

PENTECOST
UNIVERSITY
COLLEGE



Student Handbook



Pentecost University College
P. O. Box KN 1739, Accra - Ghana
Tel: +233 302 417057/8
Fax: +233 302 417064
Email: info@pentvars.edu.gh

www.pentvars.edu.gh

CONTENTS

PART A

ABOUT THE UNIVERSITY

- 1.1 Name: Pentecost University College
- 1.2 Motto: Empowered to Serve
- 1.3 The Coat of Arms of the University
- 1.4 The University Anthem
- 1.5 General Information
 - 1.5.1 Legal Status
- 1.6 COMMUNICATION
- 1.7 THE UNIVERSITY COLLEGE COUNCIL
- 1.8 PRINCIPAL OFFICERS
- 1.9 OTHER OFFICERS
 - 1.9.1 DEANS
- 2.0 ABRIDGED HISTORY OF THE UNIVERSITY COLLEGE
- 3.0 INSTITUTIONAL VISION, MISSION, PURPOSE AND VALUES
 - 3.1 Vision
 - 3.2 Mission
 - 3.3 Purpose
 - 3.4 Core Values
- 4.0 ADMINISTRATIVE FACILITIES/ OFFICES TO CONTACT
 - 4.1 Student Health Services
 - 4.2 International Students Office (ISO)
 - 4.3 Counselling Unit
 - 4.4 Department of Student Affairs
 - 4.5 Student Affairs' Office

PART B

GENERAL REGULATIONS FOR STUDENTS

- 5.0 GENERAL REGULATIONS FOR STUDENTS
- 6.0 STUDENTS' REGISTER
- 7.0 CHANGE OF NAME

PART C

SOCIAL, MORAL AND GENERAL REGULATIONS

- 8.0 SOCIAL, MORAL AND GENERAL REGULATIONS
 - 8.1 Social Life on Campus
- 9.0 STUDENT REPRESENTATIVE COUNCIL (SRC)
 - 9.1 Positions Available in the SRC
 - 9.2 Qualifications for Office Holders
 - 9.3 Notification for SRC Elections
 - 9.4 Vetting
 - 9.5 Election of SRC Office Holders
 - 9.6 The Students Executive Council (SEC)
 - 9.7 The Executive Committee
 - 9.8 The Welfare Committee
 - 9.9 The Academic Committee
- 10.0 STUDENT'S CODE OF CONDUCT
 - 10.1 Conduct Jurisdiction

CONTENT

- 10.2 Students Discipline
- 10.3 Non-Academic Offences
- 10.4 Alcohol
- 10.5 Smoking
- 10.6 Littering and Graffiti
- 10.7 Immoral Behaviour
- 10.8 Violent Behaviour
- 10.9 Occultism
- 10.10 Poisoning
- 11.0 GRIEVANCE PROCEDURE
- 11.1 PROCEDURE FOR GRIEVANCES
- 11.2 Filing a Formal Grievance
- 11.3 Complaints against the University or an Employee
- 12.0 SEXUAL HARASSMENT POLICY
- 13.0 APPEAL
- 14.0 DISCLOSURE AND RELEASE OF STUDENT INFORMATION
- 15.0 USE OF MOBILE PHONES
- 16.0 FIRE SAFETY AND SECURITY
- 17.0 ACCOUNTABILITY
- 18.0 COLLEGE ASSEMBLY
- 19.0 ATTITUDE
- 20.0 CLUBS AND SOCIETIES
- 20.1 MEMBERSHIP
- 20.2 Registration Procedures
- 20.3 General Rules
- 21.0 PUBLICATION BY STUDENTS
- 22.0 TRADING AND CREDIT UNIONS
- 22.1 TRADING
- 22.2 Credit Unions
- 22.3 Collection of Fees and Dues
- 23.0 ARMS AND VEHICLES
- 23.1 Possession of Arms and/or Ammunition
- 23.2 Use of Vehicles on Campus
- 24.0 PERSONAL APPEARANCE & DRESS GUIDELINES
- 24.1 General Appearance Guidelines
- 24.2 Appearance and Dressing of Ladies
- 24.3 Gentlemen's Appearance and Dressing
- 25.0 USE OF COLLEGE FACILITIES
- 25.1 The Hostels
- 25.1.1 Admission to Hostels
- 25.1.2 Renting or Subletting Hostel Facilities
- 25.1.3 Visitors to Hostels
- 25.1.4 Vacation Accommodation
- 25.1.5 Use of Facilities
- 25.1.6 Room Courtesy
- 25.1.7 Campus Check-Out
- 25.1.8 Use of Appliances
- 25.1.9 Hostel Regulations

- 25.1.10 Making of Noise
- 25.2 Campus Furniture
- 26.0 STUDENT WELFARE
- 26.1 Guidance & Counselling
- 26.2 College Worship
- 26.3 Tutorial and Mentoring System

PART D

ACADEMIC REGULATIONS

- 27.0 ACADEMIC STRUCTURE AND DIVISIONS
- 27.1 Structure
- 27.1.1 Certificates, Diplomas and Degree Programmes
- 27.2 Academic Divisions
- 27.2.1 Faculty of Theology & Mission
- 2.7.2.1.2 CURRENT PROGRAMMES
- 27.2.2 Faculty of Business Administration
- 27.2.3 Faculty of Information Technology
- 27.3 Other Projected Programmes
- 27.3.1 Faculty of Health Sciences
- 28.0 THE LIBRARY
- 28.1 Service Hours
- 28.2 Membership
- 28.3 Registration
- 28.4 Types of Services
- 28.5 Terms of Library Usage
- 28.6 General Rules and Regulations
- 28.7 The E-Library and Multimedia Centre
- 28.7.1 Terms of Use of the E-Library
- 28.7.2 Library Lending Policy
- 28.7.3 Overdue Fines
- 28.8 Library Offences and Sanctions
- 29.0 ACADEMIC POLICIES AND PROCEDURES
- 29.1 Admission Requirements
- 29.1.1 Diplomas
- 29.1.2 Bachelors' Degrees
- 29.1.2.1 Requirements
- 29.1.3 Entry Requirements for Admission to ABE Courses
- 29.1.3.1 Entry to Certificate Level programme of study
- 29.1.3.2 Entry to Diploma I
- 29.1.3.3 Entry to Diploma II Programme
- 29.1.3.4 Entry to Advanced Diploma Programme
- 29.1.4 Admission Requirement to the Nursing Programme
- 29.2 Enquiries
- 29.3 Application Procedure
- 29.4 Deferral of Admission
- 29.5 University Required Courses
- 29.6 Academic Session
- 30.0 ORIENTATION FOR NEW STUDENTS

CONTENT

- 31.0 MATRICULATION
- 32.0 PAYMENT OF FEES
- 33.0 MAIN REGISTRATION AND COURSE REGISTRATION
 - 33.1 Registration
 - 33.2 Procedure for Registration
 - 33.3 Course Registration
 - 33.4 Late Registration and Deadlines
- 34.0 MINIMUM AND MAXIMUM COURSE LOADS PER SEMESTER
 - 34.1 Full-Time Study
 - 34.2 Part-Time Study
- 35.0 PRE-REQUISITE COURSES
- 36.0 CHANGE OF PROGRAMME
- 37.0 DEFERMENT OF PROGRAMME/INTERRUPTION OF STUDY/ACADEMIC LEAVE OF ABSENCE
- 38.0 ABANDONMENT OF PROGRAMME
- 39.0 EVALUATION
 - 39.1 Class Attendance and Participation
 - 39.2 Continuous Assessment
 - 39.3 Main Examinations
- 40.0 EXAMINATION HALL REGULATIONS
- 41.0 ACADEMIC OFFENCES
- 42.0 PLAGIARISM
- 43.0 DISRUPTION OF ACADEMIC ACTIVITY: .
- 44.0 NEW CASES
- 45.0 DISCIPLINARY PROCEDURE & SANCTIONS FOR ACADEMIC OFFENCES
- 46.0 DEFERMENT OF EXAMINATIONS
- 47.0 SPECIAL EXAMINATIONS
 - 47.1 Re-sit examinations
 - 47.2 Supplementary Examinations
- 48.0 DECLARATION OF RESULTS
- 49.0 RE-MARKING
- 51.0 GRADING
 - 51.1 Grading System
 - 51.2 Classification of Degrees
 - 51.3 Passing, Probation and Withdrawal
 - 51.3.1 Level 100
 - 51.3.2 Level 200
 - 51.3.3 Leve1 300
 - 51.3 Withdrawal
- 52.0 GRADUATION
 - 52.1 Eligibility for the Award of Certificate, Diploma or Degree
 - 51.2 Requirements for Bachelor's Graduation
 - 51.3 Graduation Ceremonies
 - 51.4 Presentation of Award
 - 51.5 Procedure for the Award of Degree
 - 51.6 Dating of Bachelor's Degree
 - 51.7 Cancellation of Degree
- 53.0 TRANSCRIPT AND ATTESTATION

PART A
ABOUT THE
UNIVERSITY





1.1 Name:
Pentecost University College

1.2 Motto:
Empowered to Serve

1.3 The Coat of Arms of the University

Three main emblems constitute the Pentecost University College Coat of Arms—a dove, a Bible and an adinkra symbol. While the Bible represents the biblical principles upon which the University College was founded, 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 both by the power of the Holy Spirit and by the attainment of academic knowledge for 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.



