



PENTECOST
UNIVERSITY
COLLEGE

STUDENT HANDBOOK

Empowered to Serve

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PART A

ABOUT THE UNIVERSITY





1.1 **Name:**
Pentecost University College

1.2 **Motto:**
Empowered to Serve



Designed by
Gibson Annor Antwi
(Former Registrar)

1.3 The Coat of Arms of the University College

Three main emblems constitute the Pentecost University College Coat of Arms—a dove, a Bible and an Adinkra symbol. The Bible represents the biblical principles upon which the University College was founded, and the dove is an emblem that symbolises the enabling power of the Holy Spirit. The Adinkra symbol, Ohemaa Nkyinkyin, is an Akan motif that, among others, represents a

person who is very skilful and versatile. In our context, the motif signifies the life of an individual, who has been empowered by the power of the Holy Spirit and has attained academic knowledge for excellent service.

The red colour symbolises Pentecost and the gold colour represents the golden jubilee year of the Church of Pentecost (CoP) – 2003, the year in which the Pentecost University College was registered.

1.4 The University College Anthem

Verse 1

God Almighty our guide
Integrity our pride
The centre of creativity
The home of Ingenuity
And the epitome of dexterity
Pentecost University

Chorus

Empowered to serve
Generations and posterity
Empowered to serve
With integrity sincerity
Service to humanity is service to
Almighty
Pentecost University

Verse 2

Christ the rock on which we stand
Our hope our faith our strength
With honesty, our mission is secure
With diligence, excellence assured
With our hearts and minds
Pentecost University

1.5 General Information

1.5.1.1 Legal Status

The University College is registered at the Registrar General's Department with CERTIFICATE OF INCORPORATION NUMBER G. 11, 145, issued by the Registrar of Companies, Ghana, under the Companies Code, 1963 (Act 179)

1.5.1.2 Accreditation

Accredited by National Accreditation Board (NAB)

1.5.1.3 Affiliations

University of Ghana, Legon
Kwame Nkrumah University of Science and Technology, Kumasi,
University of Cape Coast, Cape Coast.

1.5.2 Professional Accreditations

Nurses and Midwifery Council, Accra, Ghana
Ghana Medical and Dental Council, Accra, Ghana
National Board for Professional and Technician Examinations (NABPTEX)

1.5.3 Academic/Professional Collaborations

Saginaw Valley State University,
USA

London South Bank University

University of Salford, UK

Buckinghamshire New University,
UK

Yenopoya University, India

Vellore Institute of Technology (VIT),
India

1.5.4 Association

Council of Independent Universities
(CIU)

Association of African Universities
(AAU)

Council for Advancement and
Support for Education (CASE), USA

1.5.5 Date of Establishment of the University College

March, 2003

1.5.6 Postal Address

P. O. Box KN 1739,

Kaneshie-Accra, Ghana

1.5.7 Telephone

(+233) 302 417057/8

1.5.8 Email Address

- info@pentvars.edu.gh

1.5.9 Website

www.pentvars.edu.gh

1.5.10 Location of Main Campus

Sowutuom, Accra

1.5.11 Location of Graduate School

Sowutuom, Accra

1.5.12 Location of School of Theology, Mission Leadership (STML)

Gomoa Fetteh, Central Region

1.5.13 Academic Year

-September to June

1.5.14 Language of Instruction

English

Language School is available to
study French and French students
to study English

1.5.15 Bankers

Ecobank Ghana Limited
Bank of Africa
Stanbic Bank
Prudential Bank
GCB Bank Limited

1.5.16 Auditors

PKF Chartered Accountants
International
P. O. Box CO 1627
Tema, Ghana

1.5.17 Solicitors

Prudential Law Offices
P. O. Box GP1448, Accra-Ghana

1.6 Correspondence:

All correspondence should be
addressed to:

THE REGISTRAR
PENTECOST UNIVERSITY COLLEGE
P. O. BOX KN 1739
KANESHIE-ACCRA, GHANA

Email: registrar@pentvars.edu.gh

Office line:

+233 (0) 302-417057/8



1.7 The University College Council

1.7.1 The Chancellor

Apostle Eric Nyamekye, Chairman,
CoP

1.7.2 Members of Council

H. L. Mrs. Elizabeth Ankumah
Legal Representative Chairperson

Apostle Dr. Daniel Okyere Walker
Rector, PUC

Apostle Alex Nana Yaw Kumi-Larbi
General Secretary, CoP

Apostle Emmanuel Gyasi-Addo
International Missions Director, CoP

Prof. Stephen Owusu Kwankye
Associate Professor, UG

Dr. Mrs. Rebecca Dei Mensah
Lecturer, School of Business, UCC

Prof. Anankyela Anaba Alemna
Department of Information Studies, UG

Prof. Eric Nyarko-Sampson
Faculty of Educational Foundations, UCC

Prof. William Otoo. Ellis
Department of Food Science and
Science and Techology, *KNUST*

Prof. Eric Anum
Department of Religion and
Human Values, *UCC*

Dr. Mrs. Araba Sefa-Dedeh
Senior Lecturer, Medical School, UG

Dr. Mrs. Regina Adutwum
Economist and Development Expect

Mr. Dominic Owusu
Deputy Chief Manager, Bank of Ghana

Dr. Paul Adjei Onyina
PUC, Convocation Representative

Mr. Michael W. K. Gyimah
PUC, Convocation Representative

Mr. Foster Kobina Amoani
Registrar/Secretary

In Attendance

Prof. K. B. Omane-Antwi
Vice Rector

Mr. Peter Oduro
Financial Controller

1.8 Principal Officers

The following constitute
Principal Officers of the
University College:
Chancellor
Council Chairperson
Rector

1.9 Key Officers

Ap. Dr. Daniel Okyere Walker
Rector

Prof. K. B. Omane-Antwi
Vice-Rector

Mr. Foster Kobina Amoani
Registrar

Mr. Michael Wisdom Kwame
Gyimah - *Head Librarian*

Mr. Peter Oduro
Financial Controller

1.10 Deans

Prof. K. B. Omane-Antwi
Graduate School

Apostle Dr. Emmanuel K. Anim
School of Theology, Mission and Leadership

Dr. Paul Adjei Onyina
Faculty of Business Administration

Prof. Immaculate M. L. Sheela
Acting Dean
Faculty of Engineering Science and Computing

Prof. Festus K. Adzaku
Faculty of Health and Allied Sciences

Prof. E. H. Ofori-Amankwah
Faculty of Law and Social Sciences

Rev. Paul Danso
Dean of Students' Affairs



2.0 ABRIDGED HISTORY OF THE UNIVERSITY COLLEGE

Pentecost University College (PUC) traces its history to the year 1954 when the Church of Pentecost started a World Mission Bible College (WMBC). In February 1972, WMBC which had not been active for a long time was re-started as Pentecost Bible Centre (PBC) at the McKeown Temple in Kumasi, with an initial student enrollment of five. Rev. David Mills was the first Principal. Rev James McKeown, founder of The Church of Pentecost (COP) and Rev Joseph Egyir-Paintsil General Secretary of the Church performed the opening ceremony. The centre was closed down in 1975, and was reopened at New Abossey Okai in Accra,

1983. In 1984, the Pentecost Bible Centre was moved from Abossey Okaito to Madina-Accra. Rev. Lionel Currie took over from Rev. David Mills as Principal in 1984 until 1992 when Rev John Waller succeeded him. Rev. Michael M. Kopah took over from Rev.

Waller as the first African Principal of the redesignated Pentecost Bible College (PBC) from 1997 to 2002. In March 2003, the Pentecost Bible College was upgraded to the status of a University College (Pentecost University College), with Rev. Dr. Opoku Onyinah as the first Rector from 2003-2008. Rev. Peter Ohene-Kyei served as the second Rector from 2008-2016. To date

Apostle Dr. Daniel O. Walker has been the Rector since 2016.

Rev. M. K. Yeboah was the first Dean of Students for PBC, serving from 1984 to 1986. Following Rev. M.K Yeboah as Dean of Students were Rev. L. A. Nyarko (1986-1989), Rev. Emmanuel Parker (1989-1992), Rev. Samuel Opoku-Adipah (1992-1999), Rev. Kwame Blankson (1999-2003) and Rev. Daniel O. Walker (2003-2005). The position of Director of Studies, now abolished, was held by Rev. Dr. Amponsah –Kuffor (1992-2003). His Excellency, Mr. J.A. Kufuor, the then President of the Republic of Ghana, inaugurated the Pentecost University College on May 22, 2003, during the Church's 34th

Session of the General Council Meeting held at the Sowutuom College campus, under the Chairmanship of Apostle Dr. M. K. Ntumy, then Chairman of The Church of Pentecost.

The Pentecost University College Council, first headed by Elder Dr. Paul Awua, was inducted on May 6, 2004 at the 10 Session of the Extraordinary Council Meeting held at the Sowutuom College campus. Currently, the Council is under the Chairmanship of Her Ladyship Mrs. Elizabeth Ankumah.

The University was granted institutional accreditation by the national Accreditation Board (NAB) in November, 2004.



3.0 VISION, MISSION, AND CORE VALUES

3.1 Vision

Pentecost University College aspires to be a distinguished research-oriented Christian University known for excellence in theology, business, science and technology education and scholarship.

3.2 Mission

To develop work-ready graduates with integrity and the fear of God while creating and disseminating new knowledge through research and innovation in partnership with industry, commerce and the public sector.

3.3 Core Values

The core values of Pentecost University College are:

Godliness – we uphold to develop into our staff and students, faith in God through Jesus Christ as Lord and Saviour, and the Bible as the basis of all rules and conduct.

Honesty – we uphold to remain

transparent, open and accountable to ourselves, and to demonstrate integrity of heart and credibility in all actions.

Diligence—we uphold to demonstrate utmost commitment and dedication in all we do, with all our strength, knowledge and expertise.

Curiosity – we uphold to positively impact our generation and posterity by promoting ingenuity and discovery-oriented research.

Innovation and Creativity – we uphold to demonstrate a strong resolve to positively challenge the status quo.

Diversity – we promote friendliness, respect for diversity, and equality for all.

i. Deliver a well-rounded teaching and learning experience using world-class educational practices appropriate to the intellectual, spiritual, cultural, and social needs of the students.

3.4 Objectives of The University College

ii. Provide a student-centred teaching and learning resources for a challenging, inspiring, and supporting environment.

iii. Empower students to become creative and innovative thinkers, skillful communicators, life-long learners and global citizens.

iv. Cultivate a sense of self-discipline, Christ-like living, and respect for humanity.

v. Orient students to the world of Information, communication and technology and research and awareness of the changing trends in higher education and also the world of work.

vi. Promote a sense of social responsibility and cultural diversity through active participation in community service.



3.5 Functions of the University College

The University shall achieve its object through the following:

i. Promoting the highest level of Christian integrity and ethical standards.

ii. Providing a multifaceted education as approved by the Council.

iii. Aligning its current and future programmes to meet the aspirations of students, society in the 21st century and beyond.

iv. Providing a solid foundation and experience for learning, and creating avenues for students to acquire a holistic knowledge.

v. Enhancing problem-solving skills of students through quality and well-balanced teaching and research.

vi. Connecting the University to industry, commerce, the public sector and society.

vii. Collaborating with local and international institutions and organisations whose objectives are aligned to those of the University, through joint research and exchange programmes.

viii. Disseminating knowledge acquired through research publications.

ix. Establishing academic learning Centres (e.g. faculties, departments, schools) for innovative programmes and skills development as approved by Council.

x. Ensuring that adequate resources are available for smooth running of academic, administrative and social programmes in the University.

xi. Enhancing the competence,

effectiveness and efficiency of the faculty and staff; the quality, relevance and scope of academic programmes and modes of instruction in the University.

xii. Conducting examinations based on continuous assessment procedures and End-of-Semester examination.

xiii. Conferring accredited degrees, diplomas, certificates and other qualifications of the University.

xiv. Carrying out any other function(s) as may be determined and approved by the Council.

4.0 OFFICE OF THE DEAN OF STUDENTS' AFFAIRS

The Dean of Students' Affairs is responsible for the welfare and discipline of all students. The office shall be committed to helping and facilitating a conducive environment for the students' academic and social welfare.

The staff of the Office seeks to assist students in becoming responsible members of the University Community through the development and promotion of purposeful programmes.

4.1 Activities

The Office works in close collaboration with the Student Support Services of the Registry and the Student Representative Council (SRC) to ensure the welfare of students.

It also links up with external bodies who have to deal with student welfare issues in general or, with the SRC in particular. Individual students are encouraged to feel free to see the Dean of Students whenever there is the need to do so.

In addition, it collaborates with the Hall Authorities to ensure student welfare. The Office is in charge of the management of the resident

student facilities, and also collaborates with the operators of private hostels for non-resident students to ensure conducive environment.

The principal focus of the office is to ensure the welfare of all students at Pentecost University College through life-enhancing activities organised under the following:

- Counselling Unit
- International Students Office
- Student Support Services Office
- Mentorship Unit

4.1.1 The University Counselling Unit

PUC Counselling Unit provides the following services:

- Academic and Career Counselling
- Personal-social Counselling (emotional/psychological and interpersonal)

- Relationship, Marriage and Family
- Group Counselling (Drug/HIV/STIs)
- Training of Peer Counsellors

i. Academic and Career Counselling
Students should seek help from the unit when they have difficulties in studying.

a) Confusion in the choice of academic programmes, combination of courses, which courses are required and which ones are not in a programme. University College requirements for graduation, etc.

b) Concerns with regard to the career implications of the programmes they are pursuing (job prospects, further education in the area, etc.)

c) The need to seek information about postgraduate programmes available in the University College,

other Universities in Ghana or outside Ghana.

d) The need to consult the University College libraries for pertinent academic information.

ii. Personal-Social Counselling (emotional/psychological and interpersonal)

Counselling Services are available for students on personal and social issues like: -

a) Inability to cope with the demands and the general life at the University (experiencing intolerable stress).

b) Phobia (fears) of any type (e.g., fear of examination, fear to interact with people, fear to speak in class).

c) Depression and the feeling to commit suicide

d) Addiction to alcohol and other drugs

e) Undesirable personal habits (stammering, shyness, extravagant behaviour, over eating, etc.)

f) Emotional difficulties (the tendency to overreact emotionally – e.g., temper tantrums)

g) Loneliness and feeling of inadequacy

h) Interpersonal matters (making friends, conflicts between room-mates, friends, etc.)

i). Marriage and family matters (among married students, single students with concerns on marriage, etc.)

j) Sexual matters (harassment, rape, etc.)

k) Religious and spiritual matters

l) Any other personal-social issues students may haveiii. Relationship, Marriage and Family

The unit offers counselling for:

a) Students who have concerns on getting married and require help in the choice of partners and preparation towards marriage.

b) Students who are experiencing difficulties in their relationship and marriage.

c) Students with interpersonal conflicts in their families.

iv. Group Counselling

The unit offers group counselling on:

a) Personality improvement

b) Overcoming alcohol and drug abuse

c) Overcoming marriage conflicts

d) Improving study habits



4.1.2 International Students' Office (ISO)



The Office has been established to provide care and support for international students who bring variety of richness to the University's culture.

The Office promotes and coordinates all University external relations, staff and student exchange programmes and international students' welfare among others. The Office's mandate is to positively project PUC to the outside world as a world-class higher learning destination for International Students.

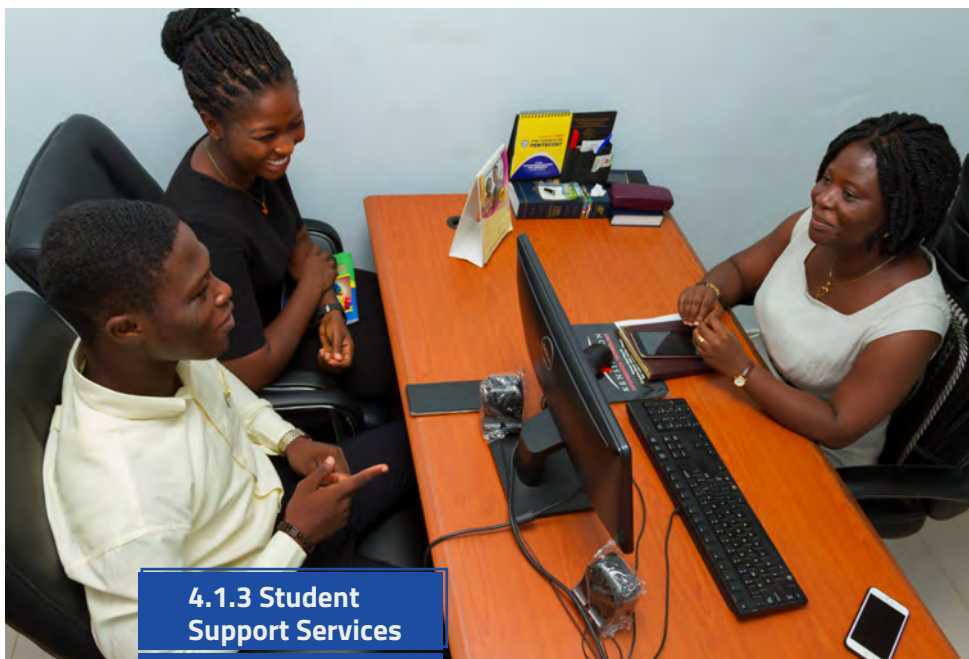
We work to: Create a platform for attracting and maintaining International Students, faculty and volunteers.

Collaborate with Faculties, Departments and Student Groups in the University to ensure the general welfare of International Students, faculty, staff and volunteers.

Lead in developing and maintaining international linkages and opportunities including exchanges for PUC students, faculty and staff. facilitate accommodation for newly admitted regular undergraduates, including International students.

Provide guidance and counselling services to International Students

The International Community currently includes students from Benin, Burkina Faso, Chad, Congo, Cote d'Ivoire, Gabon, Nigeria, Togo, and Liberia.



4.1.3 Student Support Services

Student support services are a vital part of academic programme success.

These services can help students navigate the college system and support students' access to and success with academic courses.

These services enable students to overcome the obstacles they may encounter in the pursuit of their educational goals.

The unit provides direct services for all students, especially those who are experiencing academic and social life challenges.

In addition, the unit provides in-service training, orientation, internship, educational tours, industrial attachments and community outreach.

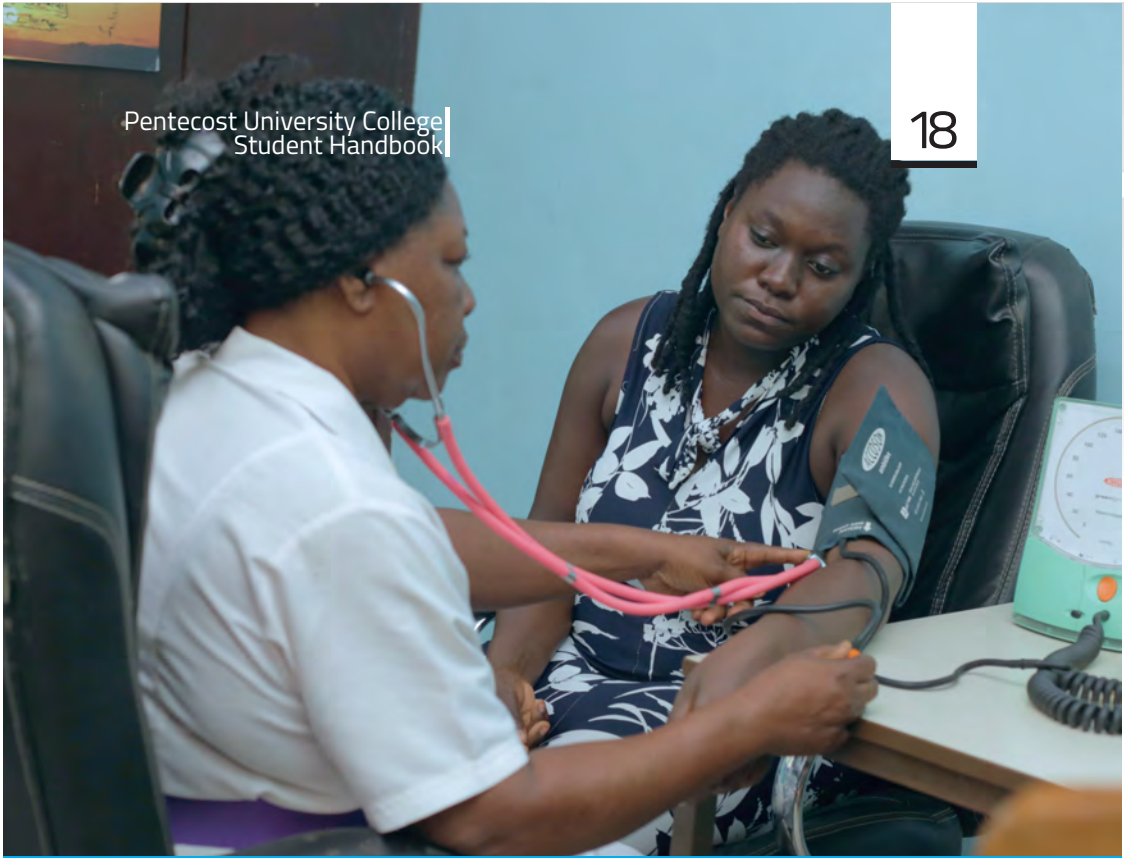


The Unit moderates the Mentoring programme. The unit assigns each student to a mentoring group with a staff called "mentor". The mentor shall be a senior member or specially trained senior student who works under a senior member.

The mentor acts as an academic advisor and provides guidance on

all matters affecting student's academic work.

The programme is designed to provide academic, social and spiritual support to students. Membership and active participation in assigned mentoring group activities is required of all students.



4.1.5 University College Clinic

This Unit works closely with the Head of the Nursing and Midwifery Department and other units to ensure the health and safety issues of students, faculty and staff. This objective is achieved by:

- Reviewing students' Medical Examination reports as basis for identifying students with special counselling needs.
- Monitoring trends in students' health and making appropriate referral accordingly.
- Monitoring sanitation issues on campus, and offering appropriate advice to students and university college authorities.



PART B

5.0 GENERAL REGULATIONS FOR JUNIOR MEMBERS (STUDENTS)

5.0 GENERAL REGULATIONS FOR STUDENTS

These regulations shall apply to all Junior Members

i. By the act of enrolling as a student of the Pentecost University College, you agree to observe and be bound by the terms, conditions, regulations and policies contained in this handbook or subsequent editions of this handbook, and any administrative instructions issued by Management of the University College.

ii. The term 'Junior Member' shall apply to a person other than a Senior Member who is enrolled in the Pentecost University College for an approved course of study.

iii. The regulations contained in this handbook have been formulated to help students develop positive attitudes and

standards with respect to the vision and mission of PUC as a Christian Institution.

iv. The laws of the Republic of Ghana bind every Junior member of the University College. In case of suspected criminal conduct, the University College, in addition to its internal disciplinary procedures or actions may report the suspect to the Police for further action.

v. Every student shall carry his/her ID card at all times. Students must produce their ID cards to security personnel and any authorised officer or staff member on demand.

vi. ID cards duly signed by the Registrar of the University College are issued to students as part of the registration processes. The cards are renewable at the beginning of every academic year.

vii. The Rector, in consultation

with the Governing Council, shall make regulations affecting students. In addition to these regulations, various units, departments and faculties of the University College may issue their own rules governing the conduct of students within their jurisdiction. Such regulations shall be supplementary and consistent with the general regulations made by the Governing Council.

viii. The University College shall post this handbook on the university website to be accessed by all students. However, the university college shall endeavor to provide a copy of this handbook to every enrolled student. Ignorance of any of the regulations shall not be accepted as an excuse for any breach of discipline.

ix. It is the responsibility of students to familiarise themselves with this handbook

and to access the most current university college policies and notices at all times.

x. Students shall pursue their academic work with all diligence and shall observe all such regulations as may from time to time be made for the efficient administration of the University College.

xi. Official bills on Campus Notice Boards, University website and all other electronic communications shall be considered sufficient communication to students.

xii. The Hostels owned by the University College shall be referred to as Halls.

xiii. The Dean of Students' Affairs shall be responsible for the administration of the Halls and shall be assisted by Hall Tutors. Each Hall shall have a Resident Representative (executive) who

must be elected by the members of the Hall. Candidates must have gone through a vetting process organised and approved by the Hall Committee. To qualify for election to that office, a student must have successfully completed at least one academic year of study in the University College and must have stayed in the hall for at least one academic year.

xiv. Students are to ensure that any information addressed to them on the notice boards and/by electronic means contains correct

data such as spelling of their names, correct grades, etc. Any discrepancies should immediately be communicated to the Students Support Services Unit.

