



**FACULTY OF HEALTH AND ALLIED SCIENCES**

**DEPARTMENT OF PHYSICIAN  
ASSISTANTSHIP STUDIES**

**BSc PHYSICIAN ASSISTANTSHIP STUDIES  
(MEDICAL)**

**PROGRAMME CURRICULUM**

**(Reviewed by the Medical and Dental Council and approved by  
Academic Board on 18<sup>th</sup> August, 2018)**

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## **MESSAGE FROM THE DEAN**

You are welcome to the Faculty of Health and Allied Sciences of the Pentecost University and specifically to the Physician Assistantship Studies.

The Handbook is specific for the programme and gives an insight into PA Programme-structure, education, philosophy, vision, mission and values.

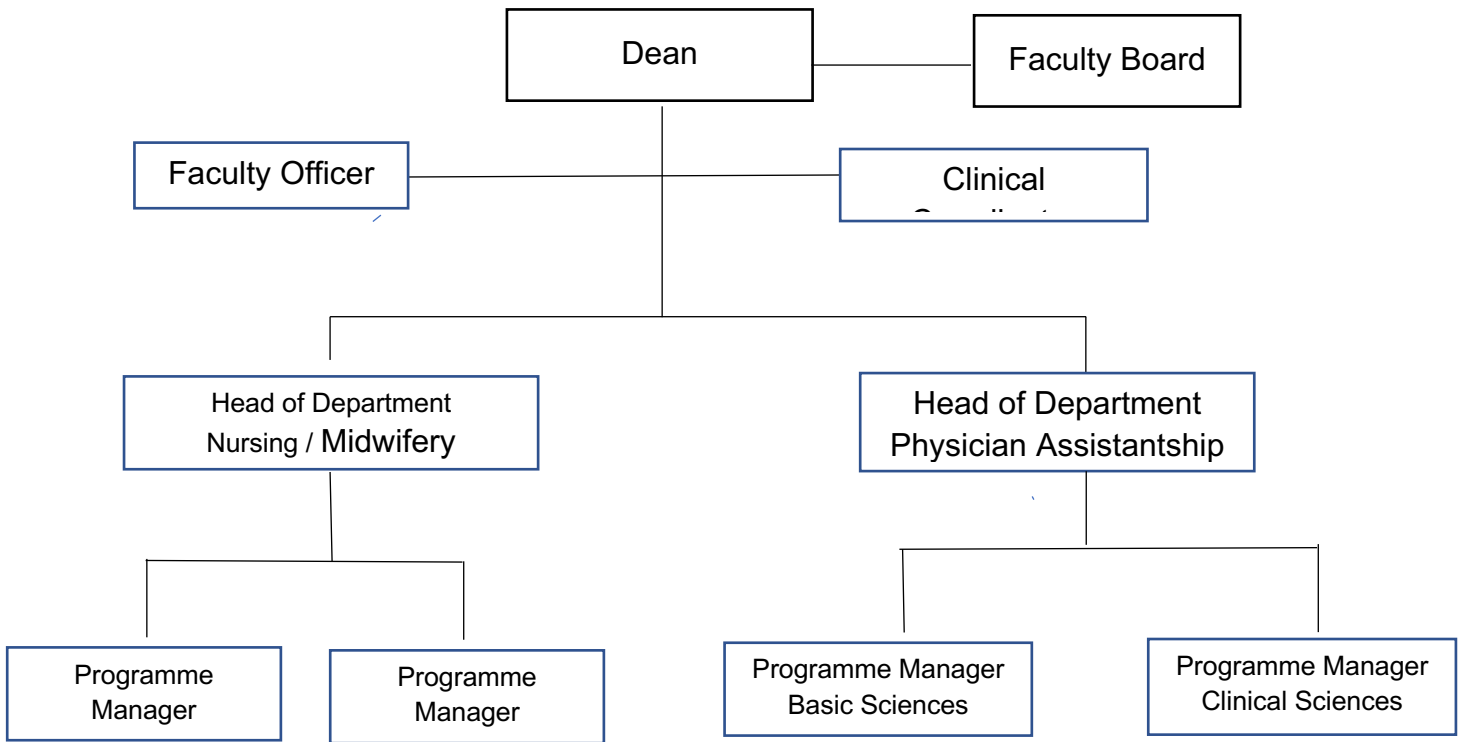
It details out the curriculum, grading system, examinations and how to deal with failure. The Programme seeks to ground the student in Christian Ethics and Principles to enable him/her appropriate the knowledge gain dutifully in integrity and the fear of God.

Selectively, it emphasises good behaviour, explaining what constitutes sexual harassment, its policy procedures for complaints and sanction. Also, the avoidance of narcotics and dismissal as sanctions for the offenses. Know the faculty structure and follow the channel of communication.

You are advised to study the contents to guide your progress through the PA Programme. Do not hesitate to contact members of the Department for guidance and advice.

The book is yours, read it and do what it says.

# FACULTY ORGANOGRAM



## **1.0 INTRODUCTION**

Welcome to the Physician Assistantship (PA) programme. The PA programme is a 4-year programme leading to the award of BSc. Physician Assistantship Studies. The programme is designed to train a critical group of professionals who are often the first-line of management of patients and ideally work under the supervision of a qualified physician. The PA works in primary care and specialty care roles in both rural and urban settings. They also have a role to play in Preventive Medicine, as well as in educational, research, and administrative activities. Graduates from the PA programme are certified by the Ghana Medical and Dental Council to exercise a level of autonomy in the performance of clinical responsibilities within Ghana's health care delivery system.