Designed by
Gibson Annor-Antwi
(Registrar)

1.4 The University 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
We shall serve our nation
With our hearts and minds
Pentecost University

Written and composed by:
Evans Akesse-Brempong
& Martinson Yeboah Gyimah

1.5 General Information

1.4.1 Legal Status

The 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)

1.4.2 Date of Establishment of College March 2003

1.4.3 Postal Address

P. O. Box KN 1739
Kaneshie, Accra, Ghana

1.4.4 Telephone

(233 – 21) – 417057/58

1.4.5 Fax Number

233 - 21 – 417064

1.4.6 Email Address

info@pentvars.edu.gh

1.4.7 Website

www.pentvars.edu.gh

1.4.8 Location of main campus

Sowutuom, Accra

1.4.9 Academic Year

August to July

1.4.10 Language of Instruction

English

1.4.11 Bankers

Standard Chartered Bank,
Abeka Lapaz Branch, Accra

Ecobank,

Abeka Lapaz

1.4.12 Auditors

Pannell Kerr Forster
Chartered Accountants
P. O. Box CO 1627, Tema, Ghana

1.6 Communication

All Communications should be addressed to:

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



1.7 The University College Council

17.1 The Chancellor

Apostle Dr. Opoku Onyinah
- Chairman, the Church Of Pentecost

1.7.2 Members of Council

Dr. Michael Agyekum Addo
- Chairman

Rev. Dr. Peter Ohene Kyei
- Rector

Apostle Alfred Koduah
- COP Representative

Apostle Dr. S. K. Baidoo
- COP Representative

Mrs. Ekuia Tawiah Asemanyi
- COP Representative /Educationist

Prof. G. T. Odamtten
- COP Representative

Dr. Yaw Bredwa-Mensah
- COP Representative

H.L. Mrs. Elizabeth Ankumah
- COP Representative/Legal

Rev. Prof. J. Asamoah-Gyadu
- Distinguished Person from Society

Dr. Rose Mensah Kutin
- Distinguished Person from Society

Mr. Samuel Amoh Tobbin
- COP Representative/Industrialist

Rev. Dr. Emmanuel Anim
- Convocation Representative

Mr. Winfred Yaokumah
- Convocation Representative

1.8 Principal Officers

Rev. Dr. Peter Ohene Kyei
- Rector

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

Mr. Gibson Annor-Antwi
- Registrar

Mr. Peter Oduro
- Financial Controller

Mr. Michael W. K. Gyimah
- Librarian

1.9 Other Officers

1.9.1 Deans

Rev. Dr. Emmanuel Anim
- Faculty of Theology and Mission

Prof. K. B. Omane-Antwi
- Faculty of Business Administration

Prof. Amoakoh Gyasi-Agyei
- Faculty of Information Technology

Rev. Joshua Yirenkyi-Smart
- Dean of Students



2.0 ABRIDGED HISTORY OF THE UNIVERSITY COLLEGE

The 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 enrolment of five (5) students for two (2) years. Rev. David Mills was the first Principal. Rev. James McKeown, founder of the Church of Pentecost (COP) and Rev. Joseph Egyir-Paintsil performed the opening ceremony. In 1981, PBC was reopened.

In 1984, the Pentecost Bible Centre moved from Kumasi to Madina in 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 Pentecost Bible College from 1997 to 2002. In March 2003, the Pentecost Bible College was upgraded to a University College, with Rev. Dr. Opoku Onyinah as

the first Rector.

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) and Rev. Kwame Blankson (1999 - 2003). Rev. Dr. Amponsah-Kuffour was the Director of Studies from 1992-2003.

His Excellency, Mr. J. A. Kuffuor, the then President of the Republic of Ghana, inaugurated the Pentecost University College on May 22, 2003, during the 34th Session of the General Council meeting held at the Sowutuom campus, under the Chairmanship of Rev. Dr. M. K. Ntumy.

The Pentecost University College Council, headed by Elder Dr. Paul Awua was inducted on May 6, 2004 at the 10th Session of the Extraordinary Council Meeting held at the Sowutuom campus.

The University was granted Institutional Accreditation by the National Accreditation Board (NAB) in November 2004.

3.0 INSTITUTIONAL VISION, MISSION, PURPOSE AND VALUES

3.1 Vision

The vision of the Pentecost University College is to empower students to serve their own generation and posterity with integrity and the fear of God.

3.2 Mission

The University's mission is 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 Ghana's development.

The University shall be governed by the highest level of integrity and ethical standards.

3.3 Purpose

The purpose of the University shall be to:

- i) Admit and train candidates deemed to be academically qualified and who accept the University's vision and mission towards the award of degrees, diplomas, or any other qualifications that shall be designated by the University;
- ii) Provide a solid foundation and experience of learning to ensure that students develop creative resourceful thinking, which in turn shall be the basis for continued growth in knowledge;
- iii) Create avenues for students to acquire a holistic approach to problem solving through quality, well-balanced teaching and research programmes;

iv) Establish a strong linkage between the University and society, through our extension/ministry programmes to address the complex spiritual and physical challenges and problems confronting the nation;

v) Collaborate with both local and international colleges and organisations whose mission and purpose are similar or complementary to those of the University, through joint research programmes and the exchange of ideas, staff, students and senior members;

vi) Disseminate knowledge acquired through teaching and research and therefore encourage students and senior members to publish the results of studies or research works, which are of academic and practical value;

3.4 Core Values

PUC recognises the under-listed institutional core values as qualities that students and staff must display in the execution of their tasks:

1. Faith in God through Jesus Christ as Lord and Saviour and the Bible as the basis of all rule and conduct.
2. Integrity of heart and credibility in all actions.
3. Commitment and dedication to hard work, timeliness, innovation and development of excellence as hallmarks of a true servant of God.
4. Capacity building to realize the full potential of the total person.
5. Creating a Christian environment and relationships whereby everyone will have the opportunity to know Christ and make Him known.
6. Developing leaders with integrity for the church of Pentecost, the Christian Community at large and the nation.
7. Respect of the equality for all people irrespective of their gender, race and colour, human rights; and good governance.

4.0 ADMINISTRATIVE FACILITIES/ OFFICES TO CONTACT

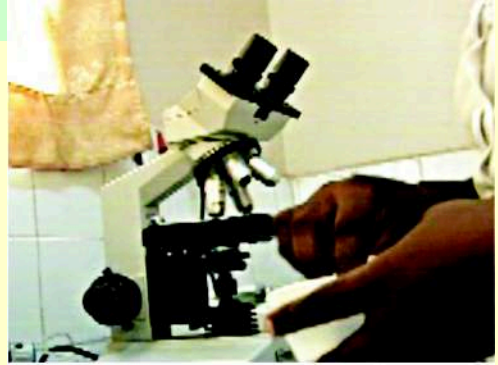
4.1 Student Health Services

There is a clinic which provides 24 hour services. It is manned by a qualified nurse, who is supervised by a qualified medical doctor. A specialist visits the clinic periodically.

The services offered include clinical diagnosis and treatment of common ailments as well as dispensing prescriptions. Other services include providing preventive care, health counselling, and vaccination to students, staff and sports teams. The nurse monitors students' health and sanitation issues on campus and advice accordingly.

4.2 International Students Office (ISO)

This office provides an environment for the welfare of International Students at PUC, in relation to their academic, residential and social concerns. The office exists to help students reduce cultural shocks and appreciates the diverse cultures within the University community. It liaises with the Immigration Department in the country.



4.3 Counselling Unit

There is a Counselling Unit that provides the following services for students:

- a. Emotional and Social Counselling;
- b. Academic, Career/ Vocational Counselling

4.4 Department of Student Affairs

The Department of Student Affairs, under the direction of the Dean of Students, is a segment under the University's administration. It works with a number of officers and individuals to provide services to students. The main objective of this Department is to give students the opportunity to explore, identify, examine and develop their potentials.

Programmes and activities include orientation for new students, life skill programmes and many different types of cultural, recreational and social events. The Office of Students Affairs shall assist clubs and organisations such as the SRC to foster leadership skills, attract diverse talents, and afford new opportunities. Suggestions as to how to continuously improve the services are welcome.



4.5 Student Affairs' Office

The Office of Student Affairs shall be housed in the Administration Block at the office of Dean of Students. The Dean of Students shall handle all matters related to student welfare, and shall be committed to helping and facilitating a conducive environment for the students' academic and social welfare. To achieve this, the Dean of Students shall work closely with the SRC and also liaise with the administration and the students. Individual students are encouraged to feel free to see the Dean of Students whenever there is the need to do so.