Copies of all regulations shall be deposited at the respective offices of the Registrar, Dean of Students, Hall Tutors, Deans of Faculty and Heads of Department and the Students' Representative Council. Electronic versions are available at the University website.



6.0 NAMES OF STUDENTS

Students shall be known only by the names used in completing their application for admission which are duly supported by relevant documents (certificate, transcripts, result slip and birth certificate) and are known by those names only in the sequence in which they are written (that is, first name, Middle or other name(s) and last or surname.)

In addition, students shall be known only by the names which have been written in the Matriculation Register, unless otherwise changed. The name in the Matriculation Register shall be used for the issuance of certificates and notices.

7.0 CHANGE OF NAME AND/OR DATE OF BIRTH

7.1 Change of Name

As an institutional policy, the University College does not accept requests to change or amend

names or other records after admission. However, change of names at the point of entry supported with the appropriate legal documents may be effected.

7.2 Date of Birth

Changes in dates of birth of students are not permitted.

8.0 SOCIAL AND MORAL REGULATIONS

8.1 Social Life on Campus

Students' social life on campus is organised by the Junior Common Room Committees (JCRC), which also act as liaison between the student body and the hall authorities in their respective Halls.

The Students Representative Council (SRC), whose executives are elected from campus-wide elections, are responsible for the co-ordination of the activities of the various Junior Common Room Committees.

Organised associations may be approved in the faculties to provide extra-curricular activities for the Junior Members.

8.2 Chaplain

The University College's Chaplain is responsible for organising Christian programmes for University College. Students are encouraged to participate in Students' Union activities. The Students' Union is directed by the University College administration through the SRC.

9.0 STUDENTS' REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council (SRC) is the governing body of students at PUC. The SRC shall work with the students, faculties, staff and management on activities and policies relating to the overall wellbeing and interest of the student

community. The members constituting the SRC Executive shall be elected from the student body and shall have the right to appeal to the Academic Board on all academic matters affecting students.

The following regulations govern the operation of the SRC:

(1) All students upon registration at the Pentecost University College automatically become members of the SRC and shall cease to be members upon completion of their programmes or withdrawal from the University College.

(2) The constitution, rules, regulations and bye-laws of the SRC shall be approved by the Pentecost University College Council. The University College Statutes shall supersede the constitution of the SRC and all organised associations. The SRC cannot enact policies, rules and

regulations contrary to the provisions captured in this document and the University College Statutes.

(3) The SRC shall be the official organ of the Junior Members of the University College and shall be responsible for the following:

(i) Promoting the vision and mission statements of the Pentecost University College;

(ii) Upholding the principles and values of integrity, transparency, accountability, responsiveness and participation in the community of students;

(iii) Articulating the aspirations of students within the University College's governance structures including the Council, Executive Management Team (EMT) and Academic Board.

(iv) Promoting the general welfare and interests of students of the University College.

(v) Coordinating the social, cultural, intellectual and recreational activities of the students in the University College;

(vi) Presenting the views of the students of the University College to the appropriate body or bodies depending upon the nature of the matter;

(vii) Establishing linkages and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana;

(viii) Nominating students' representatives to serve on appropriate University College boards, committees and ad hoc committees to probe or manage the affairs of the students of the University College;

- (ix) Maintaining contact and promoting vibrant and developmental relationships with past students of the University College;
- (x) Publishing a record of student activities in the University College's Year Book.

(4) The SRC shall have the right to appeal to the Academic Board on all matters affecting students.



9.1 Positions Available in the SRC

The following positions are available in the SRC, and students may wish to contest during the annual elections:

- I. President
- ii. Vice President
- iii. General Secretary
- iv. Financial Secretary
- v. Women's Commissioner
- vi. Public Relations Officer
- vii. Entertainment Chairperson
- viii. Sports Officer
- ix. PUSAG Representative

9.2 Qualifications for Office Holders

- I. Fully paid and registered student of PUC
- ii. Must be 18 years and above
- iii. Must be in Level 200 or 300
- iv. Be of sound mind
- v. Shall have no adverse record against him or her whether written or unwritten
- vi. Should have a Cumulative GPA of 3.00 or Cumulative Weighted Average of 60% or better

9.3 Notification for SRC Elections

Prior to any SRC elections, the Dean of Students' Affairs should be duly informed in writing not less than fifteen (15) working days to the day of election.

9.4 Vetting

- i . A Vetting Committee will be constituted consisting of Dean of Students, an EMT representative, Hall Tutors and members of the SRC Electoral Committee.



9.5 Election of SRC Office Holders

A person shall not be a candidate in any SRC elections unless he or she completes the appropriate document provided by the SRC Electoral Commission. This document must be

i. signed by him or her; and endorsed by not less than five (5) fully paid up and active registered students of the University College; and endorsed by not less than two

2. Senior Members of the University College other than the Rector and Registrar.

ii. delivered to the SRC Electoral Commission on or before the deadline.

9.5.1 Every candidate for any SRC election must go through the vetting process of the SRC.

9.6 The Students Executive Council (SEC)

9.6.1 Members of the SRC Executive, Welfare and Academic Committees shall constitute the Students Executive Council

9.6.2 In consultation with the Dean of Students, the Students Executive Council shall ensure that the laid down policies and procedures that govern the activities of the SRC are duly followed.

9.7 The Executive Committee

9.7.1 There shall be an Executive Committee, composed of members as stated in Article 18 of the SRC constitution.

9.7.2 The Executive Committee shall see to the coordination of the daily administration and activities of the SRC. The Executive Committee shall work closely with the Academic and Welfare Committees, the two of which constitute

9.8 The Welfare Committee

9.8.1 The Welfare Committee shall be a sub-committee of the SRC with members not exceeding five (5).

9.8.2 The Welfare Committee shall be responsible for ensuring the general welfare of the students on campus on issues such as transport, the cafeteria, work-study, hospitality and other campus facilities. It shall also provide support to students in the event of illness or bereavement.

9.8.3 Members constituting the Welfare Committee shall be elected during the annual general assembly.

9.9 The Academic Committee

9.9.1 The Academic Committee shall be a sub-committee of the SRC with members not exceeding five (5).

9.9.2 The Academic Committee shall liaise with the faculties and other departments to plan various curriculum related events held on campus, as well as dealing with other academic related petitions.

9.9.3 The Committee shall also be responsible for inter-university activities.

Students are advised to refer to the Revised SRC Constitution for detailed information.

9.10 Guidelines for the Observance of Faculty/ Department/Hostel/Organised Association Week Celebration

The following shall constitute the guidelines for any form of celebration by the SRC or students body (SRC/Hostel/Club/Association Week Celebrations):

i. All forms of processions and "floats" in and around the campus and outside of the campus during the said Week's Celebrations shall not be allowed. However, in exceptional cases, express approval shall be sought from the Rector, through the Dean of Students, fourteen (14) days before the event. No procession shall be held between the hours of 6.00 pm and 6.00 am.

ii. All SRC/Hostel /Association Week Celebrations shall be organised in the manner that does not unduly interfere with academic activities:

iii. All programmes of activities shall be submitted to the Office of the Dean of Students for review and approval fourteen (14) days before the intended start date of the Week's Celebration:

iv. All programmes during the Week celebration shall be restricted to the University Campus unless

otherwise approved by the University College Authorities.

v. All programmes involving external Artistes shall be cleared with the Office of the Dean of Students fourteen (14) days before the event takes place.

vi. The University College Security and Safety Committees shall be adequately informed of all programmes that take place after 1800 hours GMT (6.00 pm) to enable them to monitor the safety and security of life and property at such functions.

vii. In the event of any acts of indiscipline, commission or omission during any SRC organised programme, the Executives and Organisers of the programme shall be held individually, severally and, collectively responsible.

viii. All approved Associations shall submit to the Registrar and the Dean of Students through the

Students' Representative Council (SRC), the list of all their Executives and Organisers of their programmes of activities.

ix. All Students approved Associations shall have PATRONS who will provide the necessary Guidance and Counselling. It shall be the responsibility of the Hall Tutors to act in the same vein for the respective Halls.

x. All approved Associations shall write to the Registrar through the Dean of Students, indicating their acceptance and compliance of these Guidelines as a precondition for approval to hold a Week celebration or any other organised student public activity.

xi. For the avoidance of doubts all organised programmes shall receive prior approval from the University College authorities including the power to vet and advise on speakers and/or dignitaries invited to speak at such programmes.

xii. Registered clubs or associations on campus will not be permitted to organise trade bazaars on the University College campus, Halls of residence are, however, permitted to organise bazaars as part of their hall week celebrations. The venue shall be either the forecourt of the hall concerned or any designated places on campus.



9.11 Students' Excursions

The following regulations govern the organisation of excursions by students:

a. Decision of the club/association to undertake the trip should be taken at a general meeting of the Club/Association.

b. Permission for a club/association to go on an excursion or educational tour should be sought from the Dean of Students through Heads of Department or Patron and should contain the list of all those making the trip. All students making the trip should seek permission from the various Heads of Department. A written permission should reach the Dean of Students, at least 72

hours (3 days) in advance.

c. The trip should be restricted to University members of the club or association or other students of the university college.

d. The itinerary of the trip should relate to the aims and objectives of the club/association.

e. There should be evidence or correspondence between the club/association and the institution or other establishments to be visited during the trip.

f. The means of transport must be stated in the application.





9.12 Hoisting of Banners on Campus

Clubs or Associations must obtain written permission from the Public Relations Office before hoisting banners on the University College Campus. Banners can be hoisted at only designated places and must be removed not later than two (2) weeks from the first date of the hoisting. Associations that hoist banners at unapproved places or fail to remove their banners after the expiry date shall be sanctioned.

10.0 STUDENTS' CODE OF CONDUCT

10.1 Conduct Jurisdiction

The University College reserves the right to take necessary actions to protect the safety and well-being of faculty, staff and students in the University College community, and to protect its facilities and programmes.

All students, regardless of where they live, are members of the academic community with the same basic rights and responsibilities. All students are subject to the code of conduct. The University College shall deal with violations, whether they occurred on or off campus.

10.2 Misconduct of Junior Members

It shall be a misconduct for a junior member of the university college to:

- a. Be insubordinate to university college authorities.
- b. Address senior members of the university college or other officials of the university college in an insulting or disrespectful language.
- c. Indulge in anti-social activities (e.g. Sodomy, nudity, tomfoolery) while in residence or outside the campus which tend to bring the University College into disrepute. For breaches of any of the rules above (a - c), the penalty is dismissal.
- d. List of other Offences and their corresponding Sanctions

Offence	Sanction
Physical Assault	Suspension plus appropriate compensation or dismissal from the university college
Verbal Assault	Caution with written apology/ejection from Hall/Rustication
Sexual Assault	Dismissal
Sexual Harassment	Caution/Written Apology/Counselling/Dismissal/Rustication
Inconveniencing Room Mate(s) (Hosting visitors of the opposite sex, sexual intercourse in shared rooms)	Caution/Replacement/Suspension/Dismissal
Destruction of University College Property	Replacement, Suspension or Dismissal
Smoking in University College Buildings/Public Places	Expulsion from Building/public places/ Caution/Suspension
Drunkenness/ use of narcotics	Rustication/Dismissal
Carrying key(s) away during holidays/duplicating keys without authorization	Fine based on commercial rate of rent as well as the cost of replacing the lock where necessary/Ejection.
Stealing/Fraud	Replacement of stolen money with interest/ item and rustication/dismissal/ handing over to police
Academic dishonesty (plagiarism, falsification of data and other related acts)	Rustication/Dismissal/Withdrawal of degree
Removal of pages from library/removal of books from the library	Fine/Suspension/ Rustication
Littering/throwing out water at unauthorised places	Caution and cleaning the place/ fine and cleaning the place/Ejection

Offence	Sanction
Refusing to leave room upon Hall Tutor's order	Ejection from the Hall/Rustication
Extortion/forgery	Refund with interest, written apology, dismissal/rustication
Embezzlement of funds	Refund with interest, loss of official position and disqualification from holding any other position/suspension/dismissal
Perjury/Slander/ Impersonation	Suspension/written Apology/ Rustication/dismissal
Sub-letting of rooms in Hall by students	Rustication for two semesters
Illegal occupancy in the halls of residence	Rustication/dismissal
Removal of furniture from lecture halls/sitting on furniture that belongs to lecture halls outside halls	Warning at first instance, fine to be determined by the University College
Pasting of posters and handbills at places other than billboards	Warning at first instance/fine to be determined by the University College, disqualification
Any other act(s) that violates the criminal offences acts of Ghana	Offender will be handed over to the Police

10.3 Discipline of Junior Members

(I) The Rector shall be responsible on the advice of the Dean of Faculty concerned, in consultation with the Chaplain and Head of Department,

subject to the Statutes and Regulations of the University College, provide for the discipline of junior members of the University College.

(ii) The Rector may delegate his authority to the Dean of Students subject to such review procedures, as may be deemed appropriate.

(iii) Where a breach of discipline might result in dismissal, the matter shall be referred to the Rector who shall refer it to the Academic Board for decision.

(iv) The junior member concerned must be notified in writing of the grounds on which disciplinary action is being taken against him/her and must be given reasonable opportunity to defend himself/herself before a Disciplinary Committee set up by the Academic Board for that purpose.

(v) The disciplinary proceedings in respect of a junior member is without prejudice to the right of the Academic Board to investigate the allegation and take appropriate action.

10.4 Sanctions for Junior Members

Where the Disciplinary Committee finds a junior member guilty of misconduct, it may recommend one or more of the following sanctions;

(I) Expulsion from the University College,

(ii) Rustication from the University College,

(iii) Suspension from the University College for a stated period,

(iv) Censure or reprimand in writing,

(v) Warning or Caution,

(vi) Withdrawal of college, academic or Hall privileges, denial of benefit, right or access to any of the University College's facility,

(vii) Recovery of the money or property or repair of the property which was the subject of the misconduct, and any other penalty or sanction prescribed by these Statutes.

10.5 Policies and Procedures Concerning Student Discipline

Pentecost University College expects that all students will abide by the rules and regulations contained in this Handbook. This is expected whether the student is within or outside the University College campus, and whether involved in PUC or non-PUC organised activities. Where it is found out that a student's conduct is unsatisfactory and is in the breach of the code of conduct, measures will be taken to correct or punish such behaviour.

10.6 Non-Academic Offences

The following offences by students shall be liable to discipline including immediate dismissal.

10.6.1 Laws of Ghana

All members of the student community and their guests are expected to observe national laws and to take personal responsibility for their conduct.

a. The laws of Ghana apply equally to every member of the university college community and the walls of the university college do not protect anyone from the full application of the law of Ghana.

b. All existing regulations of the university college are fully consistent with the laws of the land and will be enforced accordingly.

c. The university college, therefore, will not permit any behavior on or off campus by any member of the university college community that contravenes its regulation or the laws of the land.



10.6.2 Causing Damage to University College Property and Name

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the University College, himself or herself as a student of this University College, or incite others to cause such damage. Where such damage is done, the offender shall be required to make good the damage in a manner to be determined by the University College in addition to any other punishment.

10.6.3 Prohibited Activities

The following activities are prohibited on campus and it shall be considered misconduct for any student to indulge in them.

i. Possession of Fire Arms

It shall be a breach of the University College Rules/Regulations for any Student or group of students to be found in possession of firearms.

ii. Smoking

Smoking is not permitted anywhere on campus. It shall therefore, be an offence for any student to be found smoking anywhere in the University College Campus.

iii. Sale and Consumption of Cigarette and Alcoholic Beverages

The Sale and Consumption of Cigarette and alcoholic beverage on campus is strictly prohibited.

iv. Narcotic and illicit Drugs

PUC maintains a zero tolerance for narcotics and illicit drug use. Any student or group of students found in breach of this regulation shall be dismissed from the University College.

v. "Ponding" in any form is prohibited in the University College.

vi. Indecent Exposure

The act of willfully and intentionally exposing certain parts of the body, especially the genitals and/or the breasts publicly as to make it

offensive to modesty or propriety is prohibited. The practice of students embarking on naked processions is anti-Christian, anti-social, and reprehensible; hence proscribed.

vii. Sub-letting of Rooms in the University College Hostels

The practice whereby students who have been allocated rooms in the Halls sub-let them to Non-Residential students for a fee or nothing is prohibited. This practice is not only unauthorized but also illegal and attracts severe sanctions which shall include the forfeiture of the room.

viii. Littering and Graffiti

It is the responsibility of every student to keep the campus and its environs clean. All trash must be disposed of in provided containers. Offenders shall be subject to appropriate sanctions.

The writing of graffiti on any university building is forbidden and

is punishable under these regulations. Notices should be posted on the notice boards only and not on doors, walls or other facilities. Walls are to be left clean without being defaced by advertisements or posters. Students who stain walls or deface them will face severe disciplinary action.

ix. Immoral Behaviour

No student shall indulge in illicit sexual or other immoral behaviour on campus and outside the campus. It is an offence for a student to practice fornication, adultery, lesbianism, homosexuality, and forced sex, or be in possession of any pornographic material on campus.

It is also an offence to view pornographic materials in the University College library, computer labs or elsewhere on campus.

x. Violent Behaviour

Violent behaviour (such as fighting, use of abusive language, cursing and singing profane songs) is prohibited

on the campus, or in any gathering of students of the University College.

xi. Gambling and Betting

Any form of gambling and betting is strictly prohibited on campus.

xii. Illegal Business

Students are prohibited from using PUC campus for any form of illegal business or engaging in any form of illegal online business. Students are also to seek permission before using any University College property.

xiii. Occultism

Occultism in any form is prohibited on campus. It is an offence for a student to practise occultism on campus. It is also an offence to entertain on campus any person who is found to be dabbling in occultism. It is an offence for any student not to report any occultic practices known to be happening on campus.

xiv. Poisoning

It is an offence for a student to drink or offer any poisonous material or substance to any person on or off campus. Similarly, it is an offence to be found in the possession of any poisonous material or substance on or off campus.

xv. Entering into Commercial Contract and Transaction(s) with Third Parties

No student (s) or student associations including the SRC shall enter into commercial contract or transaction(s) with any third party without the express approval of the University College. The University College shall not be responsible for any contract or transaction(s) entered into by student (s) or student associations including the SRC which do not have the prior approval or knowledge and/or consent of the University College.

10.6.4 Sexual Harassment Policy

The laws of Ghana forbid sexual harassment. "Sexual Harassment" means any unwelcome sexual advances, request for sexual favour, and other verbal, visual or physical conduct of a sexual nature. This behaviour is unacceptable in any campus of the University College.

A. For the avoidance of doubt, the following shall constitute sexual harassment:

a. Any unwelcome sexual advances, request for sexual favours and other verbal and physical conduct of a sexual nature, whether on a one-time basis or a series of incidents that might cause offence, humiliation, awkwardness or embarrassment, or that might reasonably be conceived as placing a condition of sexual nature on employment, opportunity for promotion, grades, etc.

b. Verbal, physical, written. Or pictorial communication relating to sex which has the purpose or effect of unreasonable interference with an individual's performance or which creates a holistic, offensive, or intimidating atmosphere for the recipient.

c. Unwelcome and irrelevant comments, references, gestures or other forms of personal attention which are inappropriate to the academic, employment, or residential setting – for example, the classroom, hostel or offices – and which may reasonably be perceived as sexual overtures or denigration.

d. A request for sexual favours when submission to, or rejection of such a request might reasonably be viewed as a basis for evaluative decisions affecting an individual's future.

e. Abuses of power relations such that individuals receive unfair

treatment based on their gender or sexuality.

f. Threat of sexual relations.

B. Other sexual Offences

a. Rape: Forceful sexual penetration

b. Sexual imposition – non- consensual sexual touching.

c. Sexual Assault: a non-consensual sexual act including, but not limited to unwelcome kissing of lips, mouth, breast or other body parts, touching of breast, chest, buttocks, thighs, vagina, penis or their body part other than under a medically necessary procedure and

d. Defilement (whether on or off campus) is having sexual intercourse with person below the age of 16 years.

e. Unnatural carnal knowledge such as sodomy, lesbianism, homosexuality, and bestialism

C. Procedures

i. Any victim of sexual offence shall make a written complaint to any of the following persons:

- Deans of Faculty
- Dean of Students
- Heads of Department
- Programme Managers (Academic Counsellors/Advisors)
- College Counsellors
- Hall Tutors

ii. The recipient above shall forward the complaint to the Office of the Registrar for a Sexual Harassment Committee (SHC) to be re-constituted within three (3) working days. When the recipient fails to forward the complaint, the victim shall have the right to write to the Registrar.

iii. When re-constituted, the SHC shall notify the alleged offender of the complaint that is their intention to investigate and adjudicate the matter within seven (7) working days.

iv. The SHC shall as soon after

notification, but not later than fourteen (14) working days from receiving a relevant request, initiate separate investigatory meeting with the complainant and the alleged offender, together with their agents (if any), to determine the matter, unless both complainant and the alleged offender agree to a joint meeting being convened.

v. The SHC shall, within seven (7) working days of the close of hearing, determine if the alleged offender is culpable and make the necessary recommendations to the Rector.

vi. The outcome of the hearing shall be communicated to the alleged offender by the Registrar.

vii. The alleged offender shall have the right to appeal to the Rector the decision of the SHC within fourteen (14) working days of receipt of the decision.

10.6.5 Penalties for Breach of Regulations

A student who is deemed to have misconducted himself/herself may be liable to one or more of the following penalties

- i. Warning
- ii. Reprimand
- iii. Rustication for a stated period
- iv. Suspension from the use of University College Services or facilities for a stated period.
- v. Payment or making good the loss of, or damage to, any property of the University College.
- vi. Dismissal from the University College.
- vii. Without prejudice, the University College reserves the right to refer the case to the law enforcement authorities.

Clauses (iii) to (vii) above shall be treated as major penalties, which shall be imposed only by the Rector.

The Rector shall appoint a Committee of Enquiry to investigate cases likely to attract

the imposition of a major penalty against a student. The findings and recommendations of such a Committee shall be forwarded to the Rector for him to refer it to the Academic Board for final decision. The other penalties shall be treated as minor ones and may be imposed on his behalf.



11.0 APPEAL PROCEDURES

- i. Any student who is aggrieved of any disciplinary action against him/her may appeal to the Rector within fourteen (14) days upon the receipt of the notice of the punishment else the right to appeal elapses.
- ii. The Rector, upon receipt of the appeal may review the punishment by taking into consideration the circumstances of the case.

11.1 Procedures for Dealing with Violations of Non-Academic Regulations

The following procedure shall be followed if any of the above rules and regulations are breached by any student or group of students:

• Step One

A report shall be made to the Office of the Dean of Students' Affairs by any member of staff or student of the University College against a student or group of students found

to have misconducted him/herself or themselves.