The first two years of the programme are dedicated to preparing the student to cover foundational sciences and introduction to the profession. The third and fourth years focus on the professional training. Students will be trained to take medical histories, perform physical examinations, order and interpret diagnostic tests, formulate a working diagnosis and implement a treatment/management plan. In the third year, the student will learn about Preventive Medicine, Evidence - Based Medicine, Pharmacology and Therapeutics, Diagnostic Methods, Health Administration as well as the foundation of Clinical Medicine. The final year will predominantly cover clinical clerkships. Students will do clerkships in the major medical disciplines, including Internal Medicine, Surgery and its allied fields, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Emergency Medicine, Family Medicine and Primary Care. These clerkships will be done in primary, secondary and tertiary health facilities, under the supervision of specialists in the health institutions. The acquisition of surgical skills in both Surgery and Obstetrics will be particularly emphasized, in addition to the Primary Care and Family Medicine elements of the course. There are vocational training periods during the long vacations, during which the student will learn and develop practical skills. Each student will undertake a research project in an area of Clinical Medicine. The PA programme is suited for the student who has an interest in Medicine and a desire to care for the sick.

### **1.1 EDUCATIONAL PHILOSOPHY**

The educational philosophy of the PU Physician Assistantship Studies programme is to provide all students with the necessary liberal arts and basic science foundation necessary to build solid medical knowledge and humanistic skills by which to ultimately provide high quality patient care to future patients. For students to thrive in the field of medicine they must not only develop a substantial fund of knowledge, but they must acquire skills to be life-long learners. It is the goal of the PU Physician Assistantship Studies programme to foster critical thinking among its students and to prepare students to develop the problem-solving skills they will need in clinical practice. Using multiple modalities of instruction, students will actively engage in competence-based learning. Through small group work, problem-based learning, and practical application of information, students develop key characteristics of a future health care provider such as teamwork, communication skills, and a responsibility to other members of the group. The Curriculum of the PU's Physician Assistantship Studies programme will empower our graduates to be leaders in the healthcare sector, striving for excellence in all academic and professional endeavors while delivering professional healthcare service to those in need.

## 1.2 VISION

The vision of the Department of Physician Assistantship Studies on which the PA programme is founded is:

To elevate the standard of Physician Assistant education in Ghana and continuously adapt our educational curriculum to address the emerging challenges in healthcare, and to imbue characteristics of Christian leadership in both our students and faculty in a collegial environment that fosters innovation and cultivates excellence in research, teaching and learning.

## 1.3 MISSION

The PU Physician Assistantship Studies programme strives to improve access to healthcare through the education and development of compassionate, highly competent Physician Assistants who are prepared to provide quality patient-centered care in a collaborative environment and who are dedicated to:

- **Clinical Competence** – Utilizing an investigative and analytic approach to clinical situations and providing care that is evidence-based, safe and equitable. Instilling an appreciation of the importance of life-long learning and a commitment to scholarship.
- **Medical Professionalism** – Improving access to high-quality health care by providing care with respect, compassion and integrity. Advocating for a just and cost-effective distribution of finite resources and maintaining trust by managing conflicts of interest.
- **Leadership** – Working effectively with health care professionals as a member or leader of a health care team or other professional/community groups. Mentoring and developing future leaders within the profession and the community. Advancing the formal pursuit of clinical and scientific scholarship in the PA profession.
- **Community Outreach** – Demonstrating responsibility and accountability to patients, society and the profession through active community involvement and volunteerism.
- **Cultural Humility** – Enhancing sensitivity and developing the ability to function effectively to meet the needs of a diverse patient population. Promotion of an inclusive culture of Ghanaian global citizenship.
- **Innovation** – Utilizing the power of collaboration and visionary thinking to develop innovative solutions to address the healthcare needs of Ghana.

## 1.4 CORE VALUES

The PA programme is anchored on the following under listed core values derived from PU's core values of Godliness, honesty, diligence, curiosity, innovation, creativity, friendliness and respect for diversity. In aspiring to achieve the vision and

mission of the PA programme, the department consistently strives to employ the following core values:

- **Excellence** – A commitment to teaching and research excellence and championing quality, evidence-based healthcare in an innovative and supportive learning environment that fosters the student's personal effectiveness.
- **Accountability** – Demonstrating responsibility to students, the University, patients, the society and the Physician Assistant profession utilizing a continuous process improvement system.
- **Integrity** – Honesty and adherence to the highest standards of professional behavior and ethical conduct.
- **Teamwork and Collaboration** – Building partnerships within the University and the community to transform the healthcare system and to educate students in a collaborative team model that promotes critical thinking and medical problem-solving skills.
- **Advocacy and Equity** – Seeking to eliminate disparities and barriers to effective, quality healthcare through patient advocacy and advocacy of the Physician Assistant profession.
- **Intellectual Curiosity** – Exhibiting self-reflection, intellectual curiosity and initiative, critical thinking and learning that is active, creative and continuous within a supportive environment that encourages research and scholarship.
- **Compassion** – Developing students to be compassionate so they show genuinely concern about the other person or people's needs; being altruistic and selfless.

## 2.0 PROGRAMME LEARNING OUTCOMES

At the end of the programme, the Physician Assistant degree holder should be able to:

1. Manage sub-district health activities and resources such as personnel, drugs and equipment
2. Assess the health status of community members, diagnose the sick and appropriately manage them using available resources and to give relevant operational support at the district level.
3. Identify cases of emergencies and cases beyond his scope of knowledge and skills and make referrals to the district level.
4. Educate the patient and the community on disease prevention, family planning, child health care and nutrition.
5. Identify community health problems and conduct research and communicate findings to community members as part of problem - solving activities.
6. Prepare and communicate regular reports on the primary health care (PHC) activities to the district health authority.
7. Assist the medical doctor to improve care of patients at all levels.

## 2.1 ENTRY REQUIREMENTS

### 1. SSSCE/WASSCE RESULTS FROM GHANA SSSCE HOLDERS

Six (6) credit passes (A - D) including English, Mathematics and Science and three (3) elective subjects in Biology, Chemistry and Physics or Elective with aggregate of 24 or better.