PART B
GENERAL
REGULATIONS
FOR STUDENTS



IMPORTANT NOTICES

Pentecost University College is a Christian University. As such faith in the Trinity (God the Father, Jesus Christ and the Holy Spirit) and the Holy Bible are the basis of all rules and conduct and shall inform the actions of the College at all times.

- By the act of enrolling as a student of PUC, 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 from time to time.
- The term 'Junior Member' shall apply to a person other than a Senior Member who is enrolled for the time being in the Pentecost University College for an approved course of study. These regulations shall apply to all Junior Members.
- These 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, the nation.



- The laws of the Republic of Ghana bind every junior member of the University College. In case of suspected criminal conduct, the University, in addition to its internal disciplinary procedures or action has the right to report the suspect to the police for further action.
- Every student shall carry his/her ID card at all times. Students must produce their ID cards to the security and any authorised officer on demand.
- The Rector, in consultation with the Governing Council, shall make regulations affecting students. In addition to these regulations, other units, departments and faculties of the Pentecost University College (PUC) may issue their own rules governing the conduct of students within their precincts. Such regulations shall be supplementary and consistent with the general regulations made by the Governing Council.



- There shall be copies of all regulations deposited at the Offices of the Registrar, Dean of Students, Hall Tutors, Deans of Faculty and Heads of Departments and the Students Representative Council.
- The University College shall provide a copy of this handbook to every enrolled student. However, Ignorance of any of the regulations shall not be accepted as an excuse for any breach of discipline.
- It is the responsibility of students to familiarise themselves with this policy document and to access the most current edition of this handbook and notices at all times.
- Students shall pursue their academic work with all diligence and shall observe all such regulations as may be made for the efficient administration of the University.
- Bills on Campus Notice Boards shall be considered sufficient communication to the students. The university may opt to communicate to students electronically.
- The University hostels shall be referred to as Halls.



Students are to ensure that any communication to them on the Notice Boards and electronically, contains the correct information such as spelling of their names, correct grades, et cetera. Any discrepancies should be addressed through the Office of the Dean of Students.

The Dean of Students shall be responsible for the administration of the Halls. He/She 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 by the Hall Committee and approved by the Committee. To qualify for election to that office, a student must have successfully completed at least one academic year of study in the University and must have

- The Year Book: The year book, which shall be published once a year, shall be a memorabilia for graduates. The book shall be compiled and edited by a Committee, under the supervision of the Publications Board. Students wishing to join this Committee shall submit their names to the Head of the Committee on a date proposed by the Committee.

6.0 STUDENTS' REGISTER

- a. Students shall be known only by the names which have been written in the Register of Matriculation, unless otherwise changed;
- b. Unless otherwise changed, the name in the Register of Matriculation shall be used for the issuance of certificates and notices;

7.0 CHANGE OF NAME

- a. Where a student wants his/her name changed, he or she may apply to the Registrar, informing him of the change of name;
- b. Certificate indicating name changed shall apply only to married women;
- c. A copy of the affidavit duly signed by a Commissioner of Oaths shall be enclosed. Any other supporting documentation such as a marriage certificate and passport, shall be required where necessary;
- d. A response from the Registry shall confirm the change of name in the records. It should be noted that without this confirmation, the change of name is not yet effective in the records of the Registry. The student shall therefore, refrain from using his/her new name in any University documents, class assignment, et cetera.
- e. After confirmation by the Registrar that the change of name is complete, the entire University community shall be made aware of this transaction.



PART C
SOCIAL LIFE
ON CAMPUS





8.1 Social Life on Campus

Students' social life on the 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.

There are Faculty Societies which provide extra-curricular activities for Junior Members of the respective Faculties.

The University's Chaplain is responsible for organising the religious life of staff and students on campus. Students are encouraged to participate in Students' Union activities. The Students' Union is directed by the University College administration through the SRC.





9.0 STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council (SRC) is the governing body of students at PUC. All registered students are required to be members of the SRC. The SRC shall work with the students, faculties and administration on activities and policies relating to the overall well being 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.

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:

- President
- Vice President
- Secretary
- Financial Controller
- Women's Commissioner
- Public Relations Officer
- Entertainment Chairperson
- Sports Officer
- PUSAG Representative

9.2 Qualifications for Office Holders

- Fully paid and registered student of PUC
- Must be 18 years and above
- Be of sound mind
- Should have been a student of PUC for not less than one year
- Shall have no adverse record against him or her
- Cumulative GPA should be 2.50 or better
- Must subscribe to the University's statement of faith without reservation

9.3 Notification for SRC Elections

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

9.4 Vetting

1. Dean of Students must sit in the vetting.
2. 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 a document provided by the SRC Electoral Commission for the purpose. This document must be

- a. signed by him or her
- b. signed by not less than five (5) fully paid up and registered students of the University College
- c. endorsed by not less than two (2) Senior Members of the University College other than the Rector and Registrar.
- d. delivered to the SRC Electoral Commission on or before the deadline given by the SRC Electoral Commission.

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 followed.

9.7 The Executive Committee

9.7.1 A Seven-member committee, constituting the Chairperson, Vice-Chairperson, Executive Secretary, the Treasurer and the Assistant Secretary shall form the Executive Committee.

9.7.2 The Executive Committee shall see to the coordination of the daily administration and activities of the SRC.

9.7.3 The Executive Committee shall work closely with the Academic and Welfare Committees that constitute the SRC Students Executive Council.

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, 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 in the annual general students' election.

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 academic oriented 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.

10.0 STUDENT'S 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 the university 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 shall deal with violations, whether they occurred on or off campus.

10.2 STUDENTS DISCIPLINE

10.2.1 Policies and Procedures Concerning Student Disciplinary

Pentecost University College (PUC) presumes that all students will abide by the rules and regulations stated therein. This is expected whether the student is within or outside the University campus, and whether involved PUC or non PUC organised activities. Where it is found out that a students' conduct is unsatisfactory, measures will be taken to correct or punish such behaviour.

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

10.3 NON-ACADEMIC OFFENCES

10.3.1 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.

10.3.2 Causing Damage to University Property & Name

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the University, himself or herself as a student of this University, 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 in addition to any other punishment.

10.3.3 Drug Policy and Alcohol Use

a. Alcohol Use Prohibited PUC campus including its buildings and properties is an alcohol free environment, and at no time or event can alcohol or other intoxicating beverages be served. It is an offence for a student to drink alcoholic beverages, offer alcoholic beverages to another person to drink, or be found drunk.



Any affected students shall be warned in writing, counselled, suspended or dismissed depending on the gravity of the offence. Failure to comply will result in disciplinary actions that may include suspension or expulsion from the University.

b. Drugs

Anyone found in the possession, or use of drugs other than those prescribed by the resident nurse or a qualified physician or pharmacist is in violation of the regulations and will be liable for disciplinary action. All narcotic drugs are forbidden. Drugs, in this context, comprise substances such as cocaine, hallucinogen or stimulants. Note that it is a criminal offence in Ghana to take and/or be found in possession of illegal drugs including but not limited to cannabis, heroin, morphine, cocaine, opium and related synthetics.

It is unlawful to be in any room or place where any controlled substance (such as marijuana) or narcotics is being smoked or unlawfully used with the knowledge that such an activity is occurring.

c. Drug and Alcohol Abuse Prevention Information

As an educational institution, the University is primarily concerned with helping the individual student achieve academic goals. When health problems arise, the University may assist and guide a student whose mental or physical health is threatened. There are several support systems on campus where a student with any drug related problem could receive assistance. Some of these are:

1. Office of the Dean of students
2. Counselling services
3. Health Centre
4. Mentoring Group meetings
5. Peer Counselling services under Student Affairs

Any student who contravenes the regulations on drugs above shall be suspended, dismissed, and/or handed over to the Police.



10.4 Alcohol

Alcohol is the most widely used drug in the world. Each year, there are serious injuries and deaths resulting from its misuse. Alcohol abuse can lead to injuries, automobile accidents, fights, sexual assaults, vandalism, academic failure, an increased risk of contracting HIV/AIDS and other sexually transmitted diseases, and even death by suicide, among others.

Although many people do not think of it as a drug, alcohol is a powerful mood-altering substance. Technically, it falls into a class of drugs known as sedative hypnotic. Alcohol depresses the brain centres for self-control and inhibition, which often leads to aggressive behaviour.

10.5 Smoking

Smoking is strictly prohibited. Offenders shall be warned in writing/counselled, suspended or dismissed.

10.6 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 forfeit their tenancy without recourse to any refund, and shall be required to make good to the original state.

The writing of graffiti on any university buildings 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.

10.7 Immoral Behaviour

No student shall indulge in illicit sexual or other immoral behaviour. 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 Internet café, or elsewhere on campus.