- Step Two

A preliminary investigation is conducted by the Office of the Dean of Students to ascertain whether the case warrants a formal disciplinary action or may be dealt with informally.

- Step Three

If the disciplinary action is warranted, the case shall be reported to the Disciplinary Committee for further action.

- Step Four

The charge is communicated to the student immediately and he/she is requested to appear before the Disciplinary Committee at a scheduled time by the Chairman of the Committee. A student shall have the right to appoint a witness (either a student colleague or a member of staff) from within PUC to accompany him/her. The Committee has the right to reject a

witness who shows disrespect to the Committee.

- Step Five

The Committee conducts the hearing, interviews any person(s) and examines any available evidence or exhibit which may assist in their investigations. The committee shall make every effort to exercise fairness in adjudication of justice in the matter concerned.

- Step Six

At the conclusion of the proceedings, the Secretary of the Committee will make a written report of the proceedings. The report should include the statement of charges, summation of evidence presented, and the recommendations of the Committee, including a decision on the sanction(s) to be imposed on the student who has been charged. This report shall be presented to the Rector for further action.

The University College reserves the right where it deems fit to discipline or expel a student in the interest of the University College.

12.0 GRIEVANCE PROCEDURE

12.1 Procedure for Grievances

All students must accept that this is a Christian University College, which operates on Christian principles in solving grievances. As a community of believers, Pentecost University College faculty, staff, and students believe in the biblical approach to settling of grievances or misunderstandings that may arise from time to time

(Matthew 18:15-17).

The University College will provide every opportunity for dialogue. Therefore, boycotts, strikes, riots, sit-ins, protests, unruly behaviour, incitement or any form of mass indiscipline are not allowed. Any form of involvement or participation in any of the above events will lead

to disciplinary action which may result in suspension or dismissal.

Pentecost University College encourages prompt reporting of complaints so that rapid responses could be made and the appropriate action taken.

The University College encourages discussion between the two parties involved in the grievance(s), especially in the early stages of the dispute with the hope that it is resolved amicably.

In any event, all or any complaint that becomes official or public must be formalised.

12.2 Filing a Formal Grievance

Any student who feels aggrieved by the action(s) or inaction(s) of a student or the University College through any of its staff, faculty, policies, procedures, or programmes may report the matter in writing to the Dean of Students or

the Registrar. It is important that the student reports the incident as it is so that a thorough and unbiased investigation can be conducted.

The Registrar or the Dean of Students will take the appropriate action in response to the complaint, and may impose appropriate measures on an interim basis when there is reasonable cause to believe that such an action is needed for the health, safety, and welfare of the student or other members of the University College community, in order to avoid disruptions of the academic activities.

All parties will be informed in writing on a timely basis of any such interim action. Otherwise, the parties to the grievance should maintain the status quo.

12.3 Complaints against the University College or an Employee

When the complaint is against the University College or an employee, the Registrar shall take appropriate action and investigate the complaint thoroughly, and shall keep the complainant informed about the status of the investigation.

Based on the findings of the investigation, the Registrar shall in consultation with the employee's supervisor recommend the relevant disciplinary action to the Rector. Similarly, where the case is against the University College, its policies, procedures, or programmes, the Registrar shall consult the Rector for the relevant advice.

Where the findings from the investigation lend itself to amicable solutions between the parties involved, the Registrar will attempt to resolve the matter by mutual

consent between the parties.

Within twenty-one (21) calendar days of the filing of the grievance, the Registrar, will notify the complainant, the victim (if the complainant is not the victim) and the accused in writing of the findings of the investigation, the remedy (subject to legal restrictions on the disclosure of disciplinary action) and the right to appeal.

12.4 Exhausting Internal Procedures Including Arbitration

12.4.1 Exhaust internal procedures and processes

It shall be required of all parties to any dispute or differences whatsoever to exhaust all internal dispute procedures herein stated in settling disputes before resorting to any other means. Arbitration shall be the last means of resolving grievances

12.4.2 Arbitration Clause

Any dispute or differences whatsoever between the parties which may arise out of or in connection with the grievance procedure herein stated, shall be referred to and be determined by two arbitrators,

i. Each party shall appoint one arbitrator and give to the other party notice in writing not more than 14 days after such appointment,

ii. The two arbitrators so appointed shall immediately appoint an umpire

iii. The umpire shall attend all hearings, but shall not be called upon to act unless the arbitrators appointed by the parties are unable to agree

Students are expected to use the official channels of communications and to follow the laid down grievance procedures.

NOTE:

Students are expected to use the official channels of communications and to follow the laid down grievance procedures. For presentation of formal petitions, the residence of the Rector and other Principal Officers of the university college are out of bounds; all such formal negotiations should take place in the office of such officials or designated places.

**13.0 CODE OF CONDUCT
FOR CADET CORPS**

The Cadet Corp(s) on campus shall obey the following code of conduct:

- a. The use of uniforms and other accoutrements shall be authorised by the appropriate university college authority.
- b. Students shall not roam in uniforms outside the university college campus after a performance authorised by the university college authority.
- c. All military accoutrements shall be handed to the appropriate University Authority before proceeding on holidays or vacation.
- d. The cadet corps shall not be used for unauthorized purposes such as demonstrations, strikers and other unauthorised gathering.
- e. Cadet members shall not use their position to threaten the life of non-cadet members on the



university college campus.

f. Cadets shall be ever prepared to attend to emergency calls to solve problems with the consent of the appropriate University College authorities.

g. Cadets shall not take to drinking, smoking or misbehaving while in/out of uniform and on/off official duty.

h. Cadets shall be time-conscious and always punctual for functions.

i. Cadets must have respect for University College authority.



14.0 COMMUNICATION WITH GOVERNMENT AGENCIES, INSTITUTIONS AND OTHER STAKEHOLDERS

Students are not allowed to communicate directly with any Government Agencies, Institutions and other Stakeholders on any matter affecting the university college life or policy.

All formal communications should be sent through the Registrar.

15.0 PRESS CONFERENCES AND RELEASES

a. Any student or group of students who wish to hold a press conference or issue a press release shall apply in writing to the Dean of Students with copies to the Rector and Registrar for their information.

b. A copy of the statement to be read at the press conference or to be released to the press should accompany the application.

c. If, in the Dean's opinion, the press

conference or press release is likely to lead to a breach of the peace or cause serious interference with the work of the University College or bring the name of the University College into disrepute, he or she may not approve the holding of such press conference or the issuance of the press release.

d. The decision of the Dean of Students shall be final

16.0 USE OF MOBILE PHONES

Students are prohibited from receiving or making phone calls in the lecture room, examination hall, library and all other University official gatherings like College Assembly, Mentorship, etc.

Sending of mobile phones to any examination hall is **STRICTLY** prohibited.

17.0 CAMPUS SAFETY AND SECURITY

The University College Security service provides students, faculty and staff with information about PUC campus safety and security guidelines and how to avoid being a victim. Advice is also provided about securing valuables and protecting vehicles. The Security has the right to request students and other persons to prove their identity before being allowed to the use of any University facility.

17.1 Fire Safety and Prevention

PUC gives fire safety and prevention the utmost attention it deserves. In the light of this, the University College requires that the under listed instructions and directives be adhered to by all stakeholders who in any way have to use any property (ies) of PUC.

- Do not overload electrical outlets or extension cords;

- Never use 'naked' fire;
- Never go back into a burning building;
- Be familiar with planned escape routes. Remember that during a fire outbreak you may not be able to rely on lights and the main exit may be unusable;
- Know the location of fire extinguishers:

Read the Fire and Safety Code Manual



17.2 Reporting Emergencies on Campus

The on-campus emergency phone number: **0302417057/8**

National Emergency phone number: **191**

Police Headquarters: **18555**

Sowutuom Police Station:

0208484444 / 0302980744.

Problem(s) relating to thefts, vandalism, fire, and all related matters should be immediately reported to the University College Security.

17.3 Procedures for Reporting Crimes on Campus

Whenever students or employees become victims of a crime while on the campus of PUC, or whenever they have witnessed a crime or feel that there is a possibility that a crime is about to occur, they should notify the University College Security Personnel as soon as possible.

17.3.1 Opening and Closure of Lecture Halls

Estate and Development Management personnel are responsible for locking and unlocking doors of lecture facilities. Security personnel are responsible for locking and unlocking doors to lecture facilities on weekends and holidays if so required. Persons requesting a door opened to any of the facilities must have proper authorisation from the Estate and Development Department.

17.3.2 Security of Buildings

- a. Students who require regular access to specific buildings and rooms may request keys from the Estate and Development Office.
- b. Individuals granted special access to rooms and buildings must assume personal responsibility for facilities and

equipment during the time they are using these facilities and must ensure that the door is locked at the closure of work.

c. University College security shall ensure that all buildings are secured every night. An individual desiring to remain in a building after normal closing hours is required to notify security.

d. A student who does not have a key but who requires access to a particular building or room after normal instructional hours must present proper identification to University College security before



17.3.3 Policy Concerning Law Enforcement on Campus

I. The primary responsibility of the University College security is the preservation of the public peace and the protection of life and property against all unlawful acts.

ii. The University College will take all possible measures to prevent crime and accidents, investigate thoroughly all suspicious and criminal activities, apprehend offenders quickly in all cases where crimes are committed.

18.0 FINANCIAL ACCOUNTABILITY

Every Junior Member of the University College who is entrusted with funds must regard himself or herself as a steward. This implies that he or she shall be accountable for funds entrusted to him/her in accordance with guidelines set by the University College. This principle of accountability shall apply to all approved students organisations, including members of the SRC.

19.0 APPROVED STUDENT ASSOCIATIONS

19.1 Membership

Students' Associations that promote cohesiveness rather than divisiveness in the University College may be formed at the request of at least twelve (12) interested students. The patron of the association shall be a university college staff member. Students' associations of the University College shall not function in contradiction to the Christian principles on which PUC as a Christian University College was founded.

I. Approved students' *non-partisan political associations on campus shall fall within these main groupings namely:

- Christian
- Alumni
- Educational/Professional
- College/Faculty/Department
- International
- Philanthropic
- Other Associations approved by the Rector

ii. Students shall have freedom of Association; however, only Associations recognised by the Student Affairs Committee shall be entitled to the use of University College facilities.

iii. At the beginning of each semester, secretaries of approved Associations are required to submit to the Dean of Students, the particulars of the Association's Principal Officers and Committee Members with a copy to the Students Affairs Committee.

iii. Approved Associations are financed partly by the payment of membership dues and any other approved sources of funding.

iv. Each Association must have an approved written constitution which governs the operations/activities of the Association.

v. Management reserves exclusive right to approve or disapprove the formation of an association, without due recourse to any

19.2 Registration Procedures

The Registration procedures are as follows:

a) A prospective students' Association shall be required to obtain an application form from the office of the SRC.

b) The completed form shall be submitted to the SRC, accompanied by three (3) copies of its constitution. This should be forwarded by the SRC to the Dean of Students, with all the necessary comments;

c) The Dean of Students in consultation with the University College Chaplain shall vet the submitted application form and constitution, as appropriate;

d) All Approved Students' Associations shall have at least one (1) senior member as patron(s)

College/Faculty/Department

International

19.3 General Rules

i. No Association shall be inaugurated without a letter of commencement from the Registrar.

ii. All partisan political functions, meetings, programmes in any form are strictly prohibited from being organised on campus or in any facility of the Pentecost University College.

iii. Every Association which collects or receives funds, shall submit an annual statement of accounts to the office of the Dean of Students. Such reports should reach the Dean of Students Office not later than fourteen (14) days before the ensuing semester.

Educational/Professional

Educational/Professional

College/Faculty/Department

International

Philanthropic

Other Associations

approved by the Rector

ii. Students shall have freedom of Association;

20.0 PUBLICATIONS – STUDENTS' MAGAZINES/NEWS LETTERS

i. The Rector shall be informed of the intent to produce any student publication by whatever name and whatever medium, within the University College, and his express approval shall be obtained for such publications;

ii. Copy of each issue of the publication (print or electronic) shall be lodged with the Rector and the Librarian on the day of publication;

iii. Each issue shall state the name of the editor, membership of the editorial board and publisher;

iv. The members of the editorial board shall be held individually, jointly and severally responsible for all the contents of each issue of the publication.

College/Faculty/Department

· International

· Philanthropic

21.0 TRADING AND CREDIT UNIONS

21.1 Trading

Trading is strictly FORBIDDEN in the University College unless otherwise approved by the Rector or his representative.

21.2 Credit Unions

The University College does not approve the formation and operation of Credit Unions or any other financial business by students. Any group of students that undertakes such a venture does so against the regulations, and at its own risk and shall be subjected to appropriate disciplinary actions and sanctions.

21.3 Collection of Fees and Dues

All tuition and other fees including SRC dues are to be paid to Pentecost University College Accounts with designated banks. Students are to check for the

account numbers of these designated banks from the Accounts Office. The University College absolutely prohibits any collection of monies by students, except those approved by the Dean of Students. Students who engage in unauthorised collection of monies will be sanctioned.

entitled to the use of University College facilities.

iii. At the beginning of each semester, secretaries of approved Associations are required to submit to the Dean of Students, the particulars of the Association's Principal Officers and Committee Members with a copy to the Students Affairs Committee.

iv. Approved Associations are financed partly by the

· Educational/Professional

· Educational/Professional

· College/Faculty/Department

· International

· Philanthropic

· Other Associations approved by the Rector

ii. Students shall have freedom of Association; however, only Associations recognised by the Student Affairs Committee shall be entitled to the use of University College facilities.

iii. At the beginning of each semester, secretaries of approved Associations are required to submit to the Dean of Students, the particulars of the Association's Principal Officers and Committee Members with a copy to the Students Affairs Committee.

iv. Approved Associations are financed partly by the payment of membership dues and any other approved sources of funding.

v. Each Association must have an approved written constitution which governs the operations/activities of the Association.



22.0 VEHICLES

22.1 Use of Vehicles on Campus

i. Students who operate vehicles on campus must have valid drivers' licenses and all legal requirements (roadworthy certificate, insurance, etcetera).

ii. Any student who wishes to operate or keep a vehicle on campus must obtain permission from the Estate and Development Manager or the designated Officer for Transport. The University College

accepts no responsibility for such vehicles, any damage that may occur to them, or any injuries caused to their owners, drivers or passengers. The University College shall not be responsible for the contents of any vehicle parked on campus or in the vicinity of the Pentecost University College.

iii. The operation and keeping of vehicles on campus is a privilege which will be withdrawn, if abused.

iv. The University College does not provide reserved parking for

students' vehicles.

v. Students may be asked to allow total inspection of their vehicles by the College Security personnel when on campus. Any student who refuses to cooperate with security personnel will be banned from using the campus parking lots.

vi. Students are prohibited from parking in places designated for staff or marked "No Parking".

vii. All students' vehicles must display the approved university college-branded sticker valid for any given academic year. Students' vehicles without such approved official stickers shall be denied entry. No taxi shall be allowed entry to the University College campus, except by authorisation

22.2 Registration and Parking of Vehicles on Campus

a. All students who own vehicles are required to register their vehicles

with the Estate and Development Department and also purchase specially designed stickers for use within campus at a cost approved by Management. These stickers will be valid for one academic year. For registration, students will be required to produce their road-worthiness certificate and insurance papers. Students will not be allowed to use their cars without stickers on campus.

b. Some areas on campus have been designated as parking lots for vehicles owned by students. Students will be allowed to park only in these places. If a student parks in an unauthorized parking lot, his/her car will be towed and a fine imposed on him/her.

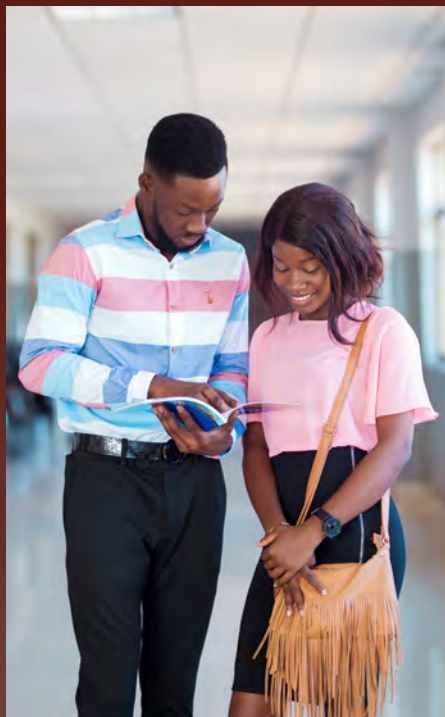
c. Students vehicles parked at the University College premises will be at their own risk

College/Faculty/Department

23.0 PERSONAL APPEARANCE AND DRESS GUIDELINES

The first guiding principle about appearance and dressing is that students dress in a manner that reflects Christian moral standards. Dressing to any programme/ function/activity on or off campus

must be decent to earn the individual respect from those around and to be an example to others. Students must therefore wear presentable work clothes for physical work, modest casual attire for recreational purpose, and more dignified clothing for classes and group worship.



23.1 General Appearance Guidelines

Students of the University College must exhibit:

a. Intelligent and deliberate selection of fashion, by wearing decent and appropriate clothing for each occasion;

b. Christian dignity and simplicity by avoiding carelessness, untidiness and the opposite extreme of showiness, or extravagance;

c. Ability to select appropriate work clothes for physical work, modest casual attire for recreational purposes, and business/formal clothing for campus lectures, library, laboratory, offices, worship and other formal occasions;

d. Ability to provide the opportunity for others to appreciate oneself as an entire person, without drawing negative or disapproving attention to one's body or person through dress or grooming, especially in a sensuous manner;

e. Ability to demonstrate self-respect, dignity, a sense of mission, and good grooming, without excessive adornments, expensive jewelry, cosmetics, facial make-up, or other such aesthetics or accessories;

f. A flair for selecting clothing and hairstyle which expresses a God-given appreciation for good taste, beauty, creativity and harmony, reflecting an inner freshness of the spirit.

23.2 Appearance and Dressing of Ladies

Ladies' dressing should conform at all times to the general guidelines and regulations stated above. To guide ladies in meeting this requirement, the following specifications are provided:

i. Bleaching and toning of the skin is not permitted;

ii. No mini-skirts are allowed. Skirts must be long enough to cover knees;

iii. Slits and skirts opened by the side(s), front and back beyond knee line are not allowed;

iv. Translucent, see-through, tight-fitting blouses and sweaters or skirts, bare-backs, are not permitted;

v. Walking topless or wearing singlet are prohibited

vi. Short/one sided blouses and

dressess with low necklines that are four inches below the shoulders are not permitted;

vii. Shorts, tight-fitting slacks, navel-gazers ("I am aware") and similar clothing are not considered appropriate attire for campus and lectures. However, properly fitting slacks may be worn for outdoor recreational programmes.

viii. Bathroom slippers are not allowed for lectures



ix. It is unacceptable to pierce one's nose, navel, eye brows, tongue or any other body part or to cut tattoos on our bodies. Moreover, these could become a health hazard.

x. Long and big ring earrings, anklets are not allowed

xi. Indecent hairstyles (multi-coloured hairstyles) are not allowed;

xii. Wearing tattered jeans are strictly prohibited.



23.3 Gentlemen's Appearance and Dressing

i. Men's dress for lectures shall consist of well fitted trousers and neck-collared shirts or decent African wear and not T-shirts;

ii. Wearing shorts for lectures and on campus is not permitted;

iii. Dressing for College Assemblies/Church

Service/special formal occasions may be either African or European style as set forth in the general regulations;

iv. Men are not permitted to wear earrings;

v. Men are not permitted to braid their hair;

vi. Men are not to leave their hair and beard unkempt; Nursing students are not permitted to grow beard as required by their professional ethics.

vii. Bleaching and toning of the skin, body piercing and tattooing are not permitted as these could become a health hazard;

viii. Wearing of trousers below the waist (Otto Pfister) is not permitted;

ix. Wearing of tattered Jeans is strictly prohibited;

x. It is unacceptable to pierce one's nose, navel, eye brows, tongue or any other body part as these could become a health hazard.



23.4 Enforcement of Dress Guidelines

i. A legitimate authority of the University College: Faculty and/or Senior Members/SRC Executives may ask a student who is considered to be indecently dressed to leave the College and put on a more decent clothing. Failure to comply with such a request shall be an offence. The dress guidelines also apply to students' visitors likewise the employees of the University College.

ii. Lecturers, the administrative staff, College Security Officers and the SRC leadership, have the responsibility of ensuring the Personal Appearance and Dress Guidelines are strictly observed. Any student found inappropriately dressed may be refused entry into a lecture or being served in the offices.

NOTE:

Students are expected to be decently dressed on all occasions. Gowns will be worn on special occasions such as congregations and at such other times as may be specified.

24.0 USE OF COLLEGE FACILITIES

24.1 The Halls of Residence

Pentecost University College operates halls of residence on campus and interested students can arrange for rentals through the following contact numbers:
(+233)(0)302417057/8.

24.1.1 Admission to Halls of Residence

- i. Semester commencements dates are announced on University College notice boards and websites.
- ii. Students must come into

residence on the first day of the semester.

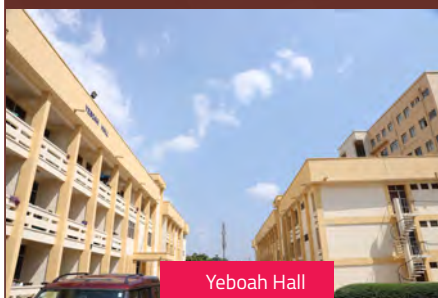
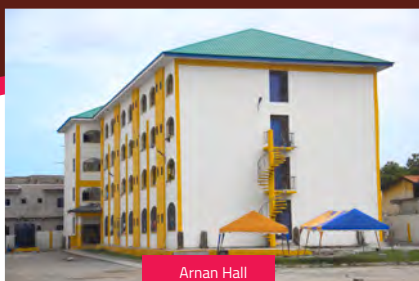
iii. Room allocation is on first come first served basis.

iv. Allocation of rooms is the prerogative of the University through an appointed officer.

v. Once rooms are allocated, no changes are permitted without the written authorisation of the Hall Managers.

vi. The hall fee must be paid at the designated University College bank accounts and registration procedures completed at the Hall Manager's office before collection of key to the allocated room.

vii. Room keys should be deposited at the Porter's lodge anytime a



student is leaving the hall;

viii. Students are supposed to sign off and surrender room keys before leaving the campus during vacation.

ix. There shall be a fine for room keys that are not returned on time which would be determined by the Hall Managers.

x. A fine of an approved amount per day shall be levied on any student who fails to return the key within the first three days of vacation. If after the third day, the key has not been returned, in addition to paying an amount, a forfeiture of accommodation at the hall will be applied.

xi. Outgoing level 400 students who fail to return their room keys will be subjected to a fine as approved by the Hall Manager and same must be paid before certificate is released.

xii. Unless otherwise authorised, students must leave the halls of residence latest by 12 noon, following the date of vacation/closure.

24.1.2 Renting or Subletting Hall Facilities

Students are prohibited to rent out or sublet hall facilities to any third party.

24.1.3 Visitors to Hall of Residence

i. Student rooms are strictly out of bounds to members of the opposite sex at all times;

ii. External visitors are not allowed into students' rooms;

iii. All visitors should be received/entertained in the Junior Common Room (JCR);

iv. All external visitors should leave the Hall of residence as well as PUC campus by 10:00 p. m;

v. For security reasons, all external visitors must be registered with the guard at the security post and obtain a visitors' tag;

vi. All visitors after undergoing security check can proceed to the halls of residence and report to the porter on duty;

vii. Porters will only attend to

external visitors with security tags.

viii. For the mixed gender halls, it is expected that male visitors will not be found in female rooms, and vice-versa.

ix. All visitors shall be received at designated reception areas only.