### 2. WASSCE HOLDERS

Six (6) credit Passes (A1 – C6) including English, Mathematics and Integrated Science and three (3) Elective Subjects in Biology, Chemistry and Physics or Elective Mathematics with an overall aggregate of 36 or better. **Combination of SSSCE & WASSCE is not acceptable.**

### 3. SSSCE/WASSCE RESULTS FROM THE WEST AFRICAN SUB-REGION

Applicants applying for the B.Sc. Physician Assistant Programme from the **West African Sub-Region** must have at least credits (A1 - C6 in WASSCE and A – D in SSSCE) in **English, Core Mathematics and Biology and credit passes three (3) Elective Subjects in Chemistry, Physics and Elective Mathematics (Further Mathematics).**

### 4. GCE ORDINARY AND ADVANCED LEVEL (O' AND A' LEVEL)

GCE Applicants must have five credits at the Ordinary Level Examination or equivalent including English Language, Mathematics and either Physics, Chemistry and Biology or Agricultural Science. In addition, Applicants should obtain three passes at the GCE Advanced Level or equivalent in Chemistry, Physics or Mathematics and Biology or Agricultural Science.

## 2.2 ADMISSIONS TO LEVEL 200

1. **APPLICANTS WHO HOLD BSC. BIOCHEMISTRY OR BSC. BIOLOGY OR BSC. HUMAN BIOLOGY** and other related certificates (minimum of 2<sup>nd</sup> Class, Lower Division) will be admitted to level 200. Candidates must meet the minimum requirement for admission to tertiary institutions and must also pass an interview.
2. **HOLDERS OF DIPLOMA IN PHYSICIAN ASSISTANT** from recognized and accredited institutions with at least three (3) years' work experience. In addition, candidates must also meet the minimum requirement for admission to tertiary institutions and must also pass an interview.
3. **HOLDERS OF DEGREE IN REGISTERED GENERAL NURSING (RGN)** from recognized and accredited institutions with at least three



(3) years' work experience and passed the licensure examination conducted by the Nursing and Midwifery Council of Ghana and other recognized bodies. In addition, candidates must also meet the minimum requirement for admission to tertiary institutions and must also pass an interview.

### **2.3 INTERNATIONAL QUALIFICATION APPLICANTS**

**International Qualifications Acceptable for Admissions includes the following:**

1. American High School Grade 12
2. GCE (Cambridge) – 'O' and 'A' Levels
3. IGCSE (Cambridge) – 'O' and 'A' levels
4. International Baccalaureate (IB)
5. Baccalaureate (French)
6. Other external qualifications which have equivalences to the WASSSCE/SSSCE and the GCE (A Levels)

### **2.4 ENTRY REQUIREMENTS FOR GCE (CAMBRIDGE) –'O' AND 'A' LEVELS**

Applicants must have **Three (3) of the following 'A' Level subjects: Chemistry, Biology, Physics and Mathematics.** In addition, they must have at least five (5) passes including English and Mathematics at the Cambridge 'O' Level.

### **2.4 ENTRY REQUIREMENTS FOR INTERNATIONAL BACCALAUREATE (IB)**

IB Applicants must have at least Grade 4 in Chemistry, and either Biology or Physics at the Higher Level. In addition, applicants must have at least grade 4 in English Language/Literature (SL) and Mathematics SL and at least grade C for the third science at the IGCSE or equivalent.

**Note:** Candidates with external qualifications are admitted to Level 100. Additionally, candidates are expected to show evidence of command of the English Language at the SSSCE/WASSCE or its equivalent. PU offers a six - month English proficiency course for candidates who do not have the requisite English language background.

**All foreign qualifications specified above must be referred to the National Accreditation Board (NAB) for determination of equivalences and eligibility for admission to tertiary institutions in Ghana.**

### **3.0 ADMISSIONS AND SELECTION POLICY/PROCEDURE**

- i. All programmes of FHAS shall be advertised in the print media – newspapers (Daily Graphic, Ghanaian Times) as well as electronic media (PU platform, Television) in conjunction with the PU Admissions Office.
- ii. The Admissions Office shall collate and vet results with WAEC and relevant bodies in conformity with entry requirements as outlined in the Physician Assistantship Accreditation Document.

- iii. Separate broadsheets of applicants for programmes in FHAS shall be forwarded to the Dean (FHAS)
- iv. The Dean together with the Faculty Admissions Board will vet the results and determine the suitability of applicants for the chosen programmes
- v. The Faculty Admissions Board will recommend applicants to their selected programmes based on the strength of the results being used to apply for the programme and relevance of the subjects examined.
- vi. FHAS will then organise a **Structured Interview** - written and oral - for the shortlisted applicants for programmes in the faculty to further determine the suitability of applicants. A final list of applicants for admission to each programme in the faculty following an assessment of their results and performance in the interview shall be compiled as approved applicants to be admitted.
- vii. The approved list of applicants for each department in the faculty shall be submitted to the University Admissions Unit by the Dean for the issuance of admission letters.

#### 4.0 COURSE STRUCTURE

The Structure of the programme is shown in semester-by-semester layout of courses with the corresponding credit values (T is theory hours; P is practical hours; C is total credit hours) as presented below.