10.8 Violent Behaviour

Gambling and violent behaviour (such as fighting, use of abusive language, cursing and singing profane songs) are prohibited on the campus, or in any company of students of the University.

10.9 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 to be in any room or place where any occultic activity is occurring, with or without his/her knowledge of such an activity without reporting.



10.10 Poisoning

It is an offence for a student to drink or offer any poisonous material to any person on campus.

10.11 The Following are also offences under Non-Academic Regulations of the University.

10.11.1 Displaying any conduct both in language and behaviour which is lewd (lustful), obscene (morally disgusting, offensive and likely to corrupt and deprave), or indecent.

10.11.2 Unconventional partying (including forms of dances and music considered to be bent towards immoral behaviour).

10.11.3 Dishonesty including lying, furnishing/spreading false information, impersonation, forging of documents, alteration or unauthorized use of University documents, records or property.

10.11.4 Behaviours which endanger one's health, safety, or the use of threatening physical force, violence or verbal abuse that endangers others.

10.11.5 Failure to return or compensate for any borrowed item or money belonging to the University College or any member of the University Community.

10.11.6 Theft from the University premises or theft of property belonging to a member of the University community and/or anyone else.

10.11.7 Unauthorised absence from academic function, College Assembly and/or any other University organised spiritual/ social development programmes.

10.11.8 Breaking residential rules and regulations.

10.11.9 Breaking the dressing code. (refer to Personal Appearance and Guidelines)



10.12 Procedures for Dealing with Violations of Non-Academic Regulations

The following procedure shall be followed if any of the above rules and regulations are not adhered to by any student or group of students:

- Step One

A report shall be made to the office of the Dean of Students by any member of staff or student of the Pentecost 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 time appointed 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 the 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 attempt to exercise fairness to the student who has been charged.

- Step Six

At the conclusion of the proceedings, the Secretary of the Committee makes a written report of the proceedings. The report includes 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 shall be presented to the Rector for further action.

The University reserves the right where it deems so to discipline or expel a student when the EMT deems it to be in the interest of the College to do so.



11.0 GRIEVANCE PROCEDURE

11.1 Procedure for Grievances

All students must accept that this is a Christian University which operates on Christian Principles.

It is the policy of PUC to provide equal education opportunities without discrimination of any kind including harassment or retaliation for reporting a complaint. This policy applies to prohibit discrimination among members of the University community.

Pentecost University College encourages prompt reporting of complaints so that rapid response could be made and the appropriate action taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination.

The University encourages discussion between the two parties involved in the grievance(s), especially in the early stages of the dispute before the respective parties have assumed official or public positions. In any event, all or any complaint relating to discrimination that becomes official or public must be formalised.

11.2 Filing a Formal Grievance

Any student who feels that he/she has been subjected to discrimination by a student or by the University through any of its staff, faculty policies, procedures, or programmes may report the matter in writing to the Dean of Students, the Registrar or the Assistant Registrar (HR) as the case may be. It is important that the student reports the incident as it is so that a thorough and unbiased investigation can be conducted.

The Assistant Registrar (HR), 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, or welfare of the student or other members of the University community, or to avoid disruption of the academic process.

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 and no services should be removed or additional obligations imposed.

11.3 Complaints against the University or an Employee

When the complaint is against the University or an employee of the University, the Human Resource Manager (HRM) shall investigate the complaint thoroughly, and shall keep the complainant informed about the status of the investigation. Based on the result of the investigation, the Human Resource Manager (HRM) shall recommend to the employee's supervisor, or in the case of an entity, policy, procedure, or programme, to the Registrar such disciplinary or remedial action deemed appropriate. After due investigation, the Human Resource Manager will attempt to resolve the matter by mutual consent of the accused and the accuser.

Within thirty (30) calendar days of the filing of the grievance, the Human Resource Manager (HRM) 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 appeal right.

Any employee found to be responsible for discrimination in violation of this policy would be subjected to appropriate disciplinary action up to and including termination of employment contract. The severity of the disciplinary action will depend on the circumstances of the infraction.



12.0 SEXUAL HARASSMENT POLICY

The laws of the land 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 the academic environment and other university-related settings such as university-sponsored activities or university-related social events is a major offence

It is the policy of the PUC that all persons should enjoy freedom from discrimination of any kind. The purpose of this policy is to provide notification against sexual harassment as a form of sexual discrimination, and to provide notification of available remedy. This policy applies to prohibit misconduct between members of the University community.

13.0 APPEAL

Any Junior Member who is aggrieved by any disciplinary sanctions may appeal to the Rector through the Hall Tutor for a review within seven (7) 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.



14.0 DISCLOSURE AND RELEASE OF STUDENT INFORMATION

14.1 The University affords students certain rights with respect to their records.

14.1.1 The right to inspect and review the student's educational or non-educational records within twenty-one (21) days of the day the University receives a request for access.

14.1.2 The right to request the amendment of the student's educational records, which the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy or rights.

14.2 A student must write to the appropriate Dean or the Registrar to amend a record. The student must clearly identify the part of the record to be amended, and specify why it is inaccurate, misleading or in violation of his/her privacy or rights.

If the University decides not to amend the record as requested, the University will notify the student of the decision and inform him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided by the student when notified of the right of hearing.

One exception which permits disclosure without consent is disclosure to the University officials with legitimate educational interest. The University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including health staff positions); a person or company the University has contracted (such as a lawyer, auditor, collection agent, or security); a person serving on the University Council or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another University official performing his/her task.

A University Official has a legitimate educational interest if the Official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the University may disclose educational records without consent to officials of another Faculty in which a student seeks or intends to enroll.

15.0 USE OF MOBILE PHONES

Students are prohibited from using their mobile phones in lecture, examination halls and the Library.

16.0 FIRE SAFETY AND SECURITY

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 of the PUC.

- (i) Do not overload electrical outlets or extension cords. Never use 'naked' fire;
- (ii) Never go back into a burning building!
- (iii) 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;
- (iv) Know the location of fire extinguishers;



If you suspect fire on the other side of a door, feel the door near the top. If it is hot, do not open it. If you think it is safe, brace your shoulder against the door and open it cautiously. Be prepared to slam it if smoke or heat rushes in.

Because toxic fumes and high temperatures usually fill the higher levels of air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp.

If the fire alarm goes off, you are to leave the building immediately without panic, for an assembly point.

Use Fire Extinguishers only for small fires that do not involve great risk. Once a fire starts, get out of the building and call the Fire Service from a mobile or public phone.

Caution:





17.0 ACCOUNTABILITY

Every member of the University 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 or her in accordance with guidelines set by the University College.

18.0 COLLEGE ASSEMBLY

PUC shall have college assemblies from time to time. The purpose of these assemblies is to help develop the total personality of the student which includes spiritual, academic, social and ethical. The assemblies may take the form of College Worship, seminars, symposia, open lectures, et cetera.

These activities are therefore compulsory and constitute an integral part of the evaluation of the students.



19.0 ATTITUDE

The core values of the PUC shall at all times inform the behaviour and attitude of students. Students are therefore expected to be punctual at all functions including lectures, meet deadlines, appear decent on all occasions and conform to all other core values of the institution

20.0 CLUBS AND SOCIETIES

20.1 Membership

Clubs and societies of the College shall not function in contradiction of the principles on which PUC was founded as a Christian University.

Identified students' clubs and societies on the campus shall fall within these main groupings namely:

- Christian
- Alumni
- Professional
- College/Faculty/Department
- International

Membership of some of the societies may be restricted to members of faculties and religious groups. Clubs and societies are financed partly by the payment of membership dues.

Students shall have freedom of Association; However, only clubs/societies recognised by the Student Affairs Committee shall be entitled to the use of University facilities or operate on campus.

At the beginning of each session, secretaries of clubs and society are required to submit to the Dean of Students, the particulars of Principal Officers and Committee Members of their clubs or society with a copy to the Students Affairs Committee.



20.2 Registration Procedures

The Registration procedures are as set out below:

- a) A new club or society shall be required to obtain an application form from the office of the SRC or download the form from the SRC website;
- 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 shall vet the submitted application form and constitution, as appropriate;
 - i. If the application is by a non-religious club or society, it shall be submitted to the Dean of Students/Registrar;
 - ii. If the application is by a Christian, religious club or society, it shall be submitted by the Dean of Students to the Chaplaincy Council for their comments/recommendations. The application shall then be returned to the Dean of Students/Registrar for approval;

20.3 General Rules

- i. No club or society shall be inaugurated without a letter of commencement.
- ii. Every club or society, 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/Registrar not later than two weeks from the ensuing semester.

21.0 PUBLICATION BY STUDENTS

- i. The Rector shall be informed of the intent to produce any student publication within the University, and his approval shall be obtained for such publications;
- ii A copy of each issue 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 jointly and severally responsible for all the contents of each issue of publication;



22.0 TRADING AND CREDIT UNIONS

22.1 Trading

Any student who trades in any hostel does so at his/her own risk. The University will not be responsible for any loss. Hawkers are not allowed to sell in any hostel, neither are they allowed on campus. Trading at the expense of the University is prohibited. It should not inconvenience others.