24.1.4 Vacation Accommodation

i. A student wishing to continue to be in residence during vacation must obtain permission to do so from the Hall Tutors before the end of semester at an approved fee to be determined by the University College.

ii. Students shall not leave any property in the halls of residence during vacation.

24.1.5 Room Courtesy

No student should enter the rooms of other students without the permission of the occupants. Students should lock their rooms whenever they leave. Scaling through balconies is prohibited.

24.1.6 Campus Check-Out

After 11:00pm the Security will check student ID before being allowed into the campus and into the halls of residence.

24.1.7 Use of Appliances

With the exception of halls with approved space provided by the University College, the use of gas stoves and gas tanks in any other space is not allowed in PUC halls of residence.

24.1.8 Regulations for Halls of Residence

The following regulations shall apply to the students for the use of halls of residence:

i. To use the room allocated to the resident for residential purposes only;

ii. To pay the designated user fee or any adjustment therein promptly and in any case not later than seven (7) days after the fee(s) become (s) due;

iii. To observe any rules and regulations that may be put in place from time to time by the University College authorities

iv. To accord the personnel whom PUC may put in charge of the facility the due respect, and comply with directives given by Hall Tutors, Hall Executives and Porters;

v. Avoid making any alterations to the facility whether of a temporary or permanent nature;

vi. Avoid cooking or boiling water in the room or any part of the facility

except the place therein specified for such purposes.

vii. The use of hot plate or open fire is prohibited;

viii. Avoid engaging in any act that will deface the hostel such as fixing pictures or photographs on the walls of the facility whether in the rented room or elsewhere within the premises;

ix. Usage of unapproved electrical appliances and equipment as contained in the tenancy agreement in the room allocated is prohibited.

x. Engaging in any act which amounts to nuisance and inconvenience to other users of the halls, neighbouring facilities of PUC is prohibited. Such acts of nuisance and/or inconvenience include but not limited to drumming, whistling and noise making as well as high volume music;

xi. Avoid allowing any unauthorised person(s) to live in the room assigned;

xii. Avoid subletting or 'trading' the room (known by students as 'perching') to any person;

xiii. Any resident who has any complaint that needs attention must report to the Porter in the first instance and if not attended to within three (3) days, then to the Hall Tutor.

xiv. All students are to keep their rooms clean, and belongings should be neatly and attractively arranged. Periodic room inspection will be conducted by the Hall Management.

xv. Nails are not to be driven into the walls or furnishings;

xvi. Pictures are not to be posted

on the walls;

xvii. Pouring waste water over from the balconies is strictly prohibited.

xviii. The Hall Tenancy Agreement should be read by all resident students and terms and conditions, must be complied with accordingly.



24.1.9 Making of Noise

i. Making of undue noise within the University College environs is prohibited, in particular, around the lecture halls, library, and administration block, when programmes such as PRAYERFEST, Missions and College Assembly are being held and during lecture hours.

ii. The hours between 10.00 p.m. and 5.00 a.m. are to be regarded as quiet hours, unless there is ongoing approved function.

24.2 Proper use of Campus Furniture/Equipment

i. Desks, chairs, tables or any other campus furniture should not be moved from classrooms, offices, the auditorium, library and laboratories for students' use unless otherwise authorised by the Estates and Development Manager.

ii. Students who willfully cause damage to any furniture or equipment will be surcharged for the cost of the furniture/ equipment.



24.3 Collection of Money in the University College

Application for permission to make general collections of money within the Hall must be submitted to the Hall Tutor who will approve collection of such money.

Students seeking sponsorship from outside the University College must seek permission from the Dean of Students.

24.4 Personal Property

The safe keeping and maintenance of all personal property are the responsibility of students.

24.5 University College Property

Students may not make attachments to or transfer furniture of any kind from any part of the university college buildings including rooms and halls of residence without prior written permission from the proper authorities.

Students are liable to pay for any loss or damage to furniture and fittings or equipment of any kind.

Students must not interfere with the electrical installation in their rooms or any part of the university college.

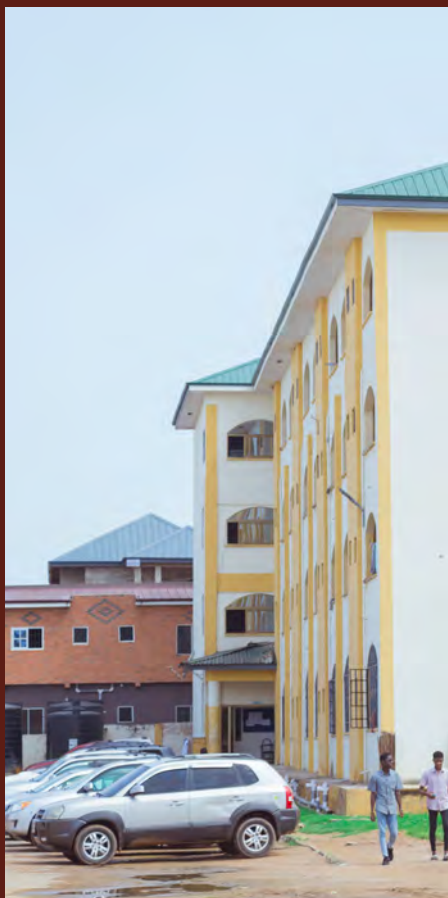


25.0 USE OF PRIVATE HOSTEL FACILITIES

Students may choose to rent private hostels. However, the University College shall not be responsible for their security or liable for any tenancy agreement or breach of such agreements entered into between student and owners of the private hostel facilities.

26.0 STUDENT WELFARE

The University College is committed to the personal, spiritual, social and educational need of all students enrolled. The following services are provided to ensure successful completion of the academic programmes:



26.1 Guidance and Counselling

The University College has a Counselling Unit and students are offered opportunities to receive counselling in matters relating to their personal, spiritual, social and educational needs.



26.2 College Assembly and other Chaplaincy Programmes

PUC holds College Assembly regularly as approved by the Rector. The purpose of these assemblies is to help develop the total personality and values of the student which includes spiritual, academic, social, and ethical to name a few. The assembly may take the form of, but not limited to, corporate worship, seminars, symposia and open lectures.

Additionally, students are encouraged to cultivate a

consistent daily devotional time to enrich their personal and spiritual lives as well as to further their growth in relationship with their maker. Every Tuesday/Thursday (as may be arranged from time to time), the University College engages in a joint assembly that involves both the student body and teaching/non-teaching staff. Attendance at College Assembly is a requirement for student assessment and graduation. These activities are therefore compulsory.



26.2.1 Campus Spiritual Programmes

The University College organises annual spiritual activities, in which all students, faculty and staff of the University College are required to actively participate. These programmes include:

i. Missions: The Chaplaincy organises a one-week Mission programme in the month of March every year, which is aimed at evangelising to students and the University College community.

ii. PrayerFest: The Pentecost University College organises a one-week prayer and fasting festival dubbed PrayerFest, in the month of October/November, during which both staff and students engage in a period of fervent prayers to God.



26.3 Tutorial and Mentoring System

The University College runs a tutorial and Mentoring system. Each student is assigned to a tutorial/ mentoring group with a tutor to be called mentor.

The leader shall be a senior member or a specially trained senior student who works under a senior member. The leader acts as an academic advisor and provides guidance on all matters affecting a

student's academic work.

The tutorial and mentoring system is to ensure that each student belongs to a group of about ten (10) in which students' needs are addressed.

The system is designed to provide academic, social and spiritual support to students. Membership of, and active participation in assigned tutorial/mentoring groups' activities is required of all students.



26.4 Health and Safety Issues

Pentecost University College operates a clinic for the health, safety and welfare of students.

27.0 COMMUNITY SERVICE AND ENTREPRENEURIAL WEEK

The Community Service and Entrepreneurial Week (CSEW) is a University-wide programme which represents students' and faculty affirmation of the motto of the University, "Empowered to Serve". It is anticipated that the project will constitute a major effort towards imbuing students with the consciousness of community service and motivating them to be entrepreneurial-oriented.

The CSEW is designed to take place in the 9th week of every second semester. Among other things, the CSEW programme is intended to achieve the following objectives:

1. To develop the capacity of students to identify societal

challenges and proffer reliable solutions to those challenges, using their own skills set and talents;

2. To enable local small businesses, specially within the University's catchment area to benefit from the skills set of students at no cost to them;

3. To grant unrestricted access to the University's knowledge base to individuals and businesses locally and internationally;

4. To train students to be socially responsible individuals, starting from school

5. To build a mutually beneficial relationship between the student-body and the local community;

6. To drive students to develop an entrepreneurial-mindset for exploring social opportunities.

To achieve these objectives, students are encouraged to work in teams to explore and identify a community project to work on prior to the scheduled start of the CSEW programme. Such activities could include, but not limited to the following:

1. Designing simple book-keeping records to sole proprietors and helping them to appreciate the value of such records;
2. Designing simple software applications that will enhance the

business operations of firms;

3. Supporting with teaching roles in SHS and JHS;
4. Delivering public education on matters of societal concerns such as health and environmental management;
5. Engaging in health campaigns to promote good health management practices;
6. Working in organisations to support their marketing, logistics, human resource management and accounting roles;

7. Organising cleaning up campaigns to improve sanitation;

8. Educating traders and business owners on business best practices.

This is not the time for students to stay away and sleep; they are to get involved and be noticed. Like the parable of the talents, this is an opportunity for them to showcase their talents. All faculty are expected to play an active supervisory and advisory role to motivate the students to give out the best they can.

28.0 READING WEEK

The PUC Reading Week is a University-wide programme driven by the University's mission to be on the cutting edge of the dissemination of knowledge, quality education, research and training for the purpose of producing an excellent human resource base to meet the demands of Africa's development.



The Reading Week is a period (usually the 9th Week of every First Semester) during which there are no classes or lectures, intended for students and faculty to concentrate on reading and research.

It is anticipated that this initiative will instill, in students, a drive to undertake rigorous research; review and augment their course work while Faculty build capacity in research and teaching skills.

During the Week, Lecturers are required to assign students with

reading/research assignments to engage them for the whole week and do presentations on their readings.

The assignments should be graded as part of the students' Continuous Assessment. Students are mandated to make maximum and judicious use of the period to read and submit all assignments. This is not the time to sleep or engage in non-academic feats.

Lecturers are to take advantage of the period to equip themselves with institutional best practices





since they are required to contribute to teaching and research within their respective Departments and contribute to excellence in research through publications in both local and international journals. Lecturers are also required to keep office hours for students' contact.

With literally thousands of books, online journals and other resources, tracking down information for academic work can sometimes seem confusing and time consuming. The University Library will organise workshops for both students and faculty to make effective use of library resources to find the information they need for

their studies and get maximum benefit from what is available in the library.

PUC, as an academic institution, has an ultimate vision to provide sound Christian-based tertiary education to raise generational leaders. Consequently, it is our mandate to inculcate into our students and staff the essence of research and publications. We also want to prepare our students to become productive, thoughtful citizens, as well as effective and inspiring leaders in their communities and professions. The Reading Week is one of the key drivers for this strategic intent.

29.0 APPEAL OPPORTUNITY FOR AGGRIEVED STUDENTS

Under the general regulations here in stated any Junior Member who is aggrieved by any disciplinary sanctions may appeal to the Rector through the Dean of Students for a review within fourteen (14) days of the notification to him of the sanctions imposed on him or her.

The Rector, on receipt of a report from the appropriate source, may request a review of the sanctions so imposed.

When carrying out a review, the Rector may act on the advice of a committee on which student interests are represented.

Students grievances brought before the Rector or his representative for redress shall not be discussed outside the University College including the press (print or electronic) and/or other social media platforms.





PART C

ACADEMIC POLICIES, PROCEDURES AND REGULATIONS

30.0 ACADEMIC STRUCTURE AND DIVISIONS

30.1 Structure

30.1.1 Certificates, Diplomas and Degree Programmes

The Academic Programmes of the University College prepare students for the growing job market, and are structured toward the award of Certificates, Diplomas, and Degrees in the following fields:

- Theology and Mission
- Business Administration
- Actuarial Science
- Information Technology
- Nursing and Midwifery
- Physician Assistantship Studies - Medical
- Medical Laboratory Technology
- Construction Technology and Management
- Quantity Surveying and Building Economics and New programmes that may be added from time to time.

30.2 Academic Divisions

Currently, Pentecost University

College hosts the following academic Faculties/Schools:

1. School of Theology, Mission & Leadership
2. Business Administration,
3. Engineering, Science and Computing
4. Health and Allied Sciences
5. Law and Social Sciences

30.2.1 School of Theology, Mission and Leadership (STML)

The School has three departments and a Centre as follows:

- Department of Theology
- Department of Mission
- Department of Leadership
- Centre for Ministerial Formation

30.2.2 Faculty of Business Administration

The faculty has three (3) Departments offering the following programmes under each department.

- i. Department of Accounting and Finance
- B.Sc. Business Administration (Accounting)

- Bachelor of Commerce (Accounting with Computing)
- B.Sc. Business Administration (Banking & Finance)
- B.Sc. Business Administration (Insurance with Actuarial Science)
- B.Sc. Business Administration (Insurance)

- ii. Department of Economics, Marketing and Services
 - B A. Communication Studies
 - B.Sc. Business Administration (Logistics and Supply Chain Management)
 - B.Sc. Business Administration (Marketing)

- iii. Department of Management
 - B.Sc. Business Administration (Corporate and Business Development Studies)
 - B.Sc. Business Administration (Human Resource Management)

30.2.3 Faculty of Engineering, Science and Computing

- The faculty has three (3)

departments offering the following programmes

- i. Department of Information Technology
 - B.Sc. Information Technology
 - ii. Department of Mathematics and Actuarial Science
 - B. Sc. Actuarial Science

- iii Department of Built Environment
 - B.Sc. Construction Technology and Management
 - B.Sc. Quantity Surveying and Building Economics

30.2.4 Faculty of Health and Allied Sciences

The faculty has two (2) departments offering the following programmes

- I. Department of Nursing and Midwifery
 - B. Sc. Nursing
 - B. Sc. Midwifery

- ii Department of Medical Sciences
 - B. Sc. Physician Assistantship Studies - Medical

31.0 ADMISSION REQUIREMENTS

- PUC admits students based on national norm as approved by the National Accreditation Board (NAB) and National Council for Tertiary Education (NCTE)

Candidates for admission must have obtained

- Credit passes in three (3) core subjects including English Language, Mathematics, Integrated Science or Social Studies and two (2) relevant elective subjects at the Senior Secondary School Certificate Examination (SSSCE) or West African Senior School Certificate Examination (WASSCE) or
- General Business Certificate Examination (GBCE) or
- Five (5) Credit passes (Grade 6) in GCE 'O' Level Examination, including English Language and Mathematics or
- Post-Secondary Teachers Certificate 'A' of the Ministry of Education of Ghana or

- Any relevant professional qualification approved by the Academic Board.
- Other suitable candidates who pass a special qualifying examination may be admitted as a mature student.

Additionally, candidates must have satisfied approved departmental requirements.

31.1 University of Ghana Affiliated Programmes

The Minimum/General Entry Requirements for entry into Level 100 and 200 of the University of Ghana bachelor's degree programmes in Theology, Business Administration and Information Technology are listed below:

- B. A. Theology
- B. Sc. Information Technology
- B. A. Communications Studies
- Bachelor of Commerce (Accounting with Computing)
- B. Sc. Business Administration

- (Accounting)
- B. Sc. Business Administration (Banking & Finance)
- B. Sc. Business Administration (Human Resource Management)
- B. Sc. Business Administration (Marketing)
- B. Sc. Business Administration (Insurance with Actuarial Science)
- B. Sc. Business Administration (Logistics and Supply Chain Management)
- B. Sc. Business Administration (Insurance)
- B. Sc. Business Administration (Corporate and Development Studies)

31.2 Minimum Aggregate

In determining eligibility for admission to the Four-year Bachelor's Degree Programmes, candidates' aggregate score in the three core and three elective subjects as indicated below shall not exceed 24 at Senior Secondary School Certificate Examination (SSSCE)/General Business Certificate Examination (GBCE) or 36 at West African Senior Secondary School Certificate Examination (WASSCE).

A pass in the SSSCE/GBCE or WASSCE is understood to mean a candidate's performance at grades interpreted as follows:

SSSCE/GBCE	WASSCE	GRADE	INTERPRETATION
A	A1	1	Excellent
B	B2	2	Very Good
C	B3	3	Good
D	C4	4	Credit
	C5	5	Credit
	C6	6	Credit

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

31.3 SSSCE/ WASSSCE/ GBCE

The general requirement for entry to Level 100 for admission of **SSSCE/GBCE** or **WASSCE** candidates to first degree programmes are:

- Three (3) credit passes in the three core subjects, namely, English Language, Core Mathematics, Integrated Science or Social Studies and
- Three (3) Relevant Elective Subjects.
- Candidates applying for Insurance and Insurance with Actuarial Science must have credit pass in Elective Mathematics as part of the three (3) relevant elective subjects.

Unacceptable

SSSCE/GBCE/WASSCE Grades for admission purposes

- SSSCE/GBCE: **E**, and **F**
- WASSCE: **D7**, **E8**, and **F9**

31.4 GCE Advanced Level

The University College admits only foreign qualifications (GCE A' Level). The University College has ceased to accept for admission the West African Examinations Council GCE Ordinary and Advanced Levels qualifications.

Individuals with such qualifications are encouraged to apply through the Mature Students' Selection programme.

31.5 Advanced Business Certificate Examination (ABCE)

Candidates must have:

- Full Diploma Certificate in ABCE plus,
- Credit Passes in three (3) subjects including English Language, Mathematics, Integrated Science or Social Studies in GBCE or SSSCE or WASSCE plus,
- Credit passes in any other two (2) relevant elective subjects

Candidates are considered for admission at Level 200.

31.6 Higher National Diploma (HND)

The general requirement of HND candidates must have:

- Graduated with a good HND certificate (at least Second Class Lower Division) plus,
- Credit passes in three (3) core subjects including English Language, Mathematics, Integrated Science or Social Studies plus,
- Two (2) electives at the SSSCE or WASSCE, OR
- Five (5) Credit passes (Grade 6 or better) in GCE 'O' Level Examination, including English Language and Mathematics,
- Additionally, the candidates must have acquired a 2 year post-HND qualification working experience.

Candidates are considered for admission at Level 200.

- *HND candidates who entered the HND programmes as mature students are required to show evidence of passes in English Language and Mathematics from GCE 'O' Level, SSSCE, or WASSCE*
- *Other Diploma Qualifications assessed to be equivalent to HND from an institution whose diploma programme has been accredited by NAB or from a foreign institution that is recognized by NAB are considered.*

31.7 Mature Applicants

Mature applicants applying for admission, who do not satisfy the approved requirements, must have:

- Attained the minimum age of 25 years at the time of submitting their applications (Proof of age is by birth certificate or any legitimate documentary proof of date of birth).

- Candidates are selected on the basis of a competitive examination in English (Essay, Comprehension, Grammar and Usage) and General Paper (Quantitative Methods, Critical and Logical Thinking, and Current Affairs).

A candidate shall be deemed to have passed the examination for consideration for admission if he/she obtains a minimum of Grade "D" (50%) in each paper and must also pass an interview.

Successful candidates shall be admitted to Level 100.

32.0 KWAME NKURUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST) AFFILIATED PROGRAMMES

The Minimum/General Entry Requirements for entry into Level 100, 200, and 300 of the Kwame Nkrumah University of Science and Technology bachelor's degree programmes are listed below.

32.1 Entry Requirements for B.Sc Actuarial Science

The general requirement for entry to Level 100 for admission of SSSCE/GBCE or WASSCE candidates to first degree in Actuarial Science programme is:

- Three (3) credit passes in three (3) core subjects, namely, English Language, Core Mathematics and Integrated Science plus,
- Three (3) credit passes in Relevant Elective Subjects.
- Candidates applying for Actuarial Science must have credit pass in Elective Mathematics as part of the three (3) relevant elective subjects.

32.2 Entry Requirements for B.Sc Applied Mathematics

The general requirement for entry to Level 100 for admission of SSSCE or WASSCE candidates to first degree in Applied Mathematics programme is:

- Three (3) credit passes in three (3) core subjects, namely, English Language, Core Mathematics and Integrated Science plus,
- Three (3) credit passes in Relevant Elective Subjects.
- Candidates applying for Applied Mathematics must have credit pass in Elective Mathematics, Chemistry and Physics as the three (3) relevant elective subjects.

32.3 Mature Applicants

- Candidates must be 25 years at the time of submitting the Application plus,
- Five credits at the 'O' Level including English Language, Mathematics, Physics and

- Chemistry, OR,
- WASSCE/SSSCE credits in three (3) Elective subjects including Elective Mathematics (Compulsory), Biology, Physics and Chemistry.
- Candidates must have at least three (3) years of working experience.
- Candidates are selected on the basis of a competitive examination in English (Essay, Comprehension, Grammar and Usage) and General Paper (Quantitative Methods, Critical and Logical Thinking, and Current Affairs).

A candidate shall be deemed to have passed the examination for consideration for admission if he/she obtains a minimum of Grade "C" (50%) in each paper and must also pass an interview.

Successful candidates shall be admitted to Level 100.

32.4 Entry Requirements for B.Sc. Nursing

PUC admits students based on national norm as approved by the Nurses and Midwifery Council (NMC) and KNUST.

Candidates applying to the programme must meet the following entry requirements:

I. SSSCE/WASSCE

The general requirement for entry to Level 100 for admission of SSSCE/WASSCE must have Credits in the three core subjects, namely, English Language, Core Mathematics, Integrated Science and Three Relevant Elective Subjects from:

- General Science (Biology, Chemistry and Physics or Elective Mathematics)
- General Arts (Economics, Government, Christian Religious Studies, Islamic Studies, History, French, Geography, General Knowledge in Art, Literature in

English, Elective Mathematics, Ghanaian Language)

- Home Economics (Food and Nutrition, Management in Living, General Knowledge in Art, Elective Mathematics, Economics, Chemistry, French)
- Agricultural Science (General Agriculture, Elective Mathematics, Physics, Chemistry, French)

ii. GCE Ordinary and Advanced Levels (Foreign Candidates)

The University College admits only foreign candidates with GCE 'O' and 'A' Levels in Science.

iii. A State Registered Nurse with a minimum of five (5) years working experience and must also pass an interview. Candidates are admitted to Level 300.

iv. Holders of Diploma in Nursing - Registered General Nursing (RGN):

• RGN from a recognized and

accredited institutions with at least two (2) years work experience and,

- A pass in licensure examination conducted by the Nurses and Midwifery Council (NMC) of Ghana or other recognised bodies.
- Additionally, candidates must also meet the minimum requirement for admission to tertiary institutions and must also pass an interview. Candidates are admitted to Level 300

32.5 Entry Requirements for B.Sc. Construction Technology & Management and B.Sc. Quantity Surveying & Construction Economics

Candidates applying to these two (2) programmes must meet the following entry requirements:

(a) SSSCE/WASSCE

- Three (3) credit passes in three (3) core subjects, namely,

English Language, Core Mathematics and Integrated Science plus,

- Three (3) credit passes in Relevant Elective Subjects.

Candidates applying for B.Sc. Construction technology and management and B.Sc. Quantity surveying and construction economics must have credit pass in Elective Mathematics, and any two (2) of these subject, Chemistry, Physics, Geography, Economics, Technical Drawing and Building Construction as the three (3) relevant elective subjects

(b) MATURE APPLICANTS

- Candidates must be 25 years at the time of submitting the Application plus,
- Five credits at the 'O' Level including English Language, Mathematics and a Science subject (Physics, Chemistry or General Science), OR,

- WASSCE/SSSCE credits in three (3) Elective subjects including: Elective Mathematics and any Two (2) of the following electives: Economics, Geography, Physics, Chemistry, Technical Drawing and Building Construction.
- Candidates must have at least three (3) years of working experience.
- Candidates are selected on the basis of a competitive examination in English (Essay, Comprehension, Grammar and Usage) and General Paper (Quantitative Methods, Critical and Logical Thinking, and Current Affairs).