##### Year One (LEVEL 100)

###### *Semester One*

Code	Course Title	Theory	Practical	Credits
PUPA 101	Clinical Anatomy I	2	3	3
PUPA 103	Human Physiology I	2	3	3
PUPA 105	Biochemistry I	2	3	3
PUPA 107	Basic Nursing I	1	3	2
PUPA 109	History of Western Medicine	2	0	2
PURC109	Introduction to Christianity	2	0	2
PURC107	Communication Skills & Therapeutic Communication skills I	2	0	2
PURC109	IT & Computer Fundamentals	2	3	3
	<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>20</b>

**Semester Two**

Code	Course Title	Theory	Practical	Credits
PUPA 102	Clinical Anatomy II	2	3	3
PUPA 104	Human Physiology II	2	3	3
PUPA 106	Biochemistry II	2	3	3
PUPA 112	Medical Sociology	2	0	2
PUPA 108	Basic Nursing II	1	3	2
PURC101	French I	2	0	2
PURC108	Communication Skills & Therapeutic Communication skills II	2	0	2
PURC114	Introduction to African Studies	2	0	3
	<b>TOTAL</b>	<b>15</b>	<b>12</b>	<b>20</b>

**Long Vacation - (6 Weeks)**

Course Title	Theory	Practical	Credits
Vocational Training I: Clinical Basic Nursing Skills offered during the second semester break	0	12	4

**Year Two (LEVEL 200)****Semester One**

Code	Course Title	Theory	Practical	Credits
PUPA 201	Clinical Methods I	2	3	3
PUPA 203	Clinical Microbiology I	2	3	3
PUPA 205	Pharmacology & Therapeutics I	2	3	3
PUPA 207	Pathology I	2	3	3
PUPA 211	Public Health	2	0	2
PUPA 213	Introduction to Clinical Psychology	2	3	3
PURC 102	French II	2	0	2
	<b>TOTAL</b>	<b>16</b>	<b>18</b>	<b>19</b>

**Semester Two**

Code	Course Title	Theory	Practical	Credits
PUPA 202	Clinical Methods II	2	3	3
PUPA 204	Clinical Microbiology II	2	3	3
PUPA 206	Pharmacology & Therapeutics II	2	3	3
PUPA 208	Pathology II	2	3	3
PUPA 212	Applied Epidemiology	2	0	2
PUPA 214	Biostatistics and Health Informatics	2	3	3
PUPA 216	Health Service Management & Admin I	2	0	2
PUPA 218	Health, Law & Ethics	2	0	2
	<b>TOTAL</b>	<b>16</b>	<b>15</b>	<b>21</b>

*Long Vacation (6 Weeks)*

Course Title	Theory	Practical I	Credits
Vocational Training II: Basic History Taking, Physical Examination and Clinical Management (Clinical Methods and Child Health offered)	0	12	4

**Year Three (LEVEL 300)**

*Semester One*

Code	Course Title	Theory	Practical	Credits
PUPA 301	Internal Medicine I	2	3	3
PUPA 303	Obstetrics & Gynaecology I	2	3	3
PUPA 305	Paediatrics I	2	3	3
PUPA 307	General Surgery I	2	3	3
PUPA 309	Health Service Management & Admin II	2	0	2
PUPA 311	Nutrition and Dietetics	2	3	3
PUPA 313	Research Methods I	2	0	2
PUPA 315	Health Promotion	2	0	2
	<b>TOTAL</b>	<b>16</b>	<b>15</b>	<b>21</b>

*Semester Two*

Code	Course Title	Theory	Practical	Credits
PUPA 302	Internal Medicine II	2	3	3
PUPA 304	Obstetrics & Gynaecology II	2	3	3
PUPA 306	Paediatrics II	2	3	3
PUPA 308	General Surgery II	2	3	3
PUPA 312	Environmental & Occupational Health	2	3	3
PUPA 314	Research Methods II	2	0	2
PUPA 316	Management and Entrepreneurial Skills	2	0	2
PUPA 318	Psychiatry	2	3	3
	<b>TOTAL</b>	<b>16</b>	<b>18</b>	<b>22</b>

*Long Vacation (6 Weeks)*

Course Title	Theory	Practical	Credits
Vocational Training III: Advanced History Taking, Physical Examination and Clinical Management (Surgery, and Obstetrics & Gynaecology)	0	12	4

## Year Four [LEVEL 400] (Specialty lectures/ Clinical Year)

### *Semester One*

Code	Course Title	Theory	Practical	Credits	Weeks
PUPA 401	Internal Medicine Clerkship / Diagnostic Imaging	2	6	4	5
PUPA 403	Paediatrics Clerkship	2	6	4	5
PUPA 405	Obstetrics/Gynaecology Clerkship	2	6	4	5
PUPA 407	General Surgery Clerkship	2	6	4	5
PUPA 410	<b>Project Work I</b>	0	9	3	
	<b>TOTAL</b>	<b>8</b>	<b>33</b>	<b>19</b>	<b>20</b>

**PUPA 401, PUPA 403, PUPA 405, and PUPA 407** are a Twenty-Week (20) long In-semester Clinical Experience in **Internal Medicine (including Diagnostic Imaging), Paediatrics, Obstetrics and Gynaecology, and General Surgery** offered in the course of the semester.

### *Semester Two*

Code	Course Title	Theory	Practical	Credits	Weeks
PUPA 402	Emergency Medicine Clerkship	2	6	4	5
PUPA 404	ENT / Ophthalmology / Dermatology	3	3	4	5
PUPA 406	Oral Health Clerkship	0	9	3	3
PUPA 408	Public Health Clerkship	2	6	4	7
PUPA 410	Project Work II	0	9	3	
	<b>TOTAL</b>	<b>7</b>	<b>33</b>	<b>18</b>	<b>20</b>

**PUPA 402, PUPA 404, PUPA 406, and PUPA 408** are a Twenty-Week (20) long In-semester Clinical Experience in **Emergency Medicine, ENT, Ophthalmology and Dermatology, Public Health, and Oral Health** offered in the course of the semester

### Summary of Credits

Level	Total Credits
100	40
200	40
300	43
400	37
<b>TOTAL</b>	<b>160</b>

### Students Evaluation

- Continuous Assessment: 40%
- End of Semester Examination: 60%

#### **4.1 DURATION OF PROGRAMME**

1. The minimum period for completing the Bachelor's degree programmes shall be 8 semesters and the maximum period shall be 12 semesters.
2. A student who is unable to complete his/her programme within the maximum period allowed shall lose all credits accumulated, and his/her studentship cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