22.2 Credit Unions

The University College does not approve the formation and operation of Credit Unions by students. Any group of students that undertakes such a venture does so against the regulations, and at its own risk.

22.3 Collection of Fees and Dues

All tuition and students' union fees are to be paid at the University Accounts Office. The Students' Representative Council is not responsible for the collection of SRC dues. The University College absolutely prohibits any collection of monies by students, except those approved by the Dean of Students. Students who engage in authorised collection of monies will be sanctioned.



23.0 ARMS AND VEHICLES

23.1 Possession of Arms and/or Ammunition

No student is allowed to possess any form of arms and/or ammunitions. Any student so caught will be expelled from the University College. Any student caught will be expelled and handed over to the police.

23.2 Use of Vehicles on Campus

Students who drive cars on campus must have valid drivers' licenses and all legal requirements (roadworthy certificate, insurance, et cetera)

Any student who wishes to use or keep a vehicle on the campus must obtain permission from the Transport Manager. 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 use of such vehicles is a privilege which will be withdrawn, if abused.

The University College does not provide reserved parking for students' vehicles.

Students may be asked to allow inspection of their vehicles (including the trunk) when on campus.

Any student who refuses to cooperate with security officials will be banned from using the campus parking lots.

Students are forbidden for parking in places designated for staff parking or marked no parking.



24.0 PERSONAL APPEARANCE & DRESS GUIDELINES

The first guiding principle about appearance and dressing is that students dress in a manner that reflects Christian moral standards, which are presented in the vision of the Pentecost University College.

Dressing to any 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, durable work clothes for physical work, modest casual attire for recreational purpose and more dignified clothing for classes and group worship.

Putting on "I am aware" type of skirts, skirts above the knees, dresses that indecently expose ladies breasts, walking topless or wearing singlets are prohibited.

24.1 General Appearance Guidelines

Students of PUC 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 presentable, durable 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.





24.2 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:

- a. Bleaching and toning of the skin is not permitted;
- b. Skirts must be long enough to cover knees;
- c. Translucent, tight-fitting blouses and sweaters or skirts, barebacks are not permitted;
- d. Short/one sided blouses and dresses with low necklines are not permitted;
- e. Shorts, tight-fitting slacks and similar clothing are not considered appropriate attire for campus and lectures. However, properly fitting slacks may be worn for outdoor recreational programmes.
- f. Bathroom slippers are not allowed for lectures
- g. No tattooing and body piercing
- h. Long and big ring earrings, anklets are not allowed
- i. Decent hairstyles and barebacks





Club Jerseys



Durags & Scarfs



'Otto Psister'



Shorts



Plaited Hair & Wierd Haircuts



Dreadlocks



Bare Chest



Sleeveless Shirts



Tatooes

24.3 Gentlemen's Appearance and Dressing

- a. Men's dress for lectures shall consist of trousers and collared shirts or decent African wear and not T-shirts. Wearing shorts for lectures is not permitted;
- b. Dressing for Church services or special formal occasions may be either African or European style as set forth in the general regulations;
- c. Men are not to wear earring;
- d. Men are not to braid their hair;
- e. Bleaching and toning of the skin, body piercing and tattooing are not permitted
- f. No wearing of trousers below the waist



A legitimate authority of the College – That is a Faculty and Senior Members – 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 code applies to non-students that is, employees and visitors.

25.0 USE OF COLLEGE FACILITIES

25.1 The Hostels

There are hostels on campus and interested students can arrange through the following contact numbers: 0302-417057/8.

25.1.1 Admission to Hostels

Semester dates are announced on University College notices. Students must come into residence on the first day of the semester. Room allocation is on first come first served basis. Allocation of rooms will be the prerogative of the University through an appointed officer. Once room allocations have been made, no changes

and surrender room keys before leaving the campus during vacation. There shall be a fine for room keys that are not returned on time. A fine of GH¢20 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, GH¢50 per day plus forfeiture of accommodation will be applied.

Unless otherwise authorised, students must leave the hostels latest by 12 noon, following the date of vacation.

25.1.2 Renting or Subletting Hostel Facilities

Students are forbidden to rent out or sublet hostel facilities to other students or non-students.



are permitted without the written authorisation from the appointing officer.

The hostel fee must be paid at the accounts office, and registration procedures followed at the Hall Tutors' before proceeding to the hostel.

Room keys should be deposited at the Porter's lodge anytime a student is leaving the hostel. Students are supposed to sign off

25.1.3 Visitors to Hostels

- Student rooms are out of bounds to members of the opposite sex at all times;
- External visitors are not allowed into students rooms;
- All visitors should be received/entertained in the visitors' parlour;
- All external visitors should leave PUC by 9:00 p.m;

All visitors are to report to the security check point and/or to the Porter on their way in and out of student hostels;

- For security reasons, all external visitors must be registered with the guard at the security post and obtain a visitors' tag;
 - Porters will only attend to external visitors with security tags.
- For the mixed hostels, it would be expected that male visitors would not be found where the ladies are and vice-versa.

All visitors shall be received at designated reception areas only.

25.1.4 Vacation Accommodation

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.

Students shall not leave any property in the hostel during vacation

25.1.5 Use of Facilities

- All students are to keep their rooms clean, and belongings neat and attractively arranged. Periodic room inspection will be conducted by the Hall Management Executives.
- Nails are not to be driven into the walls or furnishings;
- Pictures are not to be posted on the walls;
- Pouring waste water over from the balconies is strictly prohibited.

25.1.6 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.

25.1.7 Campus Check-Out

The University needs to know the whereabouts of the residential students in case of an emergency. Whenever students leave the campus, they must sign out with the Porter on duty. When they return, they must sign in.

25.1.8 Use of Appliances

Except where the space is provided by the University College, the use of gas stoves and gas tanks are not allowed in PUC Hostels.

25.1.9 Hostel Regulations

The following regulations shall apply at the hostels

- To use the room allocated to the resident for residential purpose only;
- 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;
- To observe any rules and regulations that may be put in place from time to time by the PUC;
- To accord the personnel whom the PUC may put in charge of the facility the due respect, and comply with directives given from time to time;
- Not to make any alterations to the facility whether of a temporary or permanent nature;
- Not to cook or boil water in the room or any part of the facility except the place therein specified for such purposes. The use of hot plate or open fire is not allowed;

- g. Not to engage 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;
- h. Not to use any appliances or equipment in the room allocated, or any other part of the facility whether electrical, electronic or otherwise (e.g. sound television sets, refrigerators, microwave, cookers, dishwashers and washing machines) without the prior authorisation in writing from PUC;
- i. Not to engage in any act which amounts to nuisance and inconvenience to other users of the hostels, neighbouring facilities or the PUC, including drumming, whistling and noise making as well as high volume music from sound systems;
- j. Not to allow any unauthorised person(s) to live in the room assigned;

- k. Not to sublet or to trade the room (known by student as 'perching') to any person;
- l. Any resident who has any complaint that needs attention must report to the porter in the first instance, then to the Hall Tutor.

25.1.10 Making of Noise

Making of undue noise within the University precincts is forbidden, in particular, during lecture hours and around the lecture halls. The hours between 10.00 p.m. and 5.00 a.m. are to be regarded as hours of quiet, unless permission to organise a function has been granted in writing by the Dean of Students.

25.2 Campus Furniture

No desks, chairs, tables or any other campus furniture may be moved from classrooms, offices, the auditorium, library and laboratories for students use unless otherwise authorised by the Estates and Development Manager.



26.0 STUDENT WELFARE

26.1 Guidance & Counselling

Students are offered opportunities to receive counselling in matters relating to their personal, spiritual and educational needs. Members of faculty are willing to interact with students when the need arises.

26.2 College Worship

Maintaining devotional times is an integral part of the curricula at the Pentecost University College. Students are encouraged to cultivate a consistent daily devotional time to enrich their personal spiritual lives and to further their growth in relationship with their God. Every Tuesday, the College engages in a joint devotion that involves both the student body and teaching/non-teaching staff; all are expected to patronise. Attendance at college worship is a requirement for graduation.

26.3 Tutorial and Mentoring System

From 2010/2011 academic year, The College runs a tutorial and Mentoring system. Each student is assigned to a tutorial/ mentoring group with a tutor to be called a mentor. The leader shall be senior member or specially trained senior student who works under a senior member. The leader acts as an academic advisor and provides guidance on all matters affecting student's academic, spiritual and social life.

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. Attendance of 75% of mentorship sessions is a requirement for Academic progression each year.