A candidate shall be deemed to have passed the examination for consideration for admission if he/she obtains a minimum of Grade "C" (50%) in each paper and must also pass an interview.

Successful candidates shall be admitted to Level 100.

(c) Construction Technician Certificate (CTC II/III)

Students with the Final part of the Construction Technician's Certificate (CTC) and have worked for at least five (5) years in related field in senior position. Candidates are admitted to Level 200.

(d) HIGHER NATIONAL DIPLOMA (HND) IN BUILDING TECHNOLOGY

The general requirement of HND candidates must have graduated with a good

- HND certificate (First Class or Second Class Upper Division in Building Technology and have a minimum of two (2) years relevant experience may be admitted to Level 300 as Weekend students, upon successful completion of one semester bridging course.
- The above candidates shall however be expected to have duly passed the requisite SSSCE or WASSCE examinations as indicated above.

33.0 UNIVERSITY OF CAPE COAST AFFILIATED PROGRAMMES

- (a) B. Sc. Physician Assistantship
Studies-Medical
- (b) B. Sc. Midwifery

33.1 Entry Requirements (MDC), Nursing and Midwifery Council (NMC) and UCC.

Candidates applying to the programme must meet the following entry requirements:

V. SSSCE/WASSCE

The general requirement for entry to Level 100 for admission of SSSCE/WASSCE must have Credits in the

English Language, Core Mathematics, Integrated Science and Three Relevant Elective Subjects from:

- General Science (Biology, Chemistry and Physics or Elective Mathematics)

34.0 TRANSFER STUDENTS

- The University College admits students who are already enrolled in other accredited Universities (both local and foreign).
- A student transferring from one university to PUC shall accumulate a minimum study period of 6 semesters as a full-time student before he/she shall become eligible for graduation.
- The classification of the degree shall be based only on the courses taken at Pentecost University College.



35.0 INTERNATIONAL STUDENTS

PUC offers admission to applicants from outside Ghana. The admission requirements and procedures for international students are the same or equivalent as outlined for all PUC programmes. Qualifications include:

- International Baccalaureate (IB),
- International General Certificate of Secondary Education (IGCSE) and General Certificate of Secondary Education (GCSE), the American Grades 12 and 13 examinations, and
- other external qualifications, which have the equivalent to the SSSCE/WASSCE/GBCE and the GCE.

Candidates with external qualifications are admitted to Level 100. Additionally, candidates are expected to show evidence of command of the English Language at the SSCE/WASSCE or its equivalent.

PUC offers a six month English proficiency course for candidates who do not have the requisite English language background.

All foreign professional certificates and any other qualifications aside the ones specified above must be referred to the National Accreditation Board (NAB) for

determination of equivalences and eligibility for admission to tertiary institutions in Ghana.

Additionally, International Students shall:

- a) Pass an interview and an English test administered by the University College;
- b) Submit passports and other travel documents for verification;
- c) Submit a police clearance report from the home country;
- d) Co-operate with the International Students Office to register with the Local Ghana Police Service;
- e) Must have regularised the necessary immigration and visa documents required to enable one to study in Ghana.

36.0 REGISTRATION OF FOREIGN STUDENTS FOR THE NON-CITIZEN GHANACARD

The National Identification Authority (NIA) of Ghana requires that the acquisition of the Non-Citizen Ghanacard be made part of the requirements for admission of all foreign students. Consequently, each foreign student shall be required to acquire the Ghanacard. Only foreign students who have Non-Citizen Ghanacard can obtain their resident permits issued by the Ghana Immigration Service (GIS).

Semester registration of International students shall be done together with the inspection of their Non-Citizen Ghanacard.

Information on residence permit application procedures may be obtained from the International Students Office.

PUC International students Office assists students with the processing of residence permits and non-citizen Ghanacards

37.0 ENTRY REQUIREMENTS FOR ADMISSION TO COLLEGE OF FOUNDATION & PROFESSIONAL STUDIES (COFOPS)

37.1 Association of Business Executives (ABE)

Association of Business Executives (ABE) is a UK based professional examination body that provides flexible professional business qualifications which leads to university programmes or personal professional career developments. PUC in collaboration with ABE UK runs the programme in Ghana. The programme is structured into Diploma Levels Four (4) to Six (6)

ABE areas of specialization:

- i. Business Management,
- ii. Human Resource Management
- iii. Marketing Management.

The programme has three levels;

Level	Duration	Units
Level 4	1 year	8
Level 5	1 year	6
Level 6	1 year	6

It will take a student 3 years to complete this programme. Successful completion of each level guarantees you admission onto a corresponding Degree in Ghana and other universities worldwide. Students are required to have credits in 3 core subjects including Mathematics and English from WASSCE as well as 2 elective subjects together with the ABE certificate to be accepted onto a degree programme.

Entry to Diploma 4 Level of study

Candidates for admission must have obtained

- Credit passes in three (3) core subjects including English Language, Mathematics, Integrated Science or Social

- Studies and two (2) relevant elective subjects at the Senior Secondary School Certificate Examination (SSSCE) or
- West African Senior School Certificate Examination (WASSCE) or
 - General Business Certificate Examination (GBCE) or
 - Five (5) Credit passes (Grade 6) in GCE 'O' Level Examination, including English Language and Mathematics or
 - Post-Secondary Teachers Certificate 'A' of the Ministry of Education of Ghana or
 - Any relevant professional qualification approved by the Academic Board.
 - Other suitable candidates who pass a special qualifying examination may be admitted as a mature student.

37.1.1 Entry to Diploma 5

- Applicants must be eighteen (18) years and above.
- Applicants must have passed

the ABE Diploma 4 level examination, OR

- Applicants must have passes at GCE 'O' Level /GBCE/RSAII/LCCII or the equivalent plus two GCE A level passes and two year working experience. Passes at the DBS or equivalent or Technicians Part III Certificate, ABCE/RSA III are also accepted.

Exemptions are available on subject by subject basis to holders of higher professional qualifications such as

ICA (GH), CIM, CIMA, ACCA, CIB, ICSA, IHRMPG and CII.

37.1.2 Entry to Diploma 6

This is equivalent to a University third year programme. Students have the chance of doing a one-year top-up course for a degree in some selected institutions in Ghana and abroad. Entry requirement to this stage is mainly based on the following:

- Passing Diploma level 5, OR
- First degree, BTEC, HND, ICA/ACCA level II, CIM Diploma, CIPS Diploma or its equivalent.

Applicants who have G.C.E A' level passes and ten (10) years working experience at the managerial level will be admitted.

37.2 National Computing Centre (NCC) Education

The main requirement for applicants for NCC Education is to have a pass in Maths and English in the WASSCE exams.

- Candidates will purchase a form for GH¢50.00
- Attach a result slip and Two (2) passport pictures



38.0 APPLICATION PROCEDURE

38.1 Ghanaian and International Applicants

Application to study at PUC can be made through the following media:

- Online
- Downloadable Admission forms from the University College website

Online Application Procedure

1. Go to PUC Website Homepage
2. Click on Application Forms
3. Click on Online Application
4. Register for Login Pin
5. Fill the forms appropriately
6. Upload certified copies of your certificates, result slip and any other relevant documents
7. Upload scanned passport size photograph
8. Click on the send button when you are done

Application Process using Hard Copy or Downloadable Application Forms

1. Go to Homepage
2. Click on Application Forms
3. Click on Download Form
4. Fill form appropriately
5. Add certified copies of your certificates, result slip and any other relevant documents
6. Include 3 passport pictures with one endorsed

Completed application forms should be returned to the Senior Assistant Registrar (Academic Affairs Section, Pentecost University College).

All enquiries about admissions should be addressed to:
The Senior Assistant Registrar
Academic Affairs Section
Pentecost University College
P.O. Box KN 1739
Kaneshie – Accra, Ghana
academicregistrar@pentvars.edu.gh;
admissions@pentvars.edu.gh
Telephone: 0302- 417 057/8

39.0 ADMISSIONS BOARD

The Admissions Board shall be presented with a list of all candidates who satisfy PUC admission requirements for the Board to decide which candidates may be offered admission and to which Programmes.

The University College reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements as stated to withdraw from the University College, notwithstanding progress made in the Programme.

Note: Students would be withdrawn from the University College under the following circumstances:

- Admission through false results/qualifications
- Admission through impersonation of someone else

40.0 PAYMENT OF FEES

40.1 Payment of Fees by Fresh Students

All fresh students shall pay a minimum of 75% of Tuition and 100% of the Academic User fees before registration, and all other remaining fees before the revision week to enable students write the end of Semester examinations.

The University Administration reserves the right to revise fees from time to time, without prior notice.

Payment of fees should be made at the University College's approved bank. Tuition fees do not include residence costs.

All fresh students shall pay a minimum of 75% of Tuition and 100% of the Academic User fees before registration, and all other remaining fees before the revision week to enable students write the

end of Semester examinations. The University Administration reserves the right to revise fees from time to time, without prior notice.

Payment of fees should be made at the University College's approved bank. Tuition fees do not include residence costs.

40.2 Payment of Fees by Continuing Students

40.2.1 Continuing students shall pay a minimum of 50% of Tuition and 100% of the Academic User fees before registration, they are to pay not less than 75% of the tuition fee before Mid-Semester or Interim Assessment Examinations, and all other remaining fees (100%) before the revision week to enable students write the end of Semester examinations. Payment must be made in cedis or with an International Money Order. All foreign students are to obtain a chit from the Registrar before paying their fees to the Accountant.

40.2.2 Hall fees must be paid in full before the student is admitted to the Hall of residence. It is incumbent on students, who have paid at least 50% of tuition fees, to check at the Accounts office on the availability or otherwise of hostel accommodation before paying for same at the bank.

40.2.3 Non-payment of fees or other debts, including non-compliance with the rules of any scheme for payment of fees by installments, shall render students liable to a penalty.

(a) Any student whose payment of fees or repayment of any loan is in arrears shall be excluded from the University College from the end of the semester, in which the fee or loan repayment became overdue;

(b) Re-admission of a student whose payment of fees is in arrears will be at the discretion of the University College and

application may not be made until outstanding debts and the re-registration fee have been paid;

(c) Any student who has not settled an account for fees or any other item owed to the PUC shall not be eligible to have a degree conferred or otherwise receive an award of a diploma, certificate or transcripts from the PUC until his or her accounts have been settled.

40.2.4 A student shall remain liable for all fees and debts to the University, even if the University agrees to invoice those debts to a third party.

Students who withdraw from the University College before the end of an academic year (or any other period of study in which a single tuition fee is paid) are not entitled to a refund or reduction in any tuition fee, whether already paid or outstanding. The application for

withdrawal form must be filled out at the Office of the Academic Registrar, and be approved by the Registrar before withdrawal is made official;

41.0 ORIENTATION FOR FRESH STUDENTS

Orientation is compulsory for all fresh students. All fresh students are required to:

- report at least one week before the commencement of the Academic Year,
- attend a programme of orientation organised in the week preceding the start of lectures of the first semester/trimester.

The purpose of the orientation programme is:

a.welcome fresh students and help them to adjust and settle down into the University College community.

b. guide them through the registration procedures

c. expose students to the facilities available in the University College so as to make education a rewarding experience

d. orient the minds of students to a new world of University life and to help them align their individual growth with the broad goals of national development.

e. advertise the rules and regulations that govern the relationship between the students

and the Students' Representative Council

f. let students, know their rights, privileges, obligations and responsibilities with regard to University College authorities and their governing bodies

g. aid students register fully with the Hall of Residence, the Academic Affairs Section and the relevant Department(s).

42.0 HEALTH SERVICES

a. On first admission, students are to undergo medical examination at the University College approved medical hospital. Failure to comply with this directive will result in dismissal.

b. While in residence, students may visit the university college clinic for treatment only at appointed times except in an emergency.

c. All medical certificates issued by certified medical doctors must be shown to the university college health personnel for endorsement.

d. Students on admission in hospitals should ensure that their heads of departments, programme managers, hall tutors and the student support services are informed.

43.0 SOURCES OF HELP

When in difficulty, students should see the following officers:

- Academic problems: Head of Department/Programme Coordinator
- Residential Problems: Dean of Students/Hall Tutor
- Other Problems: Student Support Services
- Personal/Social Issues: College Counsellors

44.0 IDENTITY CARDS

Every student should possess a Pentecost University College Identification Card and endeavor to carry it on them always. Any student who misplaces his/her ID card must report it immediately to the Student Support Services and pay an approved fee for a replacement.

45.0 DUTIES OF A STUDENT

The duties of a student shall be to:

- a. promote the prestige and good name of PUC and respect the symbols of the institution;
- b. uphold and defend the Vision, Mission and Statutes;
- c. students must understand that PUC is a Christian Faith Based University and should at all-times avail themselves for any Christian activities;

d. foster unity and respect diversity; live in harmony with others, especially foreign students;

e. respect the rights, freedoms and legitimate interests of other persons in the university college community, and generally to refrain from engaging in acts detrimental to the welfare of others;

f. work consciously in his/her chosen programme of study;

g. protect and preserve University College property and expose and combat misuse and waste of University College funds and property;

h. contribute to the well-being of the University College community;

i. defend Ghana and render National Service when necessary;

j. co-operate with lawful agencies in the maintenance of law and order and

k. protect and safeguard the environment.

46.0 DEFERRAL OF ADMISSION FRESH STUDENTS

A fresh student who has been admitted to the University College may with tangible reasons, defer commencement of his/her academic programme for up to one academic year from the Semester in which he/she was admitted. The student must do so by applying to the Registrar within fourteen (14) days after commencement of the academic year, and pay the appropriate deferment fees.

47.0 CHANGE OF PROGRAMME – FRESH STUDENTS

To change a programme, a student is required to note the following:

- Complete the relevant change of programme form and submit to

the Academic Affairs Section.

- The completed form must be approved by the applicant's Head of Department.
- Without the approved change of programme form, any change will not be effected in the records of the Registry,
- The student can join the new programme only after approval from the Registrar.
- Change of programme will not be accepted after six weeks into the commencement of the academic year,
- Once registered, students cannot change their programmes.
- Change of programme should be done before the completion of registration.



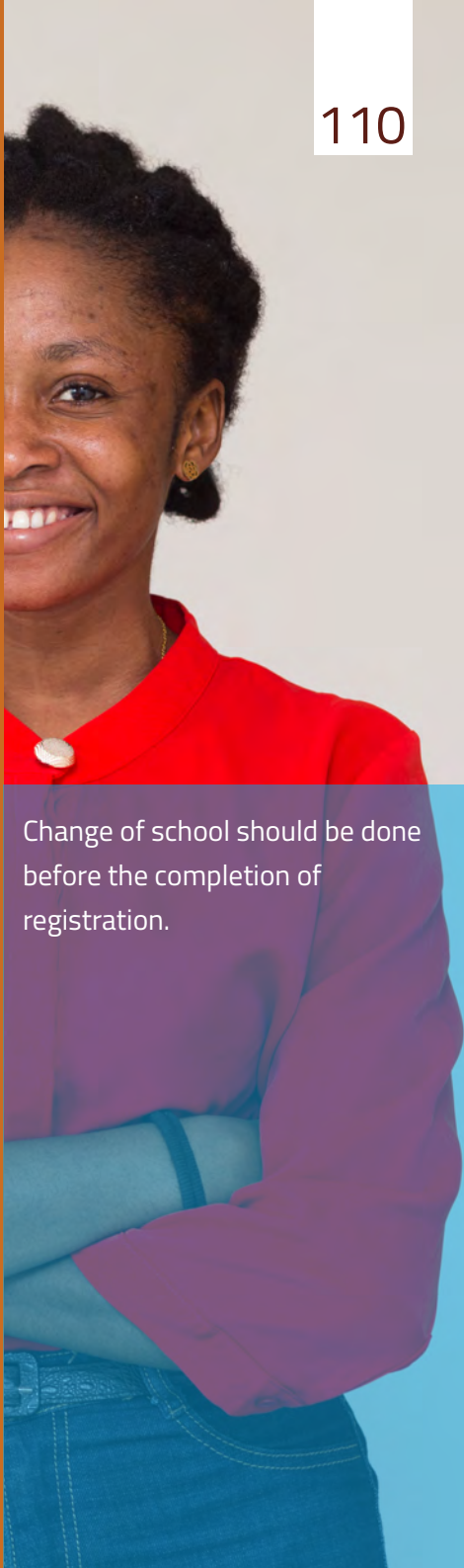
48.0 CHANGE OF SCHOOL (SESSION) – FRESH STUDENTS

PUC runs three sessions namely,

- Regular Session
- Evening Session
- Weekend Session

To change from one session to another, a student is required to note the following:

- Complete the relevant change of school form and submit to the Academic Affairs Section.
- The completed form must be approved by the applicant's Head of Department.
- Without the approved change of school form, any change will not be effected in the records of the Registry,
- The student can join the new school only after approval from the Registrar.
- Change of School will not be accepted after six weeks into the commencement of the academic year,
- Once registered, students cannot change their schools.



Change of school should be done before the completion of registration.



49.0 REGISTRATION FOR SEMESTER/TRIMESTER COURSES (FRESH STUDENTS)

i. For a student to obtain credit in any course, he or she must be admitted into the department, and must be properly registered for that course during the official registration period at the beginning of each semester.

ii. The student may plan his/ her courses in consultation with his/her academic adviser(s). Choice of electives must be consistent

with the teaching and examination timetables.

iii. A specified period (usually 21 days from the start of the semester) for registration shall be set aside beyond which no registration shall be allowed.

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

50.0 MATRICULATION

Matriculation will be conducted during the first semester/trimester as scheduled in the academic calendar, to admit all fresh students into the University College. Without matriculation, a student is officially not a bona fide member of the University College. It is therefore mandatory for every fresh student to attend the matriculation ceremony and to sign all relevant documentations thereof.

Each student will be required to sign the matriculation oath after the matriculation ceremony. (see Appendix A)

The dress code for the matriculation ceremonies shall be formal (African/Western)

51.0 REGULATIONS FOR THE BACHELOR'S DEGREE

I. The academic programmes and academic calendar have been structured into a Semester/Trimester/modular system, and teaching takes the form of courses assessed in terms of credit hours. Units of courses are examinable at the end of every semester/trimester/modular and, if passed, a student shall earn credit(s) for the units. The courses are coded and numbered in levels of academic progression. Each Department provides detailed information about the structure of courses leading to the award of a Bachelor's degree.

ii. It is the responsibility of each student registered at the University College to be familiar with the specific requirements of the Bachelor's Degree which he/she is pursuing. The student should also be familiar with the rules, regulations and policies of the

University College and the Departments in which the student is enrolled.

iii. Each student must be responsible for ensuring that the courses registered satisfy the programme requirements of the Bachelor's Degree being pursued. Counselling for all who need assistance is freely available at the Student Support Services and University College Counselling Units.

iv. Additionally, every student must know that, by registering, he/she agrees to abide by all rules, regulations and policies of the University College and their respective Departments.

v. Each student is expected to be familiar with the general information outlined in the Students' Handbook as well as the information pertaining to the Department in which he/she is

enrolled. Students shall therefore be held liable for any lapses, including breach of academic regulations. When in doubt of any academic policy, procedure or regulation, students should consult their Heads of Department in writing with a copy to the Academic Affairs Section for advice.

vi. The University College reserves the right to conduct academic work (including examinations) on any particular day of the week (Saturdays and Public Holidays are included).

vii. Except with the express written approval from the Rector, no student is permitted to register for two programmes at the same time either within or outside the University College. The sanction for such an offence shall be the cancellation of the student's registration with the University College and loss of studentship.

viii. Exemption from any of these General Regulations may be granted only by the express permission of the Academic Board on the recommendation of the appropriate Faculty Board.



52.0 PROGRAMME OF STUDY

A candidate who is admitted to a degree programme shall follow the approved programme of study over the prescribed period. No change of

Programme is allowed without the approval of the Dean of Faculty. A student may not graduate if he/she is found not to have followed the programme assigned to him/her at Level 100 or 200.

52.1 Academic Session

I. The academic session for Regular and Evening School students shall comprise two (2) Semesters as follows:

First Semester	-	September – December
Second Semester	-	February – June

ii. The academic session for Weekend School students shall comprise three (3) Trimesters as follows:

First Trimester	-	October – January
Second Trimester	-	February – June
Third Trimester	-	June – September

iii. The academic session for Modular School students shall comprise two (2) Semesters (Blocks) as follows:

First Semester (Block)	-	October/November
Second Semester (Block)	-	May/June

52.2 Structure and Duration of School Semester/Trimester

A semester/trimester shall comprise sixteen (16) weeks duration and shall be structured as follows:

- Thirteen (13) weeks of teaching
- One (1) week of revision
- Two (2) weeks of examination

52.3 Academic Advisor

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

52.4 Course Credit

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

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

52.5 Credit Hours

One (1) Credit Course - 1Hour
Two (2) Credit Course - 2Hours
Three (3) Credit Course - 3Hours

52.6 Credit hour for Programmes

I. The total number of credit hours required by a student to qualify for a diploma or degree shall be determined by the Faculty/ Department within the following ranges:

Programme	KNUST		University of Ghana and University of Cape Coast	
	Minimum	Maximum	Minimum	Maximum
Four Year Undergraduate Degree	120	*168	120	136
Three Year Undergraduate Degree	90	126	90	108
Two Year Undergraduate Degree	60	84	60	72
Two Year Diploma	60	84	60	72
One Year Certificate	30	42	30	36

II. The above credit hours are inclusive of lecture time, practical work, final year projects, seminars and workshops. Two to four hours of practical work are equal to one credit hour.

52.7 Coding and Numbering of Courses

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

- iii. Level 100 Courses 100 – 199
- iv. Level 200 Courses 200 – 299
- v. Level 300 Courses 300 – 399
- vi. Level 400 Courses 400 – 499

The third digit in the number code shall be:

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

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

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

Trimester courses are picked from the first and second semester courses.

53.0 MINIMUM AND MAXIMUM COURSE LOADS PER SEMESTER

53.1 Full-Time Study

A full-time student shall be required to carry a minimum workload of 15 credit hours per Semester and a maximum of 18 credit hours. Under special circumstances, a student may, with the approval of the Dean of Faculty, be allowed to carry a workload below or above these limits.

53.2 Part-Time Study

A student may, on application to the Dean of Faculty, be allowed to study for the Certificate /Diploma /Degree on part-time basis.

A part-time student shall be required to carry a workload below the minimum prescribed for full-time students; and shall also be required to complete the Certificate/Diploma/Degree programme by carrying the same work load and studying within the same periods as specified for a full time study

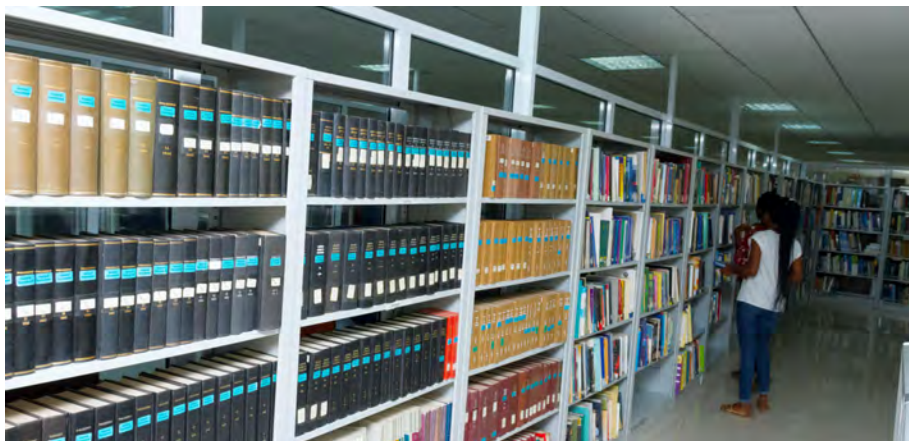
54.0 DURATION OF STUDY PROGRAMME

The University College operates a standard four-year undergraduate degree programme based on the successful completion of Senior High School Education. However, students may be admitted directly to Second Year (Level 200) or Third Year (Level 300) depending on the assessment and recognition of their prior learning.

