0302-223531

Below are contact phone numbers of key offices in the University.

### **Office of the President**

Tel: 0302-226766

### **Office of the Vice President**

Tel: 0302-200602

### **Office of the Registrar**

Tel: 0302-238446

### **Exams & Records**

Tel: 0302-200617

### **Admissions Office**

Tel: 0302-200611

### **Library Services**

Tel: 0302-200612

### **University Relations**

Tel: 0302-200625

### **Office of Student Affairs**

Tel: 0302-200623

### **Hostel Services**

Tel: 0302-200622

### **Finance Office**

Tel: 0302-238470

### **Welfare Services**

Tel: 0302-200605

### **Reprographic Services**

Tel: 0302-200626

### **Faculty of Engineering**

Tel: 0302-200660

### **Faculty of Informatics**

Tel: 0302-200616

### **Human Resource Department**

Tel: 0302-200603

### **Faculty of IT Business**

Tel: 0302-252534

### **Help/Information Desk**

### **Graduate School**

Tel: 0302-221479/221412

**Centre for Professional Development**

Tel: 0302-200606

**Security Post**

Tel: 0302-200630

**Information Technology Support Services**

Tel: 0302-200601

**Office of International Programmes**

05041341903

**Office of Institutional Advancement and  
Alumni Relations**

0302747177