PART D
ACADEMIC
REGULATIONS



27.0 ACADEMIC STRUCTURE AND DIVISIONS

27.1 Structure

27.1.1 Certificates, Diplomas and Degree Programmes

The Academic Programmes of the University are structured toward the award of Certificates, Diplomas, and Degrees (in the fields of Theology and Mission, Business Administration, Information Technology and General Education), to prepare students for the growing job market.

27.2 Academic Divisions

Currently, Pentecost University College hosts the following three academic faculties:

1. Theology & Mission,
2. Business Administration, and
3. Information Technology.

27.2.1 Faculty of Theology & Mission

2.7.2.1.1 Departments

- i) Department of Mission & Church History
- ii) Department of Theology & Religious Studies
- iii) Department of Practical Studies
- iv) Centre for Theological Education by Extension

2.7.2.1.2 Current Programmes

- i) Bachelor in Mission Studies
- ii) Bachelor in Theology
- iii) Bachelor in Pastoral Studies

2.7.2.1.3 Projected Programmes for 2010- 2013

- i. B.A. Theology with Education
- ii. M.A. Theology

27.2.2 Faculty of Business Administration

27.2.2.1 Departments

- i) Department of Accounting and Finance
- ii) Department of Business and management
- iii) Department of Banking and Insurance

27.2.2.2 Current Programmes

- i) B.Sc. Business Administration (Accounting)
- ii) Bachelor of Commerce (Accounting with Computing)
- iii) B.Sc. Business Administration (Banking & Finance)
- iv) B.Sc. Business Administration (Human Resource Management)
- v) B.Sc. Business Administration (Marketing)
- vi) B.Sc. Business Administration (Insurance with Actuarial Science)
- vii) B.Sc. Business Administration (Logistics and Supply Chain Management)
- viii) B.Sc. Business Administration (Insurance)
- ix) B.Sc. Business Administration (Corporate and Development Studies)

27.2.2.3 Projected Degree Programmes for 2010 and beyond

1. B.A. French
2. B. A. Communications Studies
3. B.Sc. Administration Human Resource Management with French
4. B.Sc. Administration Marketing with French
5. B.Sc. Administration Accounting with French
6. B.A. French with Education
7. B.Sc. Administration Banking and Finance with French
8. B.Sc. Economics
9. B.Sc. Development Management
10. B.Sc. Economics with Statistics
11. B.Sc. Economics with Mathematics
12. B.Sc. Energy Economics

27.2.2.4 Projected Professional Courses for 2010 and beyond

1. The Association of Chartered Certified Accountants (ACCA), UK
2. Institute of Chartered Accountants (ICAG), Ghana
3. Association of Business Executives (ABE), UK
4. Chartered Institute of Bankers (CIB), Ghana/UK
5. Chartered Institute of Management Accountants (CIMA), UK
6. Chartered Institute of Marketing (CIM), UK
7. Institute of Chartered Secretaries and Administrators (ICSA), UK
8. Institute of Human Resource Practitioners, Ghana (IHRPG)
9. Chartered Institute of Purchasing and Supply (CIPS), UK

27.2.2.5 Projected Masters Programme

1. Master of Commerce (M. Com)
2. Masters in Business Administration (MBA),
(Accounting, Marketing, Finance, Human Resource Management)
3. Master Science in Entrepreneurship (M. Sc. Entrepreneurship)

27.2.2.6 Projected Executive Management Programmes

1. Executive Certificate in Human Resource
2. Executive Certificate in Strategic Management
3. Executive Certificate in Marketing
4. Executive Certificate in Accounting
5. Certificate in Customer Service
6. Information Technology Service Management
7. Business Management Skills
8. Presentation and Reporting Skills
9. Office Administration and Management
10. Interviewing Skills

27.2.3 Faculty of Engineering, Health and Computing

27.2.3.1 Departments

- Department of Information Technology
- Department of Built Environments
- Department of Health Sciences

27.2.3.2 Current Programme

B.Sc. Information Technology

27.2.3.3 Projected Programmes for 2010 – 2013

27.2.3.3.1 Degree Programmes:

- B. Sc. Nursing
- B.Sc. Computer Science (with Options)
- B.Sc. Electrical & Electronic Engineering
- B.Sc. Telecommunication Networks
- B.Sc. Construction Technology and Management
- B. Sc. Quantity Surveying and Building Economics
- B.Sc. Project Planning and Finance
- B.Sc. Environmental Studies
- Master of Philosophy (MPhil) – Research-only
- Master of Science (MSc) – Coursework & Thesis
- Doctor of Philosophy (PhD) in Computer Science or Engineering

27.2.3.3.2 Professional Development Programmes:

- Computer Proficiency License.
- Certificate in Information Technology.
- Certificate in Network Administration – CISCO Certified Network Association(CCNA)
- Certificate in Systems Administration – Microsoft Certified Systems Administrator(MCSA)
- Certificate in Database Administration – Oracle Certified Associate/Oracle Certified Professional (OCA/OCP) (Oracle 10g).
- Certificate in Computerised Accounting Systems.
- Microsoft Certified Application Development (MCAD).
- Certificate in Information Technology Audit



28.0 THE LIBRARY

The Pentecost University College Library (PUCL) 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 hybrid collection of a wide range of electronic and print information sources to support all the programmes offered at the University.

28.1 Service Hours

Monday to Friday:

9.00 a.m. – 9.30 p.m.

Saturdays:

8.30 a.m. – 3.30 p.m.

Note:

The Library is closed on Sundays and statutory public holidays.

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.

28.2 Membership

The primary clientele of PUC library are the following:

- 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
- 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 (who have been recommended by their heads of department)
- Alumni of PUC

C. Other external users.

Permission to read and or borrow may be granted after application, to other persons and categories of users at the discretion of the Library Board or the University Librarian acting on behalf of the Library Board.

28.3 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.

28.4 Types of Services

The library provides the following services:

- lending,
- Reference,
- Reserve,
- Photocopying,
- Internet,
- Electronic library,
- Information literacy,
- Current awareness,
- Inter-library loan,
- Document delivery services.

28.5 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:

28.6 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.
- Brief cases, 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 the 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 shall invite severe sanctions i.e. dismissal from the University

28.7 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 (that have appropriate wireless configuration) to hook onto the internet.

28.7.1 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.

28.7.2 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 be 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.

28.7.3 Overdue Fines

Fines shall be charged for overdue materials, damaged and lost items, at a rate to be determined from time to time



28.8 Library Offences and Sanctions

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 up to outright dismissal.
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. Use of facility to view social network sites e.g. facebook or for downloading i.e. movies, music.	Suspension from use of library for one Semester.
8. Failure to pay library fines or return borrowed library material	Withholding of academic results/certificates until the fines are paid or item returned/cost recovered.
9.Noise making	Suspension from the library for one Semester
10. Showing disrespect towards library staff	Suspension from the library for one semester / dismissal from the University

29.0 ACADEMIC POLICIES AND PROCEDURES

29.1 Admission Requirements

29.1.1 Diplomas

Applicants for admission must have obtained at least five passes, including English Language at the Senior Secondary School Certificate Examination with aggregates not exceeding 24 or three (3) credits at the ordinary level of the G.C.E including English and Mathematics, or the Post-Secondary Teachers' Certificate 'A' of the Ministry of Education, Ghana, or any relevant professional qualification approved by the Academic Board. Other suitable candidates who pass a special qualifying examination may be admitted. In addition, candidates must have satisfied approved departmental requirements.

29.1.2 Bachelors' Degrees

The general requirements for entry into Level 100 and 200 of the bachelor's programmes in Theology, Business Administration and Information Technology are as follows:

29.1.2.1 Requirements

(a) WASSSCE / SSSCE

Six (6) passes including core English, Mathematics and either Integrated Science or Social Studies and three (3) electives in relevant subjects. Applicants should have an aggregate score of 6 to 24 in the West Africa Examination Council (WAEC) Senior Secondary School Certificate Examinations.

(b) General Certificate of Education

Five (5) Credit passes in GCE 'O' Level Examination, including English Language and Mathematics, and three (3) 'A' Level passes in relevant subjects. A pass in the General paper is required.

(c) Other Qualifications

Other qualifications include International Baccalaureate (IB), IGCSE, GCSE the American Grades 12 and 13 examinations and other external qualifications, which have the equivalent of to the SSSCE and the GCE. Candidates with external qualifications are admitted to either Level 100 or Level 200, depending on the nature of qualification and their equivalent to local qualifications.

(d) Mature Students

Mature students applying for admission, who do not satisfy the approved requirements, must have reasonable education and working experience and should have attained the minimum age of twenty-five (25) years at the time of submitting their applications. Candidates who undergo a Qualifying Examination in English (Essay, Comprehension, Grammar and Usage) and General Paper (Quantitative Methods, Critical Thinking and Current Affairs) may be considered for admission. The candidate must obtain an overall grade not below C in each examination.

The policy and procedures for selection of mature students will be as shall be determined by the University Academic Board.