54.1 Advance Credit for Prior Learning

An advance credit is a bulk credit awarded to students admitted to level 200 in recognition of their prior learning. The advance credit for direct admission to the level is 30 and 60 credits respectively. Advance credits will NOT be included in the compilation of the CGPA/CWA.

Students admitted to Level 200 will normally start their programmes at Level 200 courses



and move upwards. However, Faculties and Departments may require such students to take make-up courses at lower levels where necessary.

The following shall be the minimum and maximum periods required for the completion of programmes for full-time and part-time study:

- i. Certificate Programme shall be minimum of 2 semesters and maximum of 4 semesters.
- ii. Diploma shall be minimum of 4 semesters and maximum of 6 semesters and

iii. Bachelor's degree programmes:

- BA. Theology,
- BA. Communication Studies,
- Bachelor of Commerce,
- B.Sc. Business Administration,
- B.Sc. Actuarial Sciences,
- B.Sc. Nursing
- B.Sc Midwifery
- B. Sc. Physician Assistantship Studies - Medical
- B.Sc. Information Technology,
- B.Sc. Construction Technology and Management, and
- B.Sc. Quantity Surveying and Building Economics

Bachelor's degree programmes shall be a minimum of 8 semesters and the maximum period shall be 12 semesters for Level 100 entrants. For students entering at Level 200, the minimum shall be 6 semesters and the maximum shall be 10 semesters.

For students enrolling for a top-up, the duration of the Programme shall be 4 semesters and the maximum shall be 6 semesters.

A one semester programme shall be run for the Higher National Diploma (HND) in Building Technology students to serve as bridging period for the students to attend lectures, and be examined. The successful candidates selected to join the main stream programme at Level 300.

Minimum and maximum periods for completion of programmes are

Prescribed Duration of Programme (Level admitted)	Minimum Number of Semesters	Maximum Number of Extra Semesters Allowed	Maximum Number of Semesters
Four Year (Level 100)	8	4	12
Three Year (Level 200)	6	4	10
Two Year (Level 300)	4	2	6
Diploma	4	2	6
Certificate	2	2	4

NOTE:

- These minimum and maximum periods are calculated from the date of first registration.
- A student who seeks re-admission beyond the maximum period shall be required to pay appropriate fees as determined by the University College.
- A student who is unable to complete his/her programme within the permissible maximum period (after exhausting the maximum number of extra Semesters) allowed shall lose all credits accumulated, and his/her studentship shall automatically elapse and cancelled and will be withdrawn from the University College. Such a student may, however, be allowed to re-apply for admission into the University College.

55.0 PROGRAMME COMPONENTS FOR A BACHELOR'S DEGREE

The Total Programme Component (TPC) for a Bachelor's Degree shall comprise:

- General University College Requirements
- Faculty Requirements (where applicable)
- Core Courses – i.e, Major

departmental requirements

- Prescribed Electives (to be defined by Department)

Electives – i.e. of student's own area of interest

55.1 Pre-requisite Courses

i. Certain courses are pre-requisite for some other courses, in that they form the foundation for the post-requisite courses.

ii. Students are to note that they will not be registered for courses whose pre-requisites have not been completed.

iii. Additionally, apart from general course pre-requisites for graduation, various departments have pre-requisite courses for their students before they qualify for graduation.



55.2 PUC Required Courses

All students have to register and pass the following courses before they can graduate:

Course Code	Course Title	Target Group
PUGD110	Introduction to Christianity	All students
PUGD121/123	French I/English I	All students
PUGD122/124	French II/English II	All students
PUGD130	Christianity and Professional Ethics	All students
PUGG140	Leadership	All students
PUGD150	Personal Organisation	All students

Students who are offering programmes affiliated to University of Ghana and KNUST are required to pass the PUC required courses.

55.3 University of Ghana Required Courses (UGRC)

Course Code	Course Title	Target Group
PUGD110	Academic Writing I	Students offering Theology, Communication Studies, Business Administration and Information Technology
PUUG130	Numeracy Skills	Students offering Theology, Communication Studies, Business Administration and Information Technology
PUUG150	Science and Technology in our Lives	Students offering Theology, Communication Studies, Business Administration and Information Technology
PUUG170	Critical Thinking and Practical Reasoning	Students offering Theology, Communication Studies, Business Administration and Information Technology
PUUG140	Introduction to Literature	Students offering Business Administration and Information Technology
PUUG120	Academic Writing II	Students offering Theology, Communication Studies, Business Administration and Information Technology
PUUG210	Introduction to African Studies	Students offering Theology, Communication Studies, Business Administration and Information Technology

Students who are offering programmes affiliated to University of Ghana are required to pass UG Required Courses with a Grade 'D' or better.

NOTE:

Students who started their programmes from Level 200 would be required to take the minimum of 18 credits of the University of Ghana required courses.

56.0 MAIN REGISTRATION AND COURSE REGISTRATION

56.1 Registration

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.

I. A student who fails to register by the first 21 days of commencement

of the semester shall forfeit his/her right to register for the Semester.

ii. No student shall be permitted to register by proxy.

iii. Students are required to register online.

iv. Any student who pays fees and refuses to register forfeits the fees paid.

56.2 Procedure for Registration

It is expected that before a student is registered:

I. he/she might have paid at least 50% of the full semester's fee, and

ii. pay 100% of the Academic User fees which is payable at the commencement of the first semester of the Academic Year.

All students of the University College are expected to follow the procedure listed below, to be able

to register online for a
Semester/trimester/Modular:

Step 1. Make payment of fees at the University College's designated banks;

Step 2. Obtain a copy of the pay-in slip indicating payment from the bank;

Step 3. Students are required to make sure that fees paid have been reflected their account before they can register;

Step 4. Go to any of the computer labs, the e-library or use your laptop to register;

Step 5. Follow the Online Registration User Guidelines on www.pentvars.edu.gh

Report to the Academic Affairs Section Annex for your ID Card which is renewable at the commencement of the first semester/trimester of the Academic Year.

56.3 Course Registration

Once a student is registered, his/her approved courses for the Semester/trimester is automatically registered against his/her name. This will be shown on the official registration slip. It is the responsibility of the student to ensure that he/she has been registered for the right courses (for which he or she was admitted). Every student is required to print a registration slip for his/her own records.

56.4 Late Registration and Deadlines

i. Normal registration is to be done within the first 21 days of the commencement of the semester or the date as stipulated on the academic calendar.

ii. There is, however, a window of time for late registration. Such deadlines are also indicated on the academic calendar.

iii. Any registration after the normal registration period shall attract the approved late registration fees as determined by the University College.

iv. Students are to note that no registration is allowed after the late registration deadline.

57.0 DEFERMENT OF PROGRAMME/INTERRUPTION OF STUDY/ACADEMIC LEAVE OF ABSENCE

Students with the intention of interrupting their programmes of study, must first discuss this with their Head of Department before taking the decision.

I. A student who wishes to interrupt his/her study programme shall:

- during vacation apply at least four weeks before the commencement of the semester to his/her Head of Department;
 - complete the appropriate form and pay the deferral fee and
 - submit the completed form together with the receipt to the Academic Affairs Section.
 - in the case of commencement of a semester, a student shall have up to 3 weeks (21 days) to apply to interrupt his/her study programme.
 - Applications for deferment would not be entertained after six weeks into the semester.
- ii. A student may interrupt his/her study programme for two (2) continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.
- iii. With the express written permission of the Registrar, a student may be permitted to interrupt his/her studies by two (2) additional semesters, but not exceeding four (4) semesters. The student should note that the maximum period for completion of

his/her programme shall not be extended.

iv. Where the grounds for interruption of studies is medical, a report from a recognized medical officer of recognized hospital shall be submitted to the Registrar confirming the propriety and length of period of interruption. The Registrar shall cause the University College Nurse to investigate any medical report reaching his/her office from any health delivery facility and advise accordingly.

v. A first year student should have completed the requirements for his/her first year studies before exercising the right to defer his/her programme. However, a first year student may be granted permission to defer his/her programme on medical grounds on the recommendation of a medical officer.

vi. Where the interruption is for one semester, the student shall be

required to satisfy the requirement for that semester which he/she is deferring before he/she proceeds to the next semester.

vii. Any student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the University College System.

viii. A student who interrupts his/her studies beyond the allowed four (4) continuous semesters, shall be deemed to have lost any accumulated credit hours. Consequently, his/her studentship shall elapse and be cancelled. Such a student may, however, be allowed to re-apply for admission into the University College.

ix. Upon return to the University College, a student who has been granted academic leave will be subjected to and abide by the current rules and regulations of the University College.

x. Any student who does not return to the University College after an approved leave of absence, shall be deemed to have withdrawn from the University College.

58.0 ABANDONMENT OF PROGRAMME

A student who deserts a programme of study for a period of two (2) years fails to obtain approved deferment of his/her programme either by way of medical reason or any other reason is deemed to have abandoned his/her programme. Such a student will not be allowed to continue his/her programme. However, he/she may be allowed to re-apply for admission into the Pentecost University College.

59.0 STUDENT ASSESSMENT AND EVALUATION

59.1 University of Ghana and KNUST Programmes

Students' academic performance is assessed by the following modes as per the University of Ghana and KNUST requirements:

- Continuous Assessment which constitutes 30%
- End of Semester/trimester examination which constitutes 70%

PUC may from time to time adopt other methods and tools to evaluate, measure and document the academic readiness, learning progress and skill acquisition of its students.

59.1.1 Continuous Assessment

Students shall be assessed on continuous basis. The continuous assessment shall constitute 30% of the overall assessment comprising the following:

- Attendance and participation (5%),
- Class Assignments and Presentations (10%), and
- Interim Assessment (15%).

Failure to have marks for continuous assessment will earn student incomplete results.

A student who does not attend lectures for three (3) consecutive weeks without any notification or notice to the lecturer or Head of Department will be asked to defer the programme.

59.2 University of Cape Coast Student Assessment and Evaluation

The University College operates a combination of Continuous Assessment and End-of-Semester examination system with the following weightings:

**CONTINUOUS ASSESSMENT:
40%**

**END-OF-SEMESTER
EXAMINATION: 60%**

59.2.1 Continuous Assessment

Students shall be assessed on continuous basis. The continuous assessment shall constitute 40% of the overall assessment comprising the following:

- Attendance and participation (5%),
- Class Assignments and Presentations (15%), and
- Interim Assessment (20%).

The Continuous Assessment component consists of take home assignment, class quizzes and tests, term papers, and project work. This component gives students the chance to demonstrate their abilities on a wider variety of learning tasks and a broader variety of work environments than is possible under formal examination conditions. For example, through Continuous Assessment students

can learn the values and processes of team work, plan and solve real-life problems.

60.0 ACADEMIC MATTERS

a. All academic matters affecting individual students should go to:

i. The Programme Manager before it goes to the Head of Department

ii. The Dean of Faculty, if it is an inter-departmental matter;

iii. The Registrar, if it is an inter-faculty matter

b. All academic matters affecting students in the departments/faculties should go to:

i. The Department Board

ii. The Faculty Board, if it is an inter-departmental matter

61.0 EXAMINATION REGULATIONS

Examinations are compulsory for all students. Students are to observe all examination rules and regulations. Students are advised to read and strictly observe the examination regulations.

61.1 Registration for Examinations

Registration for a University College examination shall require endorsement of the Registration List by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each programme being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.

In the event of the withholding of an endorsement, the Head of Department shall request the appropriate Faculty Board to confirm the action taken.

Where applicable, candidates shall have up to 3 weeks (21 days) from the commencement of the semester within which to register their courses.

Students whose names do not appear in a course list shall not be allowed to write the end-of-semester examination for that particular course. Similarly,

students who are duly registered for a course but who fail to write the end-of-semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade 'X' (Absent) or 'I' (Incomplete) shall be awarded.



61.2 Eligibility for Examinations

- A full-time student shall attend all required lectures, tutorials, seminars and practical work and undertake all other activities, including assignments as approved by the University College, in addition to those prescribed for the courses for which he/she has registered.
- Each Department shall, with the approval of the Academic Board, determine the requirements for the programmes they offer. A student who does not fulfill the requirements for any programme shall not be allowed to take the examination for that course.
- A student who has not attended lectures for a cumulative period of 3 weeks from the commencement of a semester and has missed all tutorials, practical work and other

activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for mid and end of semester examinations.

61.3 Semester Examinations

Each course, with the exception of Project Work/Long Essay and Continuing Courses, shall normally be completed in one semester.

- A final (end-of-semester) examination shall normally be required as part of every course.
- An examination schedule showing time and place of examination for each course shall be published each semester.
- The marks obtained in the end-of-semester examination shall constitute 70% of the grade for

the course while continuous assessment constitutes the remaining 30%, except for practical work or other courses which are assessed entirely by continuous assessment.

61.4 Instructions to Candidates

- A candidate for a University College Examination must have followed the approved course over the required period, and must have registered for the examination.
- During the examination period, it is the duty of the candidate to consult daily the examination time-table at least 24 hours ahead of time to find out the papers to be written and to be at the appointed place at least thirty (30) minutes before the examination. For the avoidance of doubt, students are required to be seated in the examination room thirty (30) minutes before the commencement of the examination.
- A candidate who reports for an examination more than half an hour after its commencement shall be refused entry to the examination hall.
- Mobile phones are not allowed at the examination hall. For the avoidance of doubt, Candidates are prohibited from using mobile phones in all examination hall(s).
- Digital diaries, handbags, caps, books, notes and any other form of written materials are NOT allowed in the examination hall(s).
- The examination will take place in lecture rooms/halls indicated on the timetable.
- Candidates are requested to ensure that they find out in advance the venue (room) for the examination and their

- assigned sitting position (desks).
- Candidates are expected to be seated by 8.30 am and 4.30 pm for the exams that begin at 9.00 am (morning papers) and 5.00 pm (afternoon papers) respectively.
- Students are expected to show their student identity cards before being allowed entry into the examination hall.

61.5 Refusal of Admission to Examination Hall

A candidate may be refused admission to an examination hall if:

- he/she reports for the examination more than 30 minutes after it has begun;
- he/she has not followed the approved course as a regular candidate over the required period;
- he/she owes fees to the University/Hall of residence;
- he/she is under suspension or has been rusticated from the University College
- he/she does not present his/her student identity card/fee clearance chit.

61.6 Conduct in the Examination Hall

I. Candidates may not be allowed to go out of the examination hall

within the first thirty (30) minutes. Candidates are advised to visit the washroom, if so required, before they enter the examination hall.

- ii. Borrowing tools and instruments such as rulers, pens, calculators, geometrical sets or any other examination aids while in the examination room will NOT be allowed. It shall be the candidate's responsibility to provide for himself/herself the needed writing materials (pen, pencil, eraser, etc.).
- iii. Sharing of such materials between or among students in the examination hall will NOT be allowed as it creates distractions and unnecessary movements.
- iv. It is also the responsibility of the candidate to ensure that he/she is given the right question paper and other material(s) required for the examination.

v. A candidate shall not bring to the examination hall or to the washroom of the examination hall or to the immediate vicinity of the Examination hall any book, paper, written information or cellular/mobile phones, tablets or other unauthorised materials. A candidate who is suspected of hiding unauthorised material on his/her body may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct and shall be dealt with appropriately.

vi. A candidate who finishes an examination paper ahead of time may leave the examination room after handing over his/her answer booklet(s). Such a candidate shall not be allowed to return to the examination hall. Candidates are not allowed to leave the examination hall within the last 30 minutes to the end of the examination period even if he/she

has finished the paper.

vii. Candidates are required to use their Student Registration Numbers throughout the examination period.

viii. An examination candidate shall, for the purpose of identification, carry his/her student identity card and registration chit to the examination hall.

ix. There will be an inspection of Identity Cards/Registration Chits and School Fees clearance chit during examinations. Each candidate is therefore, required to display his/her student identity card/ school fee clearance chit on his/her table for inspection after the 'Start Work' order has been given.

x. Candidates should read carefully instructions on both the answer booklets and question papers

before attempting any question.

xi. Under no circumstances must a candidate write his/her name on any part of the answer booklet provided.

xii. Candidates may leave the examination hall 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 body any unauthorised material. A candidate who is allowed to leave the examination hall temporarily will be accompanied by an attendant designated by the invigilator.

xiii. There should be no communication between candidates in the examination hall.

xiv. Any irregular conduct on the

part of a candidate may result in the cancellation of his/her examination paper, his/her suspension or expulsion from the University College.

xv. At the end of each examination, candidates should ensure that they do not take away any answer booklet (s), whether used or unused, from the examination hall.

xvi. Only general-purpose calculators or non-programmable scientific calculators are permitted in the examination hall. Candidates are not allowed to use their mobile phones as calculators.

xvii. Candidates are to ensure that they sign the examination attendance register during or after the examination.

61.7 Non-sitting of/Failure to sit for an Examination

i. Any candidate who fails to sit for an examination, except under extenuating circumstance i.e. medical grounds, bereavement etc., shall be deemed to have failed that examination.

ii. The following shall not be accepted as reasons for being absent from sitting any examination paper during a University College examination:

- Mis-reading the timetable
- Forgetting the date or time of examination
- Over-sleeping
- Failing to find transportation
- Inability to locate the examination hall
- Inclement (stormy, rainy or bad) weather

62.0 ACADEMIC OFFENCES

62.1 Examination Malpractices or Offences

An examination malpractice or offence shall include any attempt on the part of a candidate to gain unfair advantage during examinations. Additionally, any of the following acts shall amount to an examination malpractice or offence:

- Impersonation
- Assaulting Invigilator(s), Supervisor(s) or Examination Team
- Bringing into the examination hall any foreign materials for example unauthorized notes, textbooks, prepared materials, Smart programmable watches, calculators, pens and/or bangles.
- Writing on your clothes and/or any other part of the body.
- Destroying materials suspected to help in establishing cases of

examination malpractice.

- Copying from another candidate
- Exchanging question papers.
- Substituting worked scripts during the examination.
- Seeking or receiving help from other candidate(s).
- Tampering with answer booklets in an attempt to cheat.
- Possession of unauthorized examination answer booklet or supplementary paper

Offence(s) related to particular examination paper.

- After verbal warnings from the invigilator, if the offence of unauthorised borrowing of rulers, calculators, erasers, et cetera, is repeated, the students paper shall be cancelled.
- Defacing answer booklets to hide registration number.
- Placing scripts at a point where another student can copy.

- Established leakages for any particular examination paper(s).
- 'Giraffing' or looking over one's shoulders in order to cheat.
- Communicating with any candidate in the examination hall will upon the testimony of at least two invigilators, be considered as an offence.
- Unnecessary disturbance, e.g. whispering, singing, humming, soliloquizing (to talk at length to yourself), distracting other candidates while examination is in progress.
- Starting to write before commencement of examination is officially announced or continuing to write after official orders have been given for candidates to stop work.
- Failure to write registration number on answer script.



Mass Cheating - Where more than half of the candidates in the examination hall are involved in collusion or other forms of examination malpractice, this shall be regarded as mass cheating.

- Any student found with his or her mobile phone in the course of an examination
- Bribing or attempting to bribe any University College Official for exams questions, good marks, or changes in marks/grades or attempting to threaten any of the officials for the same reason.
- Presenting papers or materials other than your own to fulfill class requirements. Sitting for an exam without a student identification card or another authenticated form of identification.
- Sitting for an examination without being properly registered or knowing very well that you have not attended at least 75% of lecture hours for a particular paper(s).
- Offering or attempting to offer sexual favours
- Any conduct that bring the integrity of examination into disrepute

62.2 Procedures for dealing with Examination Malpractice or Offence

a. Examination offences shall be understood to include among others the following:

i. any attempt on the part of a candidate to gain unfair advantage,

ii. any breach of the examination regulations and instructions to candidates,

iii. refusal on the part of a candidate to occupy an assigned seat in an examination room.

iv. Any form of communication with another candidate,

v. Possession of foreign materials (except as required by the rules of a particular examination) like:

- a paper with written information of any kind,
- Smart programmable watches, calculators, pens, bangles, etc.

vi. leaving an examination room without permission of the invigilator,

vii. refusal to follow instructions.

b. The Chief Invigilator or any Examiner shall cause the student involved to complete the examination malpractice form duly signed by both the student and the Chief Invigilator with the relevant exhibit(s) attached for the attention of the Academic Registrar acting for and on behalf of the Registrar.

c. On the advice of the Registrar, the standing Disciplinary Committee will convene meeting(s) to investigate all reported examination offences that have come to their attention.

d. In respect of offences related to examination which may occur outside the precincts of an examination room, the Dean of the faculty concerned shall cause an

enquiry to be made into any reports that reach him/her, and submit his/her findings to the Registrar.

e. The Academic Board shall review all reports received in connection with an examination malpractice or offence. On the basis of its review, the Academic Board may impose sanctions involving loss of marks in a particular paper. A Fail grade of F shall be awarded whenever it is established that a candidate has attempted to gain unfair advantage in an examination.

f. In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable. The Academic Board will review all such reported cases and may vary the sanctions as it thinks fit.

62.3 Sanctions for Examination Malpractices

A breach of any of the Examination

Regulations or Instructions to Candidates herein stated and depending on the gravity of the offence could attract one or more of the following sanctions and/or any other sanction prescribed by the Statutes of the University College:

- A reprimand (verbal or written)
- Cancellation of the candidate's marks for the examination paper in question in which case Grade F shall be substituted for the mark earned. Under this circumstance the candidate can only redeem the failure by registering and taking the failed course again.
- Withholding of results for a period as determined by the Disciplinary Committee
- Award of Grade F leading to failure in the entire semester's examination

- Being barred from the University College Examination for a period determined by the committee
- Suspension from the University College for a period as determined by the Disciplinary committee
- Dismissal from the University College
- Notification of relevant professional bodies of the offence which may lead to inability to practice in a particular profession.



63.0 PLAGIARISM

Plagiarism is presenting material copied from published literature (books, papers, newspapers, Internet etc. without acknowledging the source of information. Using another person's ideas, words or work as one's own shall be considered a violation of the College's policy on plagiarism.

The University College insists on academic integrity and shall act on all reported incidents of plagiarism, whether deliberate or accidental. Therefore, students who use others' intellectual property shall be expected to accord the appropriate acknowledgement to the cited text, failure of which shall attract appropriate sanctions.

63.1 Fabrication of Citation

Any falsification or invention of data citation or other authority in

an academic exercise shall attract appropriate sanctions.

63.1.1 Unauthorised

Collaboration: Collaboration in any academic exercise/study with student colleagues without the approval of academic lecturer/supervisor shall attract the appropriate sanctions.

63.1.2 Theft of

Resource Materials:

Any unauthorised use of resource materials such as course materials, library materials, computer software and media equipment shall attract appropriate sanctions.

63.1.3 Previously

Submitted Work:

Presenting work prepared for and submitted to another course shall attract appropriate sanctions.

63.1.4 Unauthorised Access:

Any unauthorised access to any

person's files or computer account shall attract appropriate sanctions.