The minimum and maximum periods are calculated from the date of first registration

#### **4.2 MODE OF DELIVERY**

The mode of delivery for a course shall comprise one or more of several formats as appropriate to the year of study and the course:

- Lectures
- Tutorials
- Team-Based Learning (TBL)
- Practical / Simulation Sessions
- Ward Rounds
- Bed-side Teaching
- Case Presentation
- Out-patient Clinics (OPD)
- Vacation Attachments - during second semester vacation periods
- Field Work

#### **Clinical Sessions**

These sessions shall be assessed using logbooks with specified knowledge, skills and attitudes to be attained by students and written-portfolios. Students may be required to submit special reports on specific assignments/projects. On-site assessments – written, clinical examination / OSCE - and an oral examination at the end of the course may be undertaken.

#### **Project Work**

All candidates shall be required to undertake an oral defence of their project work. A minimum of 50% (grade D) shall be required to pass.

#### **5.0 METHODS OF EXAMINATION**

The methods of examination for clinical courses (Years 2, 3, 4) shall consist of one or all of the following formats as determined by the Department:

- Written – Multiple Choice Questions, short essays, fill in the gap, short answers, matching questions
- Objective-Structured Practical Examinations (OSPE)
- Clinical – one long case and two short cases
- Objective Structured Clinical Examination (OSCE) in various subjects as required
- Orals as determined by the Department
- Other format(s) as may be agreed on by various Departments or courses

The pass mark for all examinations shall be 50 and above. Final mark for each course will consist of:

- Continuous Assessment (40%): Attendance and participation at lectures, quizzes, class assignments, participation in seminars and intra semester clinical mentorship, work report and observation and mid semester examination will constitute 40% of the semester score
- Final Examination (60%)

For all clinical examinations (end-of-semester, end-of-rotation and final), an aggregate failure in the clinical part of the examination shall result in a failure of that examination irrespective of the marks obtained in the other parts of that examination. The grading scale for all examinations is presented in the table below.

### Grading Scale

Raw Score	Grade	Credit Value	Interpretation
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Fair
55-59	D+	1.5	Barely Satisfactory
50-54	D	1.0	Weak Pass
Below 50	E	0	Fail

#### 5.1 Eligibility for Examinations

- A student shall attend all such lectures, tutorials, seminars, ward rounds and clerkships and undertake all other assignments as approved by PU
- Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer.
- The candidate who has not complied with the prescribed requirement for any course or who has not performed satisfactorily in work prescribed or associated with a course of instruction may, on the recommendation of the relevant Department, be refused admission to the examination of the course concerned and be required to repeat part or the whole of the course of instruction leading to the particular examination.
- In any case, a student who is absent for a cumulative period of 25% from all lectures, tutorials, ward rounds, clerkships 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 the examination of that course. The exception would be for absence due to ill-health which is supported by a medical report. Such a student shall be allowed to take the supplementary examination as his/her main examination.

#### 5.2 Registration for Examinations

All students shall be required to register their courses at the beginning of the semester and shall be eligible to take examinations in only those registered

courses. No student shall be allowed to take an examination in a course that has not been registered for.

### **5.3 Deferment of Examination**

- On Grounds of Ill Health: A student who has satisfied all the requirements as specified in this handbook and the general students' handbook but is unable to take the End-of-semester or Final examination on grounds of ill health, shall, on application to the Registrar, PU and on provision of a Medical Certificate issued or endorsed by the Head of the PU Clinic be allowed to take supplementary examination as his/her main examination. He/she shall be credited with the grade obtained in the supplementary examination.
- Subsequent application for deferment, on grounds of ill-health, shall be subject to a Medical Certificate issued by a properly constituted Medical Board convened by the Head of the PU Clinic.
- On grounds other than ill health: In cases of deferment on grounds other than ill health, the Registrar (or delegated Officer) of PU shall invite the applicant for interview. It shall be the student's responsibility to satisfy the PU beyond reasonable doubt, as to why he/she wishes to defer the examinations.
- In all cases of deferment of examinations, the applicant(s) shall obtain written response from the Registrar before leaving PU.

### **5.4 Supplementary/Resit Examinations**

- Supplementary/Resit examinations for end-of-semester examinations for all courses rotations/clerkships taken in each year shall be held during the long vacation, three weeks after the end of the second semester of each year.
- A Supplementary/Resit Examination for the Year 3 shall be held at least one month after the end of year examination.
- A candidate who fails in any course shall be on probation and shall be referred in that course and shall be required to take the examination in the referred course at the supplementary examination to be organised during the long vacation at the end of the academic year.
- The Supplementary/Resit Examination for Year 4 courses/rotations/clerkships shall be taken at the same time as the Year 3 Examination.
- A candidate shall not postpone the taking of the supplementary examination without special permission from the Academic Board.
- A candidate shall not take more than six (6) courses at any one supplementary examination. The Examiners' Board shall recommend whether the candidate needing to take more than six (6) courses at a supplementary examination shall:
  - Repeat all courses;
  - Be advised to withdraw from the University
- Calculation of the final grade of a course for which a student has taken a Supplementary Examination shall not include any continuous assessment marks accrued by the candidate enrolled in the course during any previous semester. The exams shall be scored over 100%
- A student who fails to obtain the requisite pass in a core course in a Supplementary Examination shall be asked to repeat the academic year
- If a student repeats a course and passes its examination, he or 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.

- A student shall be allowed to re-sit a failed course only upon payment of the appropriate fee.
- A student who repeats a Level shall be required to audit all courses which he or she has passed at that Level during the previous semesters. Such student shall be required to take all continuous assessment tests but not the end-of-semester examination in those previously passed courses. A grade AUDI shall be awarded for all such courses.
- All pass and fail course marks obtained previously by a student who has repeated an entire Level shall remain on the student's transcript record.