(e) Transfer Students

The University admits students who are already enrolled in other Universities, both local and foreign. A student transferring from one university to this university shall accumulate a minimum of 72 credits (for the Faculty of Theology and Mission and Faculty of Business Administration), 60 credits (for the Faculty of Information Technology) over a study period of 4 semesters as a full-time student in this University before he/she shall become eligible for graduation. The classification of the degree shall be based only on the courses taken at this University.

(f) International Students

PUC offers admission to students from outside Ghana. The admission requirements and procedures for international students are the same or equivalent as outlined for the programmes above.

In addition, however, International Students shall

- a. Have to pass an interview and an English test administered by the University

whether here or a representative in the candidate's mother country;

- b. Provide a financial statement that clearly demonstrates ability to pay all expenses associated with study at the University, including tuition, accommodation, books, food, healthcare and other expenses;
- c. Pay tuition, hostel and all other fees in full and in advance for each academic year before registration;
- d. Submit passports and other travel documents for verification;
- e. Submit a police clearance from the home country;
- f. Cooperate with the International Students Office to register with the Local Ghana Police Service;
- g. Must have regularised the necessary immigration and visa documents required to study in Ghana.

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

29.1.3 Entry Requirements for Admission to ABE Courses

29.1.3.1 Entry to Certificate Level programme of study

a) Applicants to enter the Certificate level must have passed the SSCE or GCE 'O' Level or its equivalent in English and Mathematics. Applicants intending to pursue the degree course should have passed in four other subjects at the SSCE or its equivalent.

b) Entrants through the Mature route should be at least twenty-five (25) years of age and should have at least two years work experience. They must have passed the SSCE/GCE 'O' level or its equivalent in English and Mathematics. In addition, they should pass an Entrance Examination administered by the University.

29.1.3.2 Entry to Diploma I

Applicants must be eighteen (18) years and above.

a) Applicants must have passed the ABE Certificate level examination.

b) Alternatively, applicants must have passes at GCE 'O' Level /GBCE/RSAIL/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.



29.1.3.3 Entry to Diploma II Programme

Entrants must have passed Diploma I of the ABE.

29.1.3.4 Entry to Advanced Diploma Programme

This is equivalent to a University third year course. 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:

First degree, BTEC, HND or ABE Diploma II, 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.



29.1.4 Admission Requirement to the Nursing Programme

The following categories of applicants will be considered for admission to the B.Sc. Nursing Programme;

(a) Holders of SSCE/WASSCE with aggregate score of twenty-four (24) or better. Candidates shall have credits in core English, Core Mathematics and Integrated Science, and credits in three Electives from

- Science
- Agricultural Science
- Food and Nutrition
- General Arts

These categories of students will enter at level 100.

(b) General Certificate of Education (G.C.E): Passes at credit levels in five (5) subjects including English Language, Mathematics and General Science or Agricultural Science or Health at the O' level and three (3) passes at the A' Level one of which should be grade D or better. A pass in General Paper should be obtained but should not be counted as one of the three passes. In exceptional cases, an applicant with two (2) 'A' Level passes whose grades are not lower than C may be admitted.

© Other Qualifications:

These include the Geneva International Baccalaureate (IB), the Cambridge IGCSE, the Kenyan KCSE, the UK GCSE, and the American Grades 12 and 13.

(d) Mature Applicants

Three categories of mature applicants would be considered:

- Nurses who are not State Registered Nurses (SRN) would be considered for admission at level 100.
- State Registered Nurses would be admitted at level 200

- Two categories of Diploma holders would be considered for admission, namely:
 - (i) Holders of Post-basic Diploma in Nursing Education/ Administration from a recognised University, who have a minimum of B+ average will be admitted at level 300;
 - (ii) Pre-service Diploma – Holders of a Diploma in Nursing (RGN) with a minimum CGPA of 3.25 from an accredited institution of Nursing, with a pass in licensure examination conducted by the Nurses and Midwives' Council of Ghana, and other recognised nursing bodies, will be admitted at level 200.

(e) Transfer Students

The University will admit students who are already enrolled in Nursing in other recognised Universities, both local and foreign. A student transferring from another University shall study within the University for a minimum of 4 semesters as a full-time student in the Pentecost University College, before he/she shall become eligible for graduation.

29.2 Enquires:

The Assistant Registrar
 (Academic Affairs Section)
 Pentecost University College
 P.O. Box KN 1739
 Kaneshie, Accra, Ghana
 E-mail: info@pentvars.edu.gh
 Tel: 0302- 417 057/8

29.3 Application Procedure

Candidates wishing to be admitted shall first apply to the University. Application forms may be downloaded from the University College's website at www.penvars.edu.gh. They may also be purchased from the accounts office, PUC, Sowutoum and at the following designated centres.

- EMS Counters at all regional post offices
- FEDEX offices in all Regions in Ghana.

Completed application forms should be returned to the Academic Registrar. Applicants who satisfy the admission requirements may be considered. Admissions are decided upon by the Joint Admissions Board. Applicants may check on their admission status from the College notice board or the news print.

29.4 Deferral of Admission

A fresh student who has been admitted to the University 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 two weeks of admission, and pay the appropriate deferment fees.

29.5 University Required Courses

All students have to register and pass the following courses before they can graduate: Communication skills, Introduction to Computing, French, PentStuds and Character and Leadership Development,

29.6 Academic Session

Academic Year - August - April

The academic session shall comprise two (2) semesters as follows:

First Semester - August – December

Second Semester - January – April/May

29.6.1 Structure of Semester

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

13 weeks of teaching

1 week of revision

2 weeks of examination



29.6.2 Duration of Study Programmes

The following shall be the minimum and maximum periods for completion of the following programmes:

29.6.3 Full-Time:

Certificate	2 Semesters (min.) or 4 Semesters (max.)
Diploma in Nursing	4 Semesters (min.) or 6 Semesters (max.)

Bachelor of Theology	6 Semesters (min.) or 8 Semesters (max.)
BSc Nursing/BA Nursing	10 Semesters (min.) or 12 Semesters (max.)
BSc Information Technology	8 Semesters (min.) or 10 Semesters (max.)
BSc Business Administration	8 Semesters (min.) or 10 Semesters (max.)

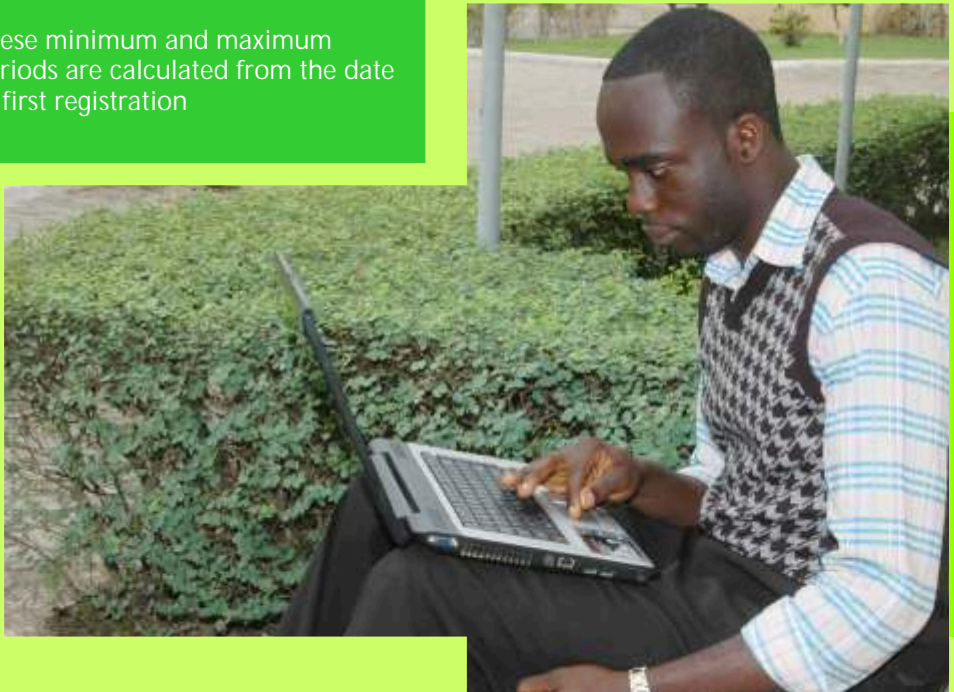
These minimum and maximum periods are calculated from the date of first registration.

29.6.4 Part-Time: (All Programmes)

Certificate	4 Semesters (min.) or 6 Semesters (max.)
Diploma	6 Semesters (min.) or 8 Semesters (max.)
Bachelor of Theology	8 Semesters (min.) or 10 Semesters (max.)
BSc Nursing	8 Semesters (min.) or 10 Semesters (max.)

BSc Information Technology	10 Semesters (min.) or 12 Semesters (max.)
BSc Business Administration	10 Semesters (min.) or 12 Semesters (max.)