63.1.5 Unauthorised Research:

Failure to obtain approval of the Institutional Review Board for research involving human subjects shall attract appropriate sanctions.

63.1.6 Forgery, Alteration or Misuse of Any University College documents:

Any alteration or misuse of University College documents, record, key, electronic device including acts of forgery and/or

furnishing false information shall attract appropriate sanctions.

63.1.7 Use of Consultant(s)

to write project papers, term papers and/or any other academic work to be submitted by student for grading shall attract appropriate sanctions.

NOTE:

If a student is in doubt about the nature of plagiarism, he/she should discuss the matter with the Head of Department.



64.0 PROCEDURE FOR PLAGIARISM

Upon discovering what is believed to be plagiarised written work submitted by a student, a faculty member shall report the matter to the Dean of Faculty for appropriate examination mal practice procedures to be followed.

64.1 Sanctions for Plagiarism

Plagiarism is an academic offence. Students who commit plagiarism will be subject to disciplinary action. The sanctions shall include but not limited to the following:

- (i) Two - semester suspension,
- (ii) A redoing of the work or some aspect of it;
- (iii) A specified reduction in the course grade;
- (iv) A failing grade in the course;
- (v) Expulsion,
- (vi) A written warning

The final determination of the appropriate sanction for plagiarism shall be made by the Academic Board.

65.0 FAILURE TO ATTEND LECTURES

Students failing to attend formal lectures for a particular course for at least 75% of the semester lecture hours will not be permitted to write any end of semester examination paper(s). Additionally, no student will be permitted to register and write any re-sit or supplementary examination paper(s) unless that student has put in at least 75% attendance of the lecture hours for that particular course(s).

Students who fall into this category will have to re-register and pay the appropriate fees for that particular course in the relevant semester.

66.0 DISRUPTION OF ACADEMIC ACTIVITY

Any behaviour or action of a student or group of students that turns to disrupt an ongoing academic activity shall constitute academic offence.

67.0 NEW CASES

In the event of any new case(s) not covered by these regulations, the Disciplinary Committee shall, as much as possible apply one or more sanction(s) under item 55.0

68.0 DISCIPLINARY PROCEDURE & SANCTIONS FOR ACADEMIC OFFENCES

- The Rector of the University College has the overall responsibility for the discipline of students. He shall exercise this responsibility on the advice of, and in consultation with the Executive Management Team (EMT). The decision thereof is subject to approval of the Academic Board.
- If a student violates any University College's Academic regulation(s) he/she shall be

reported to the Registrar through the Dean of Students for the appropriate action to be taken.

- Any student who does not observe the rules and regulations, or who commits any act that brings disrepute upon the University College, or refuses to perform his/her duties, shall be sanctioned.
- Students who are aggrieved by any disciplinary action(s) or sanction(s) may appeal to the Rector for a review. The Rector may set up a Disciplinary Review Committee that will consider the disciplinary action or sanction and make a final determination of the appeal.

69.0 DEFERMENT OF EXAMINATIONS

69.1 Extenuating Circumstances:

A student who has satisfied all the requirements as prescribed in Part C, paragraph 49.0, but is unable to take the main (end-of-Semester) examination because of the under-listed extenuating circumstances will be allowed to take the examination at the next sitting:

- Illness/Hospitalization
- Family Illness (Spouse, parents and/or children)
- Bereavement (death of Spouse, parents and/or children)
- Acute Emotional/Personal Circumstances certified by the University College Counsellor.
- Victim of Crime certified by the Police.
- Representing the University College at a national event or the nation in any college approved international event. shall be allowed to take the examination at the next sitting.

Students with extenuating circumstances shall be required to fill extenuating circumstance form and submit to the Academic Affairs Section. Students will be required to submit formal documentary evidence (originals or authorised copies) with the extenuating circumstances form to support his/her application (e.g. medical certificate/doctor's letter, letter from counsellor/psychotherapist, copy of death certificate, police report, court letter etc.).

69.2 On Grounds other than Extenuating Circumstances:

In cases of deferment on grounds other than extenuating circumstances, the Dean shall invite the applicant for an interview and advise the University College accordingly. It shall be the student's responsibility to convince the University College beyond reasonable doubt that he/she wishes to defer the examinations.

69.3 Non-payment of Fees

Non-payment of fees is not an extenuating circumstance.

In all cases of deferment of examinations, the applicant(s) shall obtain a written response from the Registrar before leaving the University College.

70.0 REGULATIONS FOR PROGRESSION

- A candidate shall be deemed to have satisfied the requirements for progression if he/she has obtained a CGPA of 1.00 or CWA of 40% or better overall in all examinations. In addition, the candidate shall satisfy Faculty/Departmental requirements for entry to the next level.
- There shall be no probation.
- A candidate who does not qualify to progress to the next level on the basis stated above shall be asked by the Registrar to repeat

that particular level and pay the appropriate fees. The old records shall be declared void.



71.0 DEFINITIONS: Trail, Supplementary Examinations, Passing, Probation, Repetition, Withdrawal and Grace Period

71.1 Trail

A student trails a course when he/she fails (F) to obtain a pass mark or is graded incomplete (I) or has Deferred (Df) a course

I. Fail – A student fails a course when he/she obtains a mark less than 45% (UG), 40% (KNUST) or fails to write an examination after registration.

II. Incomplete (I or I*)

a. A student is graded incomplete (I*) for a course when he/she is unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course and has put in at least 75% lecture attendance for the course.

b. A student is graded incomplete (I) for grading without a continuous assessment or end-of-semester

examination score.

III. Deferred – A Deferred (Df) course is an unregistered course which is neither Fail (F) nor incomplete (I) and for which the student is/was required to register.

71.2 Progression from level 100 to Level 200

The student must:

- a) Pass all courses taken
- b) Attain a minimum C.G.P.A of 1.0/CWA of 40

Student with GPA below 1.0/CWA of 40 at the end of the first semester shall be cautioned by the Registrar and counselled by the Departmental Academic Advisory and /or University College Counselling Unit.

71.2.1 Supplementary End-of-Semester Examinations for Level 100s

A Level 100 student who loses a total of twelve (12) credits

registered for an academic year either in the first, second or both semesters shall be given an opportunity to write a supplementary end-of-semester examination. The student will be withdrawn for poor academic performance if he/she is unable to pass all the failed courses in the supplementary end-of-semester examination.

A level 100 student who fails the supplementary end-of-semester examination and is withdrawn may re-apply for admission the following academic year into the same or a different programme.

71.3 Progression from Level 200 Upwards

To progress from Level 200 to 300 or from Level 300 to 400, the student must:

- a) Attains a minimum C.G.P.A of 1.0
- b) Accumulate at least 30 credits for the current year
- c) Not lose more than a total of 9 credits in the courses registered for

the academic year.

A student who fails to satisfy conditions (a), (b) or (c) or all the above shall be placed on probation or asked to be an external candidate depending on the gravity of failure as detailed below:

71.4 Probation

If a student fails up to 9 credits, he/she will progress to the next level but will be considered to be on probation and will be required to repeat those failed courses. Such a student will have to drop some of the current level courses and substitute them with the failed courses.

- A student on probation is not allowed to do more than 18 credits in a semester.
- A student who is repeating a course will be required to take quizzes, assignment and end-of-semester examination for the repeated course(s).
- A student on probation has two

- (2) chances to pass the failed course(s).
- A student on probation is required to improve his/her performance and be in a good academic standing with regard to the above, at the end of the second semester, failing which he/she shall repeat the level.
 - Students on probation are expected to report to their respective Heads of Department and Deans for academic counselling.

71.5 Level 100

- A Level 100 candidate shall be deemed to have satisfied the requirements for progression to Level 200, if he/she has obtained at least CGPA of 1.00 or CWA of 40% in Level 100 examinations;
- In addition, the candidate shall have satisfied Faculty/Departmental requirements for progression to Level 200;

- A candidate who does not qualify to progress to Level 200 on the basis of (i) and (ii) above shall be asked by the Registrar to repeat that particular level and pay the appropriate fees. The old records shall be declared void.

71.6 Level 200

- A student is deemed to have passed, if he/she has at least CGPA of 1.00 or CWA of 40% or better and has passed a minimum of 60 credits of required courses at the end of Level 200.
- In addition, the candidate shall have satisfied Faculty/Departmental requirements for progression to Level 300;
- A candidate who does not qualify to progress to Level 300 on the basis of (i) and (ii) above shall be asked by the Registrar to repeat that particular level and pay the appropriate fees.

The old records shall be declared void.

71.7 Level 300

- A student is deemed to have passed, if he/she has a CGPA of 1.00 or CWA of 40% or better and has passed a minimum of 90 credits of required courses at the end of Level 300;
- In addition, the candidate shall have satisfied Faculty/Departmental requirements for progression to Level 400;

- A candidate who does not qualify to progress to Level 400 on the basis of (i) and (ii) above shall be asked by the Registrar to repeat that particular level and pay the appropriate fees. The old records shall be declared void.

71.8 External Candidate

If a student fails a total of 12 credits at the end of an academic year, he/she will be allowed to repeat the failed course as an "external candidate". An external



candidate is one not taking the full complement of courses and is therefore reading only repeated courses. He/she will register for the repeated courses only and must pass them within one academic year before progressing to the next level.

An external candidate:

i. will retain the lower level status if he/she meets the requirements for progression to another level.

ii. will be required to attend lectures and practicals, fulfill continuous assessment requirements and pay fees and any other fees to be determined by the University College from time to time.

iii. must pass the repeated courses at one sitting only. If an external candidate fails to pass any of the failed courses, he/she will be dismissed for poor academic performance.

iv. must avail him/her of and

benefit of Academic Advisory and Counselling Services provided by the University College.

v. students can assume external candidacy only once during their stay in the University.

vi. a continuing student who fails to obtain more than 12 credits will be dismissed outright.

vii. students with the barest minimum C.G.P.A. (1.0 - 1.5) at the end of the academic year shall be cautioned by the Registrar and counselled by their Departmental Academic Advisor.

71.9 Repetition

A student shall be required to repeat the level in any of the following situations:

i. Level 100, 200 and 300 students on obtaining a CGPA of less than 1.00 or CWA of less than 40% at the end of second semester

examination. The student must take the cluster of courses at that level again. The credits obtained for the failed level shall be void.

ii. A student trailing all registered courses as fail (F) in a semester;

iii. A student trailing more than six courses (F or I) at the end of the second semester;

iv. A student who must be put on Probation for the second successive time. The student must take the cluster of courses at that level again. The credits obtained for the failed level shall be void.

v. A student deferring his/her programme for one semester.

vi. A student whose performance is such that he/she has to be withdrawn but offers to pay the full fees to repeat the failed level. The credits obtained for the failed level shall be void.

vii. Any student upon trailing more than two (2) courses after re-sit examinations shall be required to re-register and pay the appropriate fees.

NOTE:

Computation of Results for Probation and repeating/External Candidates

If a student passes a repeated course, both the failed grade(s) and new grade(s) will appear on the student's transcript and will be used in the computation of his/her C.G.P.A./CWA. Where there is a replacement, the grade in the course originally failed will be used in addition to the grades obtained in the replaced course for the computation of the final C.G.P.A./CWA

71.10 Withdrawal

The Registrar shall cause the withdrawal of a student from the programme he/she is pursuing in

the University College in any of the following situations:

- i. A level 100 student obtaining a CGPA of less than 1.00 or CWA of less than 40% at the end of the re-sit examinations.
- ii. A level 200 and 300 students whose performance is such that he/she has to repeat for the second time in the programme.
- iii. A repeated student failing to obtain a CGPA of 1.00 or CWA of 40% or above
- iv. Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

71.11 Grace Period

The University College grants a grace period of a maximum of four (4) semesters, immediately after the second semester examination,

granted to final year students to correct their deficiencies in the following situations:

- i. A final year student who at the end of the second semester examination still trails any course(s).
- ii. A final year student whose performance is such that he/she has to be put on probation for the second successive time.
- iii. A final year student whose CGPA is below 1.00 or CWA is below 45 and has to take any course(s) to make up the grade for the award of a degree.



72.0 SPECIAL EXAMINATIONS

72.1 Special Supplementary End-of-Semester Examination for Level 400 Students

There shall be special supplementary end-of-semester examinations to be held for students who have completed Level 400 but are still trailing level 400 courses. A level 400 student with CGPA less than 1.00 /CWA 45 is not eligible to write the special supplementary end-of-semester examination for level 400 courses.

Students who fail the special supplementary end-of-semester examination or do not avail themselves of same shall repeat the failed course the following academic year, keeping in mind undergraduate programmes. Such students will be required to attend lectures and practicals, fulfill continuous assessment requirements and pay 60% of the approved University fees for the year.



72.2 Re-sit Examinations

A student would be required to re-sit for referred and failed examination upon payment of the appropriate fee. If he/she repeats the course and passes the associated examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

However, in determining the FGPA, a weighted average of all repeated

course shall be used, as for instance, a 3-credit course with a 'D' or 'F' at first attempt and an 'A' at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.

72.3 Supplementary Examinations

- A student who is prevented by extenuating circumstances from writing examinations and presents documentary evidence to the effect to the Extenuating Circumstance Committee and receive

approval may be allowed to write the examination as supplementary during the next scheduled examinations without any fee.

- Non-payment of fees is not a case for extenuating circumstance and any student receiving approval to write the paper as supplementary shall be made to pay the appropriate fees.

73.0 RESIT/ SUPPLEMENTARY EXAMINATION REGISTRATION AND PAYMENT OF FEES

A student may clear a course(s), by taking advantage of the Re-sit/Supplementary examinations.

Students are required to:

- a. Register formally and pay for the course (s) they wish to write.
- b. The following category of students shall qualify to write the re-sit/supplementary examinations:

73.1 Resit Examinations

Continuing and non-graduating student who fails any course registered for re-sit examination shall be required to pay a fee per paper as determined by the University College. Each non-graduating student shall pay an additional fee as determined by the University College for registration.

73.2 Supplementary Examination

Continuing and non-graduating student who is unable to write his/her end of semester examination(s) due to extenuating circumstances provided he/she has registered for the course(s), attended lectures, tutorials, practicum and presents other assignments required of the course shall take the re-sit examination as supplementary without any fee. However, apart from extenuating circumstances, all students taking part in supplementary examination shall pay a fee per paper as determined

by the University College. Each non-graduating student taking part in supplementary examination shall pay an additional fee as determined by the University College for registration.

73.3 Period for Resit/ Supplementary Examinations

The University College organises re-sit/supplementary examinations as required.

73.4 Tutorials for Continuing and Non-Graduating Students

Continuing and non-graduating students registering for re-sit/supplementary examinations shall be required to pay a fee per paper for tutorials as determined by the University College.

NOTE:

- A student who fails to write the Re-sit and Supplementary Examinations after registration without any tangible reason shall be deemed to have failed the course and shall be graded zero in the computation of the CGPA/CWA
- Students who register for re-sit and supplementary examination but fail to write the examination should note that monies paid are non-refundable.

Students with up to two (2) trails who fail to make use of Re-sit Examinations may register the failed Courses and attend lectures, and write the next available normal examination.

74.0 DECLARATION OF RESULTS

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

A result slip indicating a student's performance in the examination may be accessed through the e-portal on the University College's website (www.pentvars.edu.gh). Students are required to check their results and report any anomaly to the Academic Affairs Section within 21 days from the day of publication of the results. Failure to report any anomaly within the 21 days, is deemed that the results published are actual and no corrections will be effected.

75.0 RE-MARKING OF EXAMINATION SCRIPTS

Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts.

- The aggrieved candidate(s) is/are required to formally apply for re-marking by submitting an application to the Registrar through the Head of Department and Dean of Faculty not later than fourteen (14) days after the publication of results by the Registrar and paying the appropriate fees that will be determined from time to time.
- An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.
- No action shall be taken on an application which is submitted

outside the time stipulated. Review shall not proceed unless the re-mark fee is also fully paid.

- A student who requests for re-marking shall follow the following procedure:

i. The student writes a petition to the Registrar;

ii. The student pays the re-mark fee to be determined by the University College;

iii. The Registrar requests for the student's examinations booklet and other material from the Head of Department;

iv. The Head of Department collates all the materials relevant to the examination including marking schemes, and forward them to the Registrar;

v. The Registrar forwards the examination and marking scheme

with re-mark instructions to an External Examiner;

vi. The External Examiner re-evaluates the examination script and returns it to the Registrar for onward submission to the Head of Department;

vii. If the re-mark proves that the student was treated unfairly, the student's re-mark fee would be refunded. Otherwise, the student forfeits the re-mark fee.

- The Academic Board may approve the amended results as released in the light of the review.

- If it emerges that a complaint for review is frivolous or ill-motivated, the Academic Board may prescribe sanctions depending on the gravity of the matter which may include a warning, suspension for two (2) semesters.

76.0 BOARD OF EXAMINERS

The Department and Faculty Examiners Board are responsible for all examinations in the University College. These Boards are chaired by Heads of Department/Deans and shall report to the Academic Board.

77.0 GRADING OF EXAMINATION

There shall be formal University College Examinations in Programmes of study at the end of each semester. The examination in each course shall not exceed three (3) hours except some specific hours have been prescribed by the lecturer for that relevant course.

ii. The End-of-Semester examination shall be weighted according to the grading system of the mentor university. E.g. UG:30/70, KNUST: 30/70 UCC 40/60 i.e. 30/40 for continuous assessment. and 60/70 for examination

NOTE:

- Any grading without a continuous assessment score shall be considered as 'incomplete' (I)
- Any grading without end-of-semester examination score shall be considered as 'incomplete' (I)
- Any grading without end-of-semester examination score due to ill-health supported by a doctor's report shall be considered as incomplete (I*)
- Results of a student in an examination would only be considered complete when a student has scores for both continuous assessment and end-of-semester examination

78.0 GRADING SYSTEM

78.1 Grading System and Degree Classification

78.1.1 University of Ghana Grading System

Student performance in a course shall be graded as follows:

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

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

Other Grades

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

78.1.2 KNUST Grading System

Grade	Mark (%)	Description
A	70-100	Excellent
B	60-69	Very Good
C	50-59	Good
D	40-49	Pass
F	0-39	Fail
I/I*		Incomplete/Exam Malpractice

78.1.3 University of Cape Coast Grading System

Student performance in a course shall be graded as follows:

Letter Grade	Marks	Grade Point	Interpretation
A	80-100	4.0	Excellent
B+	75-79	3.5	Very Good
B	70-74	3.0	Good
C+	65-69	2.5	Average
C	60-64	2.0	Fair
D+	55-59	1.5	Barely Satisfactory
D	50-54	1.0	Weak pass
E	0-49	0	Fail

Other Grades

Student performance in a course shall be graded as follows:

Grade	Interpretation	Grade Point
X	Absent	0
Z	Disqualification	0
I	Incomplete	0
AUDI	Audit	0

NOTE:

Audit – The grade point is zero

Incomplete (I) – A student is graded IC when he/she misses one or more components of the assessment.

a) It is the responsibility of students to ensure that all ICs are rectified

b) An (I) should be rectified within 21 days after the release of end-of-semester / trimester examinations results.

c) An (I) not rectified after the deadline will be converted to the corresponding grade.

78.2 Definition of Grades

- Pass Grades: Grades A to D constitute Pass grades.
- Failure Grades: Grades E, F, X, 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.
- Audit: A grade AUDI shall be awarded for attendance at lectures where no examination is taken, or where an examination is taken, but no mark can be awarded, for good reasons. The Grade Audi is not taken into account in the calculation of the FGPA.

78.3 Non-Completion of Course

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

ii. A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.

78.4 Disqualification

i. A grade Z denotes Disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination.

ii. A candidate awarded a grade Z may be suspended for two (2) semesters depending on the gravity of the matter.

A grade Z may be awarded only by the Academic Board

79.0 END OF SEMESTER EXAMINATIONS

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

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

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

Time allotted to examination papers shall be as follows:

1- Credit Course	- 1 hour
2- Credit Course	- 2 hours
3 - Credit Course	- 3 hours

80.0 STUDENT IN GOOD STANDING

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) or Cumulative Weighted Average (CWA) is at least 1.00 (Grade D) or 45% respectively.

81.0 ELIGIBILITY FOR THE BACHELOR'S DEGREE

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

I. University Requirement:

- evidence of enrolment in the degree programme:
- discharge of all obligations

- owed to the University
 - a pass in all University Required Courses;
 - satisfactory performance in the appropriate University examinations.
- ii. Faculty/Departmental Requirements: satisfactory discharge of such requirements as may be prescribed for the degree.

82.0 REQUIREMENTS FOR BACHELOR'S GRADUATION

82.1 University of Ghana Graduation Requirements

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

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

- **Level 100 entrants** A student may take a maximum of 136 credits and must pass at least 120 credits. A student must not fail more than 16 credits of core and prescribed electives, provided the fail grades are not lower than Grade *E.
- **Level 200 entrants** A student may take a maximum of 118 credits and must pass at least 102 credits. A student must not fail more than 16 credits of core and prescribed electives, provided the fail grades are not lower than Grade *E.



82.2 KNUST Graduation Requirements

In order to graduate, a student is required to:

- have completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study.
- have achieved the minimum average mark of 45%.
- have satisfied any other requirements of the Department and Faculty Boards

In addition to the general University College Examination Regulations, students are expected to satisfy Departmental/Faculty requirements approved by the Academic Board.

82.3 University of Cape Coast Graduation Requirements

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

- a) Pass all courses taken – general, faculty, or departmental courses
- b) Meet Inter-Faculty course requirements
- c) Accumulate a minimum of 120 credits (including Advance Credits)
- d) Attain a minimum Cumulative Grade Point Average (C.G.P.A.) of 1.0
- e) Settle all financial and other obligations to the University College
- f) Be in good standing – not barred for disciplinary reasons.

83.0 UNIVERSITY OF GHANA SYSTEM OF CALCULATING GRADE POINT AVERAGE (GPA)

The Performance of students on programmes affiliated to the University of Ghana is determined using the Grade Point Average system. The following are the three (3) types of averages:

A. Grade Point Average (GPA): The student's grade point average is calculated by dividing the total number of grade points obtained in a semester, divided by the total number of credits obtained in that semester.

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

C. Final Grade Point Average (FGPA): The FGPA is the weighted CGPA for all courses under consideration calculated up to the end of a student's academic programme. The FGPA is the basis of the classification of the first degree.

In calculating these averages, three (3) elements are taken into consideration. These are:

- A. The credit weighting of the course
- B. The grade obtained by the student per course;
- C. The Grade Point (GP) of the grade obtained in a course.

An example of the calculations of the averages are as follows:

83.1 GPA/CGPA Calculation

Course Code	Credit	Grade Point	Grade Point Average (GPA)	Grade	Interpretation
PUGE105	3.0	2.0	6.0	C	Average
PUGE107	3.0	4.0	12.0	A	Excellent
PUGE101	3.0	3.5	10.5	B+	Very Good
PUIT107	3.0	3.0	9.0	B	Good
PUIT109	3.0	2.5	7.5	C+	Fairly Good
PSTD101	3.0	1.5	4.5	D+	Below Average
PUIT103	3.0	1.0	3.0	D	Marginal Pass
TOTAL	21		52.5		
Grade Point Average (GPA)		52.5/21	2.50		

As indicated in the table above, each grade is assigned a grade point and the Grade Point Average (GPA) earned by a student, for each course completed, is computed as product of the number of credits (CDT) for the course and the grade point obtained in that course.

Thus, the GPA obtained by the student in the semester is the summation of the GPA divided by the summation of the credits taken in the given semester. From the table above this will be $52.5/21$ and

that gives 2.50.

All the calculations (GPA, CGPA, FGPA) are done to three decimal places and rounded to two decimal places.