### **5.5 Regulation for Passing**

- A student who fails any course after repeating an entire Level outright without taking the Supplementary shall be required to re-write the course examination at the next Supplementary Examination. If the student fails to obtain a pass mark or grade upon the third attempt, then he or she shall not be allowed any further attempts. A student who fails any core course after three (3) attempts shall not be allowed to re-sit any further examinations or to make further attempts to pass that course.

### **5.6 Progression from One Level to Another**

- A student shall proceed to the next Level of the programme if and only if he or she has passed all the core courses (obtained Grade A+ - D) as prescribed and required elective courses in all examinations of the preceding Level.
- Must obtain a minimum C. G. P. A of 1.0
- There shall be no probation.

### **5.7 Outright Withdrawal (Dismissal)**

A Level 100 student who loses a total of thirteen (13) credits (three core courses plus any other course) or more registered for the academic year (either in the first, second or in both semesters) shall be withdrawn (dismissed) outright for poor academic performance. Such a student may, however, re-apply for admission into a different programme the following academic year.

### **5.8 Supplementary End-of-Semester Examinations for Level 100 Students**

A Level 100 student who fails up to 12 credits in either the first, second or both semesters shall be given an opportunity to write a supplementary end-of-semester examination. The supplementary end-of-semester examination for Level 100 students shall be marked over 60 and shall be added to the continuous assessment score which the student would have obtained during the course of the semester.

A Level 100 student who fails a course or courses in the supplementary examinations shall have a second re-sit opportunity to redeem himself/herself. The second re-sit shall be taken within two weeks after release of the results of the first re-sit examination.

### **5.9 Progression/Withdrawal after Second Re-Sit Examination**

If, after the second re-sit examination, a student fails any of the courses core to his/her programme of study, such a student shall be withdrawn for poor academic performance. However, a student who fails a university wide course at the second re-sit (supplementary) examination shall be allowed to progress to Level 200 (probation). He /she shall repeat the failed university-wide course (s) and have two (2) additional chances to pass the failed course (s).

A Level 100 student who fails any of the courses core to his/her programme of study at the second re-sit examination and is withdrawn may re-apply for admission the following academic year into the same or different programme.

### **5.10 Repeating/External Candidate**

If a student fails a total of 10 to 12 credits, he/she will be allowed to repeat the failed courses 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.

- (a) will retain the lower level status until he/she meets the requirements for progression to the next level
- (b) will be required to attend lectures and practicals, fulfil continuous assessment requirements and pay 60% of the approved University fees and any other fees to be determined by the University from time to time.
- (c) Must pass the repeated courses at one sitting only. If an external candidate fails to pass any of the failed courses, he/she shall be withdrawn for poor academic performance.
- (d) Must avail himself/herself of and benefit from Academic Advisory and Counselling Services provided by the University.

**5.9.1** Students can assume external candidacy only once during their stay in the University.

**5.9.2** A continuing student who fails 13 credits or more shall be withdrawn outright.

**5.9.3** Students with barest minimum C. G. P. A (1.0 – 1.5) at the end of the academic year shall be cautioned by the Director (Academic Affairs) and counseled by their Departmental Academic Advisor.

### **5.11 Special Supplementary End-of-Semester Examinations for Level 400 Students**

(a) There shall be a special supplementary end-of-semester examinations to be held in August for students who have completed Level 400 but are still trailing level 400 courses. The special supplementary examinations shall be marked over 60 and shall be added to the continuous assessment which the student would have obtained

(b) Students who fail the special supplementary end-of-semester examination or do not avail themselves of same shall repeat the failed courses the following academic year keeping in mind the maximum number of

years required for completion of 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.**

#### **5.12 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. Where there is a replacement, the grade in the course originally failed will be used in addition to the grade obtained in the replaced course for the computation of the final C. G. P. A.

#### **5.13 Policy on "Weak" Students**

Any student facing either social or academic challenges is urged to consult their Academic Advisors or Mentors early for help or counselling.

Faculty are also urged to identify early students who are academically weak or show evidence of psychological imbalance for early redress - employing extra tuition, counselling or referral to more competent jurisdictions.

All such cases should be reported to the Dean through the HoD. The Academic Advisors for such student shall be asked to monitor the student closely and liaise with the relevant units in the University for the required support to improve the performance of the student.

#### **5.14 Minimising Rate of Student Attrition**

Any student who shows persistent poor performance in Continuous Assessments or fails one course in any end of semester examination shall be counselled.

Students who fail 2 or more courses in any end of semester examination shall be counselled and duly cautioned in writing.

In addition to any extra tuition held during the semester, revision classes shall be organised for students who fail the end of semester examinations prior to each Supplementary Examination.

Options of lines of recommendation of FHAS, in cases of persistent poor performance in spite of above efforts shall include:

- Change of programme
- Withdrawal from PU

#### **5.15 Regulation for Withdrawal**

- A student who does not satisfy the above requirements and therefore does not qualify to progress shall be directed by the Registrar to withdraw from the University.

#### **5.16 External Examiners**

- External examiners shall be required for all end of year examinations in Year One and Two, and all end of semester examinations in years 3 and 4
- External Examiners shall be nominated by the Faculty Board and submitted to PU Academic Board for approval
- All External Examiners shall be required to submit a written report to the Examiners' Board on all aspects of the examination in which they took part.

## **6.0 SEXUAL HARASSMENT POLICY**

PU is committed to an equal opportunities policy. This means that all individuals working and studying at PU are treated equally and fairly, regardless of age, sex, ethnicity, colour and religion.

PU believes that all members of the University Community have the right to a workplace devoid of exploitation, harassment, discrimination or any other form of hindrance to effective execution of their duties.

PU adheres to the following Sexual Harassment Policy that applies to ALL members of the University – staff, lecturers, students, administrators, workers of all other categories and guests of PU.