A CGPA calculation is also handled similarly. The summation of the GPAs and the CDTs are from the first semester of the start of the programme up to the semester under consideration.

Note: The calculation includes all summation of the GPAs from Level 100 to 400

83.2 FGPA Calculation

The FGPA calculation differs from the CGPA calculation in two ways:

1. The FGPA factors in the course weighting. Currently, Levels 100 & 200 courses carry a weight of 1 whereas those of Levels 300 & 400 have a weight of 2 (1:1:2:2).
2. The FGPA averages repeated (re-sit) courses before incorporating them in the calculations.

$$\text{FGPA} = \frac{\text{SUM}((\text{GPAL1} * 1) + (\text{GPAL2} * 1) + (\text{GPAL3} * 2) + (\text{GPAL4} * 2))}{\text{SUM}((\text{CDTL2} * 1) + (\text{CDTL2} * 1) + (\text{CDTL3} * 2) + (\text{CDTL4} * 2))}$$

84.0 KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST) SYSTEM OF CALCULATING GRADE POINT AVERAGE

The following steps are to be taken:

- i. Multiply the percentage mark scored in each course by the course credit to obtain the Weighted Marks
- ii. Add up all the Weighted Marks calculated up to the end of the semester in question to obtain the

Cumulative Weighted Marks

- iii. Add up all the corresponding Course Credits up to the end of the semester in question to obtain the Cumulative Credits.

- iv. Calculate the Cumulative Weighted Average (CWA) up to the end of the semester in question as follows:

$$\text{CWA} = \frac{\text{Cumulative Weighted Marks}}{\text{Cumulative Credits}}$$

84.1 GPA/CGPA Calculation

Course Code	Credit	Marks	Weighted (WM)	Grade	Interpretation
PUGE105	3.0	50	150	C	Good
PUGE107	3.0	70	210	A	Excellent
PUGE101	3.0	80	240	A	Excellent
PUIT107	3.0	69	207	B	Very Good
PUIT109	3.0	60	180	B	Very Good
PSTD101	3.0	79	237	A	Excellent
PUIT103	3.0	45	135	D	Pass
TOTAL	21		1359		
CWA		52.5/21	2.50		64.71 (CWA)

Note: Calculation of CWA's for subsequent years shall be the same as illustrated above.

85.0 UNIVERSITY OF CAPE COAST SYSTEM OF CALCULATING GRADE POINT AVERAGE (GPA)

The Performance of students on programmes affiliated to the University of Cape Coast is determined using the Grade Point Average system. The following are the three (3) types of averages:

A. Grade Point Average (GPA): The student's grade point average is

calculated by dividing the total number of grade points obtained in a semester, divided by the total number of credits obtained in that semester.

B. Cumulative Grade Point Average (CGPA): The student's cumulative grade point average is calculated by dividing the total number of grade points obtained up to any specified time, by the total number of credits

of all courses for which the student has registered up to that time.

In calculating these averages, three (3) elements are taken into consideration. These are:

A. The credit weighting of the course

B. The grade obtained by the student per course;

C. The Grade Point (GP) of the grade obtained in a course.

An example of the calculations of the averages are as follows:

85.1 GPA/CGPA Calculation

Course Code	Credit	Grade Point	Grade Point Average (GPA)	Grade	Interpretation
PUGE105	3.0	2.0	6.0	C	Fair
PUGE107	3.0	4.0	21.0	A	Excellent
PUGE101	3.0	3.5	10.5	B+	Very Good
PUIT107	3.0	3.0	9.0	B	Good
PUIT109	3.0	2.5	7.5	C+	Average
PSTD101	3.0	1.5	4.5	D+	Barely satisfactory
PUIT103	3.0	1.0	3.0	D	Weak pass
TOTAL	21		52.5		
Grade Point Average (GPA)		52.5/21	2.50		

As indicated in the table above, each grade is assigned a grade point and the Grade Point Average (GPA) earned by a student, for each course completed, is computed as product of the number of credits (CDT) for the course and the grade point obtained in that course.

Thus, the GPA obtained by the student in the semester is the summation of the GPA divided by the summation of the credits taken in the given semester. From the table above this will be $52.5/21$ and that gives 2.50.

All the calculations (GPA, CGPA) are done to three decimal places and rounded to two decimal places.

A CGPA calculation is also handled similarly. The summation of the GPAs and the CDTs are from the first semester of the start of the programme up to the semester under consideration.

Note: The calculation includes all summation of the GPAs from Level 100 to 400

86.0 CLASSIFICATION OF DEGREE

86.1 University of Ghana Classification of Degree

All end-of-semester examination results from Level 100, including University College, Faculty and Department required courses, shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the Bachelor's degree.

The GPAs from Levels 100 to 400 shall be weighed as follows: 1:1:2:2. In the determination of the FGPA, a weighted average of all repeated (re-sit) courses shall be used.

The full scheme of classification is as follows:

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

86.2 KNUST Classification of Degree

The class of degree for undergraduate programmes shall be determined by the following Cumulative Weighted Averages:

Classification of Degree	Range of Final Grade Point Average (FGPA)
First Class	70% and above
Second Class (Upper Division)	60 - 69.99%
Second Class (Lower Division)	50 - 59.99%
Pass	45 - 49.99%
Fail	0 - 44.99%

86.3 University of Cape Coast Classification of Degree

All end-of-semester examination results from Level 100, including University College, Faculty and Department required courses, shall be taken into account in the computation of the Final Cumulative Grade Point Averages (FCGPA) for the classification of the Bachelor's degree.

Note: Undergraduate degrees are classified according to the candidate's Cumulative Grade Point Average (C.G.P.A.).

The degree classifications are as follows:

Classification of Degree	Range of Final Grade Point Average (FGPA)
First Class	3.60 - 4.00
Second Class (Upper Division)	3.00 - 3.59
Second Class (Lower Division)	2.50 - 2.99
Third Class	2.00 - 2.49
Pass	1.00 - 1.99
Fail	0.00 - 0.99





87.0 GRADUATION

87.1 Eligibility for the Award of Certificate, Diploma or Degree

A certificate, diploma or degree appropriately designated shall be awarded to a candidate who, having been approved for admission to a certificate, diploma or degree programme, has followed the approved programme of study and has satisfied the following conditions:

(I) University Requirements

a. Passed all University required courses

b. Discharged all obligations owed to the University

(ii) Faculty/Departmental Requirements

a. Passed all Faculties/Departmental required courses

b. Satisfactory discharge of such requirements as may be prescribed by the Faculty/ Department in respect of the particular Certificate/ Diploma/ Degree programme

(iii) Examination Requirements:

a. Satisfactory performance in the appropriate University College examination

b. Should not have earned more than five (5) E* (as per University of Ghana graduation requirements) throughout the period of the Programme

A candidate shall be deemed to have satisfied the Examination Requirements if

- He/she obtains grade A, B, C or D in each of the papers;
- He/she has no grade Z in any paper whatsoever;
- He/she has no grade X in any required paper.

87.2 Requirements for Bachelor's Graduation

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

i. He/she has satisfied all General University College and Faculty requirements;

ii. He/she has accumulated the minimum number of credits required by the Faculty, including core and prescribed electives, namely, 108 credits in respect of Bachelor of Theology, 140 credits in respect of Business Administration, and 120 credits in respect of Information Technology courses;

iii. Long Essay/Project work, wherever applicable, shall be submitted for assessment not later than fourteen (14) days from the date of the last paper in the second semester examination. In default, the candidate shall be asked to submit the Long Essay/Project Work the following semester and shall be treated as a repeat examination, with all its implications and pay appropriate fee as determined by the

University College.

87.3 Graduation Ceremonies

Graduation ceremonies will be conducted after the final approval of results by our mentor institutions (UG, KNUST) Academic Board. The date shall be announced in the print media and the University College's website. Students who qualify to be graduated, and who wish to attend the graduation ceremony shall apply and pay the appropriate fee.

87.4 Confirmation of Award of Degree

A list of candidates who are deemed eligible as in Sections 39 and 48 of this Student's Handbook shall be laid before the Academic Board for approval. No award shall be confirmed unless the Academic Board is satisfied that the candidate has met all the conditions for the award of a degree.

87.5 Presentation of Award

Following confirmation of an award of a diploma or degree to a candidate, the award shall be given under the seal of either the University of Ghana or KNUST depending on the candidate's programme of study. The Award shall be presented at a Congregation of the University College assembled for that purpose or collected by proxy after completing the required documentation. The diploma or degree shall indicate the programme studied and the class of degree awarded.



87.6 Procedure for the Award of Degree

External examiners' reports on the final examinations shall be submitted to the Examinations Board who will make recommendations to the Academic Board.

A list of candidates who satisfy the graduation requirements shall be submitted to the Academic Board for approval. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of the diploma or degree.

87.7 Dating of Bachelor's Degree

The Bachelor's Degree of the Pentecost University College shall be dated with reference to the last day of the Semester during which the requirements are satisfied. However, in the case of students who face disciplinary action, the dating of the certificate shall be the date on which the sanction is fully served.

87.8 Cancellation of Degree

Notwithstanding previous confirmation of an award of a Diploma or Degree, the Academic Board may at any time cancel an award, if it becomes known that:

(i) a candidate had entered the University College with false qualifications, or

(ii) a candidate had impersonated someone else, or

(iii) a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded, or

(iv) that there are other reasons that would have led to the withholding of confirmation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on the University College Notice Board and the

candidate notified accordingly. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

88.0 TRANSCRIPT AND ATTESTATION

88.1 Transcript

of Academic Record

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

Transcripts will be issued only to students in good academic standing. No transcripts shall be given to or in respect of any student who owes the University College or is under disciplinary action. All arrears must be fully

paid and disciplinary action served before the University College shall issue transcripts to any student. Transcripts will not be released to third parties without the student's written consent or application. Students with trails of bad record will not be given transcripts.

88.2 Attestation

Attestation letters are issued upon request by completed/continuing students to introduce them to an organisation or institution. The letter indicates the status of the student and may also be issued in lieu of lost certificates.

Attestation letter will be issued only to students in good academic and financial standing.

88.3 Proxy Authorisation for Collection of Documents

Pentecost University College allows students especially international students who are unable to attend graduation

ceremony to collect their documents (certificates, academic transcript and certification of certificate) by Proxy.

You are encouraged to collect your documents (certificates and academic transcript) in person. However, if you are unable to do so, you may arrange for collection by Proxy. Your representative must bring along a copy of your student ID card or other documentary proof i.e. Passport or National ID for collection together with signed Proxy collection form. The University College WILL NOT be

liable for damage to or loss of any Certificate and/or Academic Transcript collected by Proxy.

You are advised to check your documents to ensure that your details i.e. Name, Date of Birth, Programme etc. are printed correctly on your registration slip or result slip. Any printing error must be reported immediately to the Academic Affairs Section for correction before you complete your programme of study.



89.0 THE LIBRARY AND LEARNING COMMONS

The Pentecost University College Library (PUCL) System serves as the gateway to local and global scholarly information. Thanks to the prudent and effective application of ICT, the library has a rapidly growing multimedia collection of a wide range of electronic and print information sources to support all the programmes offered at the University College.



89.1 Service Hours

Monday to Friday:

9.30 a.m. – 9.30 p.m.

Saturdays:

8.30 a.m. – 6.00 p.m.

Holidays -CLOSED

Learning Commons – 24/7

A warning buzzer is sounded thirty (30) and ten (10) minutes before closing time each day. No reader will be admitted to the library after the second warning. All readers must have vacated the library by the closing time.

89.2 Membership

The following are primary clientele of PUC library:

- Faculty of PUC
- Students of PUC
- Researchers of PUC
- Non-Academic staff of PUC
- Members of the PUC council

A.Those who have the right to borrow from the library collection are as follows:

- All Senior Members
- Senior Staff
- Junior Staff
- Graduate Research Students
- Teaching Assistants
- Undergraduate Students
- Non-degree Students
- Members of the PUC council
-

B.Those who can use the library for reference purposes only are as follows:

- University workers
- Alumni of PUC

C. Other external users.

Permission to read and or borrow may be granted after application at the discretion of the Library Board or the University Librarian acting on behalf of the Library Board.

89.3 Registration

All categories of users are required to register with the library. Users who qualify to borrow from the library are required to register at the Circulation Counter located at the main entrance to the library.

Some form of identification (e.g. a letter, ID, etc) will be required for registration. All students must produce their Student ID card during registration. No borrowing is allowed without an ID card. It should also be surrendered when signing for an item from the Reserve collection.

89.4 Functional Areas

The main Library space covers the entire sixth floor of the 7 Floor Building Complex. The Library complex is comprised of Nine (9) Principal Functional Areas as follows:

- Administration Area
- Undergraduate Study Area
- Graduate Study Area

- 24/7 Learning Commons
- Seminar Room
- Research Support Unit
- E-Library
- Reprographic Unit
- Washrooms

89.5 Types of Services

The library provides the following services:

- Lending,
- Reference,
- Reserve,
- Photocopying,
- Internet,
- Electronic library,
- Information literacy,
- Current awareness,
- Inter-library loan,

89.6 Terms of Library Usage

The library is a place for independent research and study. In consideration of users' need for quiet, secure, safe and comfortable study space, the following regulations are enforced:

89.6.1 General Rules and Regulations

All readers must enter and leave the library through the main entrance door except during emergency situations they may use emergency exit doors;

- Users are expected to produce their University ID cards when entering the library;
- Users must be decently dressed and conduct themselves honourably in the library;
- Smoking, consumption of food and drinks (including water) is forbidden;
- Use of mobile phones within the library is strictly forbidden;
- Users are required to switch off cellular phones when inside the library or risk confiscation. Confiscated phones might be returned to their owners on the last day of their stay at the university;
- Silence must be observed in and around the library at all times.
- Briefcases, bags, radios, overcoats, etc, must not be taken into the reading areas;
- The viewing of pornographic material in the library is strictly forbidden;
- Use of library (OPAC and E-library) computers for office programmes is prohibited;
- No user shall take an item out of the library unless it is duly issued to him at the Circulation Counter.
- Any person, student, staff, or visitor leaving the library must submit himself or herself to a search at the security check-point before exit;
- All library books, multi-media, furniture and equipment must be handled with care;
- Readers are not allowed to reserve seats either for themselves or friends in the library;
- Copyright law must be obeyed

during photocopying of documents in the library;

- The library staffs on duty have the right to request a user to leave the library premises if he/she is found to be violating any of the library rules;
- The librarian in consultation with Library Board reserves the right to suspend or withdraw all library privileges (for a specified period) from persons who contravene library rules.
- User must avoid damaging or stealing books and other library materials including software and media equipment or removing them from the library without authorization. Such a user shall invite severe sanctions i.e. dismissal from the University.

89.7 The E-library and Multimedia Centre

This is an integral part of the PUC hybrid library programme. This facility houses electronic resources and other multimedia source such as CD-ROM, CD's, DVD's and a wide range of online databases. Access to Internet is provided. The entire library space has wireless network connectivity for users with laptops, tablets, phones etc (that have appropriate wireless configuration) to hook onto the internet.

89.8 Terms of Use of the E-library

In order to ensure fair and effective usage of the electronic resources at this center, access is regulated by the following rules:

- Use of the facility is for academic purposes only;
- Registered members shall access the service upon provision of a password by the library staff in charge;

- Members shall be allocated time and must sign in and out any time they wish to use the facility;
- Use of the facility for word-processing or any office programme is forbidden;
- Use of the facility for viewing pornography and social network sites e.g. facebook is forbidden;
- Printing services at the centre is charged at a fee to be determined from time to time;
- A user must log off the system after use.

89.9 Graduate Library Section

The use of the above section of the Library is restricted to graduate students, faculty and staff only. Other students who might want to use this section of the Library for some special reason must first seek approval from the Senior Assistant Librarian.

89.10 Library Lending Policy

- Registered staff, faculty and students have the privilege to borrow specified number of items /materials from the library. Some library materials are not for loan outside the library i.e. reference collection and periodicals. Materials on Reserve should only be used within the library.
- Books marked Reference, periodicals and special collection materials cannot be removed from the Library except a special permission is granted by the Librarian. The library reserves the right to recall any book on loan. Any book so recalled must be returned to the library within 24 hours of recall.

89.11 Overdue Fines

- Fines shall be charged for overdue materials, damaged and lost items, at a rate to be determined from time to time

89.12 Library Offenses and Sanctions

Number	Library Offences	Sanctions
1	Indecent dressing:	Disallow entry into the library. If repeated, suspension from use of facility for a Semester.
2	Use of mobile phone within the library	Suspension from use of library for a semester and confiscation of phone for two Semesters
3	Loss of borrowed material	Borrower shall pay twice the current cost
4	Unlawful acquisition of library material/Stealing	Suspension from the University. If repeated of outright dismissal from the university.
5	Keeping borrowed library material beyond due date and/or Refusal to pay overdue fine.	Payment of overdue fine. Refusal to settle overdue fines will lead to non-clearance before graduation. In addition, the Certificate of defaulter will be withheld until overdue fines with penalty are totally cleared.
5	Malicious damage to library material including writing, defacing books etc	Replacement of material and suspension from the university for two Semesters.
6	Use of E-Library facility for viewing pornographic material	Outright dismissal from the University
7	Noise making	Suspension from the library for one Semester
8	Showing disrespect towards library staff	Suspension from the library for one semester / dismissal from the University

APPENDIX A
PENTECOST UNIVERSITY COLLEGE
GENERAL UNDERTAKING CONDITIONAL TO ADMISSION

I, (Name).....
(Address).....
within the jurisdiction of (Country)....., in consideration
of my admission into
(Programme).....at
the Pentecost University College, do on this..... day
of.....20..... hereby undertake to fully comply with the
rules and regulations governing the administration of the University
College, and the laws of Ghana in general.

To this end, I undertake:

1. To comply with the rules and regulations of the University College as contained in the Students' Handbook and other Statutes of the University College;
2. To refrain from the use of violence and/or any form of force in the expression of any grievance I may have;
3. To desist from destroying and/or causing any damage, or assisting anyone in damaging any property belonging to the University College;
4. To recuse myself from taking part in any form of unauthorised procession, demonstration, protests or other gatherings organised for the purposes of protesting any policy of the University College, except where

the same is authorized by the Rector of the University College;

5. To abstain from all forms of occultic and other pseudo-religious practices which are harmful in any way to anybody or the general University College community; and,

6. To assist and co-operate unconditionally with the authorities of the University College in bringing violators of the University College rules and regulations to book.

PENALTY CLAUSE

I further undertake that in the event of my breach of any of the rules, regulations and undertakings aforementioned, I shall suffer the appropriate penalties to be administered by the Rector or any other authority appointed by the Rector.

WHEREFORE I append my signature to this undertaking.

.....

SIGNATURE

.....

DATE

.....

FULL NAME

WITNESS: (PARENT/GUARDIAN/PASTOR/PERSON OF HONOUR).

NAME:.....

POSTAL ADDRESS:.....

CONTACT NO:..... E-mail.....

.....

SIGNATURE

.....

DATE

NOTE: THIS UNDERTAKING SHALL BE SIGNED BY PERSON(S) INDICATED ABOVE AND ATTACHED TO THE ACCEPTANCE LETTER AND RETURNED TO THE ACADEMIC AFFAIRS SECTION.

UNDERTAKERS SHOULD NOTE THAT THE ACCEPTANCE LETTER SHALL NOT BE CONSIDERED UNLESS THE UNDERTAKING FORM IS DULY SIGNED AND WITNESSED.

APPENDIX B

Each student will be required to sign a matriculation oath after the Matriculation ceremony

Matriculation Oath

I -----fully recognise that the Pentecost University College is a Christian university founded by the Church of Pentecost.

I therefore SOLEMNLY PLEDGE to be a loyal member of the Pentecost University College, to study diligently and to comply with all statutes, rules and regulations of this University College and to obey those to whom my obedience is required.

I acknowledge that the University College is a Christian Faith-based private institution; I therefore accept the overriding authority of its founders in its governance.

I PLEDGE to espouse the core values of the University College, recognising the word of God as the basis for all rules and conduct.

I PLEDGE to cultivate character qualities such as integrity, righteousness, justice, humility, faithfulness and reverence for God.

I PLEDGE to commit myself to excellence as a lifestyle.

I PLEDGE to attend lectures, College Assemblies, and all required

meetings punctually and regularly.

I PLEDGE to be of good behaviour and promote the corporate image building of the University College at all times, through my life and conduct both on campus and out of campus.

In this regard, I will not take any alcoholic beverages, offer alcoholic beverages to another person to drink or be found drunk; I will not take any illegal drug/narcotic; I will not commit illicit sexual acts; I will not use tobacco; I will not engage in any behaviour that contravenes the rules and regulations listed in the Students' Handbook.

By signing the matriculation register, I accept the code of conduct, rules and regulations, which complete the contract between the University College and me.

So help me God.

Programme of Study:.....

School:.....

.....

SIGNATURE

.....

DATE

NB: Signature will be checked against signature on student's application form

APPENDIX C PENTECOST UNIVERSITY COLLEGE

PROXY AUTHORISATION FORM

Complete and sign this form to authorise another person to collect your graduation documents on your behalf. Your certificate is a legal document and Pentecost University College requires your written and signed authorisation to give it to another person (a Proxy). Please read the information and instructions below carefully before you complete the details.

Information:

- Certificate can only be released for awards that have been officially conferred by our mentor institutions (i.e. University of Ghana, Kwame Nkrumah University of Science and Technology and University of Cape Coast).
- Collection of certificate can only take place from the Academic Affairs Section of the University College

Instructions:

- Complete all details on this form and nominate your Proxy where indicated. This form should only be completed if you are unable to collect your Certificate, and Academic Transcript in person or at your graduation ceremony.
- In completing this form, you are authorising a friend or relative (who shall be known as your Proxy on this form) to collect your personal documents from the University College on your behalf.
- Your Proxy should then take this form to collect the document from

the Academic Affairs Section.

- Your Proxy is required to provide a photo identification to verify their identity when collecting your documents.

Please write in BLOCK LETTERS using a black or blue pen

STUDENT NAME: ----- STUDENT ID: -----

PROGRAMME: ----- DEPARTMENT: -----

DATE OF BIRTH: ----- YEAR AND MONTH OF
CONFERRAL OF AWARD: -----

FULL TITLE OF DEGREE: -----

TELEPHONE: ----- EMAIL: -----

PERMANENT ADDRESS: -----

- Certificate and Graduation documents Certification
of Certificate
- Academic Transcript Other (Please
specify):-----

DECLARATION

I authorise Pentecost University College to release my document (detailed above) for collection by the person nominated below (Proxy) on my behalf. I understand that it is my responsibility to investigate and arrange for the payment of any fees associated with the collection of the

documents and that these fees must be paid in order for the documents to be released to the Proxy.

STUDENT SIGNATURE: ----- DATE: -----

This form must be signed by the student, former student or graduate and proxy. Documents will not be released to a proxy without this signed authorisation. The Proxy must present requesting student's official photo ID, such as PUC Student ID, Passport or National ID for identification purposes when collecting documents.

DETAILS OF PROXY

PROXY NAME: ----- PROXY ID DETAILS AND No.: ----

TELEPHONE: ----- EMAIL: -----

PERMANENT ADDRESS: -----

PROXY SIGNATURE: ----- DATE: -----

FOR OFFICE USE ONLY (Complete at time of collection)

OFFICER'S NAME: ----- OFFICER'S SIGNATURE: -----

COLLECTION DATE: ----- COLLECTION TIME: -----

PROXY ID DETAILS: ----- DATE OF ISSUE: -----

AMENDMENT OF STUDENTS' HANDBOOK

The University College reserves the right to change rules, regulations and policies, as well as programmes and course requirements in the Student Handbook without prior notice.