PU abhors sexual harassment and will take steps to ensure that it does not occur. If it does, however, the victim should be free to seek redress without fear of victimisation, reprisal or intimidation. This document governs the University's response in the event of such a complaint of sexual harassment.

### **Application**

This policy applies to the PU and any staff member, worker, affiliate or student in relation to PU. The policy applies to all conducts:

- between staff members;
- between affiliates;
- between staff members and affiliates;
- by staff or affiliates and students;
- between students;
- by students towards staff or affiliates;
- in respect of bullying, between workers, between workers and affiliates, by workers towards students, between students and by students towards workers; and;
- in respect of unlawful discrimination and harassment, by staff and affiliates towards members of the public.

For the avoidance of doubt:

- the obligations of staff and affiliates under this policy are in addition to obligations set out in the General Students Handbook, the University Statutes and the Ethics policy of the University.

## **6.1 DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment occurs within a situation of unequal power between parties and, therefore, any policy must consider the power inequities within which any form of harassment is alleged to have occurred. Sexual Harassment has been defined as:

“Unwelcome sexual advances, request for sexual favours and other verbal or physical conduct of a sexual nature, whether on a one-time basis or a series of incidents that might cause offense, humiliation, awkwardness or embarrassment, or that might reasonably be conceived as placing a condition of a sexual nature on employment, opportunity for promotion, grades, etc.” (AWLA 2003:10)

Sexual Harassment can be considered as a continuum from unwanted sexual advances to rape. Any non-consensual sexual conduct is an offence under this policy. What constitutes sexual harassment in this University (Department) shall include but not limited to the following:

- Verbal, physical, written, or pictorial communication relating to gender or sex which has the purpose or effect of unreasonable interference with an individual's performance or which creates a hostile, offensive, or intimidating atmosphere for the recipient.
- 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 office- and which may reasonably be perceived as sexual overtures or denigration.
- A request for sexual favours when submission to, or rejection of such a request might reasonably be viewed as a basis for evaluative decision affecting an individual's future.
- Sexual imposition that is non-consensual contact.
- Abuses of power relations such that individuals receive unfair treatment based on gender or sexuality.
- Threat or coercion of sexual relations; sexual contact which is not freely agreed to by both parties, including rape. It should be understood that many of the above terms are subject to interpretation. While overt forms of sexual harassment shall usually be obvious, more subtle forms may be difficult to recognize. Perpetrators may not realize that their behaviour is "unwelcome" or inappropriate. Conduct which leads to the harassment of another person is not acceptable and shall render the individual responsible liable to disciplinary action.

## **6.2 CONSENT**

Consent is the act of agreeing to engage in specific sexual conduct. In order for consent to be valid, both parties must have unimpaired judgment and a shared understanding of the nature of act to which they are consenting, including safe sex practices. Silence does not mean consent. If at any time, consent is withdrawn, the conduct must stop immediately. Consent here excludes sexual relations between individuals of unequal power relations which provide avenues for the receipt of benefits.

## **6.3 CONSENSUAL INTIMATE RELATIONSHIP**

Intimate sexual relations between senior members and students or between senior members and staffs or any other category of persons where one party is in a supervisory position over the other are not favoured by the University since they raise concerns about sexual harassment and conflict of interest.

#### **6.4 RETALIATION**

The Sexual Harassment Policy is designed to ensure that retaliation for bringing a case will not occur. The committee is charged with maintaining confidentiality at all times and in protecting all parties involved from retribution. Unfounded or frivolous charges will be discouraged.

#### **6.5 HOSTILE ENVIRONMENT**

A hostile environment is one that a reasonable person would find offensive or abusive and one that the particular person who is the subject of the harassment perceives to be offensive or abusive. A hostile environment is determined by looking at all the circumstances, including:

- Frequency of the allegedly harassing conduct
- Severity of the allegedly harassing conduct
- Whether such conduct interferes with an employee's work performance, or with a student's academic performance or the full enjoyment of University programmes or services.
- Whether such conduct has the effect of emphasizing the gender or sexuality in a manner offensive to a reasonable person.
- Whether such conduct has the effect of creating an intimidating or offensive environment in the workplace or inside or outside the classroom.
- Whether such conduct has been brought to the alleged perpetrator by the alleged victim as being unwelcome and offensive.

#### **6.6 OFFENCE**

Any non-consensual sexual conduct is an offence. Examples of offence include:

- Sexual Harassment – any unwanted sexual attention including, but not limited to sexual threatening or offensive behaviour.
- Sexual Imposition – non-consensual sexual contact.
- 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 vaginal penetration, anal penetration and oral sex. Penetration, however slight, includes the insertion of objects or part or part of the body.

It is important to note that sexual harassment offences may be:

- Verbal – including unwelcome remarks, cat calls, suggestions and propositions, malicious gossip, jokes and banter based on sex, race, sexual orientation or gender or songs.
- Non-Verbal – offensive literature or pictures, graffiti, wolf whistle, mode of dressing.

- Physical – including unnecessary contact, gesture or assault.

## **6.7 THE POLICY**

The University (PU) is committed to a working and learning environment that is free of discrimination or intimidation. It abhors any of the activities spelt out in the above of this Harassment Policy and shall take steps to ensure that they do not occur. Any form of intimidation, abuse or harassment based on gender is contrary to the ideals of the University and jeopardizes the integrity of the University community. All students, staffs, visitors, contractors and persons acting on behalf of the University shall respect the rights of others and shall refrain from any activity that corresponds with those described in this document. The University takes a serious view of sexual harassment and such behaviour may result in disciplinary action. Individuals shall be held personally accountable for their actions and behaviour in the event of complaints of sexual harassment against them.

The University shall follow the procedure outlined below in dealing with complaints and appeals against decisions in connection with complaints. All Programme Managers, Heads of Departments, Deans, Directors, Unit Managers, Management staff shall be responsible for eliminating sexual harassment, and they shall report complaints or any observation they may have made which they believe constitute sexual harassment to the Chair of the Sexual Harassment Committee for further action.

## **6.8 PROCEDURE FOR COMPLAINT**

Any student or employee, who perceives herself/himself to have been sexually harassed or to have been subjected to retaliation following a sexual harassment incident, must do the following in order to protect his or her rights:

The complainant can follow with the **formal** or **informal** procedure. Complainants are encouraged to use the informal procedures in the first instance. However, in certain cases, the formal procedure is strongly recommended.

### **6.8.1 INFORMAL PROCEDURE**

A student or employee, who feels that he/she has been a victim of sexual harassment, is encouraged not to ignore the situation or the offending person. In the first instance, the recipient of the harassment should ask the person causing the harassment to stop the harassing behaviour. If this is not possible for any reason, or the harassment continues, or if it stops but the recipient feels that he/she would like advice or support in order to protect his/her rights, he or she should not hesitate to follow the approach outlined below:

- The complainant, with or without an agent or person offering the complainant emotional support, may contact any of the following persons or offices where a form will be completed and where there is trained personnel to handle the complaint:
  - a. Designated Counsellors' in the University
  - b. A Hall/Hostel Tutor
  - c. Either the Assistant Registrar or the Heads of Department
  - d. Any member of the Sexual Harassment Committee
  - e. Deans
  - f. Designated contact person(s) e.g. The Sexual Harassment Committee Officer.

## **CONCERNS BROUGHT TO THE CONTACT PERSON SHALL BE HELD IN THE STRICTEST CONFIDENCE**

These individuals named above shall guide the complainant through the best process for resolving the problem. They shall listen and offer advice.

Depending on the nature of the complaint, the contact person shall talk to the alleged perpetrator (offender) or bring the two parties together for mediation.

## **POSSIBLE ACTIONS THAT MAY RESULT FROM THE CONSULTATION SHALL INCLUDE:**

- The recipient of the action confronting the offender about what they did;
- Having the contact person(s) talk to the offender;
- If the offender is employed by the University, having the contact person(s) or members of the Sexual Harassment Committee advise or assist with an appropriate intervention;
- Taking no further action.

## **SAFETY OF PARTIES**

If the immediate safety of the parties involved is at stake, the contact person(s) shall inform a member of the Sexual Harassment Committee or one of the above names contact persons, who shall work out the appropriate means to address the safety of the complainant. This may include visiting a clinic/ hospital or the police station.

If a complaint cannot be resolved through the above options, or if, in the course of the informal procedure, the alleged offender is not cooperative, and then the formal procedure of this document is available.

### **6.8.2 FORMAL PROCEDURE**

The formal procedure shall usually be embarked upon in the following instances:

- Where the alleged offender does not cooperate in the informal procedure.
- Where the alleged offender has several complaints against him/her.
- Where the immediate safety of the parties involved is at stake.
- Where informal mediation does not appear to stop the harassment.
- Where the following types of harassment have occurred:
  - Sexual assault
    - Threat or coercion of sexual relation
    - Sexual contact which is not freely agreed to by both parties
  - Sex that may appear consensual but reflects unequal power relations and which provides avenues for the receipt of benefit, (such as sex or sexual contact between a Head of Department and a subordinate).

### **6.9 GUIDELINES FOR HANDLING COMPLAINTS**

The following guidelines shall apply:

- The complainant shall formally request to the Sexual Harassment Committee to take further action.
- The Sexual Harassment Committee shall notify the alleged offender that the matter is being taken further, and that it may result in disciplinary action.
- The Sexual Harassment Committee shall as soon as possible, but not later than 14 working days from receiving a relevant request, initiate separate investigatory meetings with the complainant and the alleged offender,



together with their agents (if any), to attempt to resolve the matter, unless both the complainant and the alleged offender agree to a joint meeting being convened.

- The Sexual Harassment Committee shall, within seven days of the close of hearing, advise the complainant and the alleged offender in writing of the outcome of the investigations, including any recommendations made or sanctions imposed.

#### **6.9.1 APPEALS PROCEDURE**

In the event that the complainant or the alleged offender is aggrieved with the outcome of the investigations and / or the action to be taken, he/she has a right to appeal to be exercised within seven (7) days.

The VC shall, as soon as possible but not later than twenty – one (21) working days, review the case and render a decision. In reviewing the case, the Vice Chancellor (VC), as the final arbiter, shall call for such information as he/ she shall deem necessary.

#### **6.9.2 SANCTIONS**

Sanctions that may be imposed by the Sexual Harassment Committee and/or, the VC shall include but are not limited to the following:

- Public apology
- Mediation
- Relocation of the offender to another Department/Section (under no circumstances should the complainant be relocated).
- Suspension
- Expulsion
- Referral to the appropriate law enforcement body
- Termination of employment

#### **7.0 USE OF NARCOTIC DRUGS**

It shall be an offence for Junior Members to cultivate, possess, use or peddle narcotics and other drugs as listed in the Drug and Pharmacy Act, 1961 (act 64). THE SANCTION FOR THIS OFFENCE IS DISMISSAL.

#### **7.1 PHARMACY AND DRUGS ACT, 1961 (ACT 64) PART II- NARCOTIC DRUGS**

1. Indian Hemp
2. Coca leaves, cocaine (including synthetic cocaine) and their respective salts, the esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one tenth per cent of cocaine.

3. Any product obtained from any of the ecgonine alkaloids of the coca leaf, not being a product which, on the 13th July, 1931, has been used for medicinal or scientific purposes.
4. Raw opium. Medicinal opium and opium prepared for smoking.
5. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on the 13th July, 1931, was being used for medical or scientific purposes.
6. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one per cent of morphine.