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



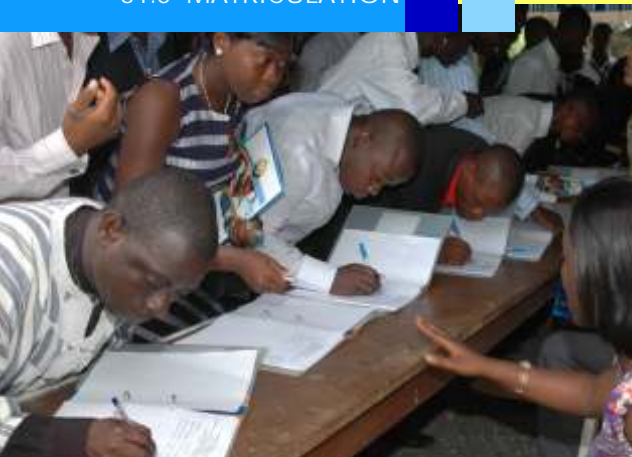
30.0 ORIENTATION FOR NEW STUDENTS

All fresh students are required to attend a programme of orientation organised in the week preceding lectures. The purpose of the orientation programme is to introduce the students to the facilities, resources, rules and regulations, and the rights and responsibilities of each member of the University community.



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

31.0 MATRICULATION



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



32.0 PAYMENT OF FEES

32.1 Payment of Fees by New Students

All fresh students shall pay a minimum of 50% of all fees before registration, a minimum of 75% before the Mid-Semester examinations and 100% before the commencement of 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 Standard Chartered Bank or the University's approved bank and deposit slips collected for submission at the Accounts Office of the College for official receipt. "Pentecost University College" receipts for fees paid shall be inspected occasionally by officers of the College. Tuition fees do not include residence costs.

32.2 Payment of Fees by Continuing Students

32.2.1 Tuition fees are payable in advance.

This means, fees must be paid in full at the beginning of the semester for which they are due, and within fourteen (14) days after the account is rendered. Payment must be made in cedis or with an International Money Order. However, arrangements may be made with the University for payment of tuition fees in installments in accordance with the approved scheme. All foreign students are to obtain a chit from the Registrar before paying their fees to the Accountant.

32.2.2 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.

32.2.3 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.

32.2.4 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 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 Registrar's office, and be approved before withdrawal is made official;

33.0 MAIN REGISTRATION AND COURSE REGISTRATION

33.1 Registration

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

- 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.
- No student shall be permitted to register by proxy.
- Students shall be allowed to register on-line when available.

33.2 Procedure for Registration

It is expected that before a student is registered, he/she might have paid at least 50% of the full semester's fee. All students of the University College are expected to follow the procedure listed below, to be able to register for a Semester:

- Make payment of fees at the University College's approved bank;
- Obtain a copy of the pay-in slip or receipt indicating payment from the bank;
- Present the pay-in slip or receipt at the University College's Finance Section to obtain official receipt of the University College;
- Report to the Academic Section to take your photograph and proceed to your department to complete registration formalities for automatic electronic registration.

Note:

The University will in future introduce on-line registration and students will be notified accordingly.

- Be sure to collect a document that indicates that you are duly registered, before leaving the particular department.

33.3 Course Registration

Once a student is registered, his/her approved course for the Semester is automatically registered against his name. This will be shown on the official registration document he/she gets from his/her department upon registration. It is the responsibility of the student to ensure that he/she has been registered for the right course (for which he or she was admitted).



33.4 Late Registration and Deadlines

Normal registration is to be done at the date stipulated on the academic calendar (at the beginning of the Semester). There is, however, a window of time for late registration. Such deadlines are also indicated on the academic calendar. Any registration after the normal registration period shall attract the approved late registration fees of the University. Students are to note that no registration is allowed after the late registration deadline.

34.0 MINIMUM AND MAXIMUM COURSE LOADS PER SEMESTER

34.1 Full-Time Study

A full-time student shall be required to carry a minimum workload of eighteen (18) credits per Semester and a maximum of twenty-four (24). 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.

34.2 Part-Time Study

A student may, on application to the Dean of Faculty, be allowed to study for the Certificate/ Diploma/ Degree/ Degree on part-time basis. A part-time student shall be required to carry a workload below the minimum prescribed for full-time student and shall also be required to complete the Certificate/Diploma/Degree programme within the periods specified in paragraph 27.6.4



35.0 CHANGE OF PROGRAMME

To change a programme, a student is required to apply to the Registrar, and fill and submit a change of programme/status form at the Academic Registry. The completed form must be approved by the various Heads of Department. It should be noted that without this confirmation, the change will not be effective in the records of the Registry. The student can join the new programme only after confirmation from the Registrar. Change of programme will not be accepted after six weeks into the Semester.

35.0 PRE-REQUISITE COURSES

Certain courses are pre-requisite for some other courses, in that they form the foundation for the post-requisite courses. Students are to note that they will not be registered for courses whose pre-requisites have not been completed. Also, apart from General course pre-requisites for graduation, various departments have pre-requisite courses for their students before they qualify for graduation.

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

A student may apply for an academic leave of absence to interrupt or defer his/her study for a period not exceeding four Semesters. The student should note that the maximum period for completion of his/her programme shall not be extended. It is expected that students with the intention of interrupting their programmes first discuss this with their Academic Advisor and Dean, or the College Counsellor before taking the decision.

A student who wishes to interrupt his/her study should apply to the Registrar and pay the appropriate deferral fee and submit the receipt to the Academic Registry for a form, which must be completed and returned. It should be noted that the student can only proceed to interrupt his/her programme after response to that effect has come from the Registrar.

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

Any student who interrupts his/her study for more than four Semesters ceases to be a student of the University College. He/she may however re-apply for admission later. 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.

38.0 ABANDONMENT OF PROGRAMME

A student who is not able to complete the course without deferment, transfer, medical reason, and any other notification to the University College for a period of two (2) years shall not be allowed to continue or graduate.



39.0 EVALUATION

39.1 Class Attendance and Participation

Class attendance and participation is compulsory for all students. Class attendance and participation constitute ten (10) percent of the overall assessment. 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 course.

39.2 Continuous Assessment

Students shall be assessed on continuous basis. The continuous assessment shall constitute thirty (30) percent of the overall assessment. It shall include class assignments, quizzes, mid-semester exams, attendance and participation. Failure to have marks for continuous assessment will earn student incomplete results.

39.3 Main Examinations

All examinations are compulsory for all students. Students are to observe all examination rules and regulations.



40.0 EXAMINATION HALL REGULATIONS

Students are hereby charged to read and strictly observe the following examination regulations.

40.1 Candidates are prohibited from using mobile phones in all examination hall(s).

40.2 Digital diaries, handbags, caps, books, notes and any other form of written material are NOT allowed in the examination hall(s).

40.3 The examination will take place in lecture rooms/halls indicated on the timetable.

40.4 It shall be the duty of candidates to consult the timetable to find out the papers to be written each day and to be at the appointed place at least thirty (30) minutes before the examination.

40.5 Candidates are requested to ensure that they find out in advance the venue (room) for the examination and of sitting position (desks).

i. 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.

ii. Students are expected to show their student identity cards. Ensure that you have one. No one will be allowed into the exam room without an identity card.

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

- a. he/she reports for the examination more than 30 minutes after it has begun;
- b. he/she has not followed the approved course as a regular candidate over the required period;
- c. he/she owes fees to the University/Hall of residence;
- d. he/she is under suspension or has been rusticated from the University.

40.7 Candidates may not be allowed to go out of the examination room/hall within the first thirty (30) minutes. Candidates are advised to visit the washroom before they enter the examination room/hall.

40.8 Borrowing tools and instruments such as rulers, pens, calculators, geometrical sets, 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.). Please purchase all the material that you will need for the exam.

Sharing of such materials between students in the examination room will NOT be allowed as it creates distractions and unnecessary movements.

40.9 It is also Candidate's responsibility to ensure that he/she is given the right question paper and other material(s) required for the examination.

40.10 A candidate shall not bring to the examination centre or to the washroom of the examination centre any book, paper, written information or other unauthorised material. 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.

40.11 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 room.

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

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

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

40.15 Candidates should read carefully instructions on both the answer booklets and question papers before attempting any question.

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

40.17 Candidates may leave the examination room temporarily, but only with the express permission of the invigilator. In such cases, the invigilator will be required to certify that the candidate does not carry on his/her body any unauthorised material. A candidate who is allowed to leave the examination room temporarily will be accompanied by an attendant designated by the invigilator.

40.18 Any candidate who fails to attend any or part of an examination, except on medical grounds, shall be deemed to have failed that examination. The following shall not be accepted as reasons for being absent from any paper during a University examination:

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

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

40.20 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.

40.21 At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the hall.

40.22 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.

40.23 Candidates are to ensure that they sign in and out during examination.

41.0 ACADEMIC OFFENCES

41.1 Examination Malpractices

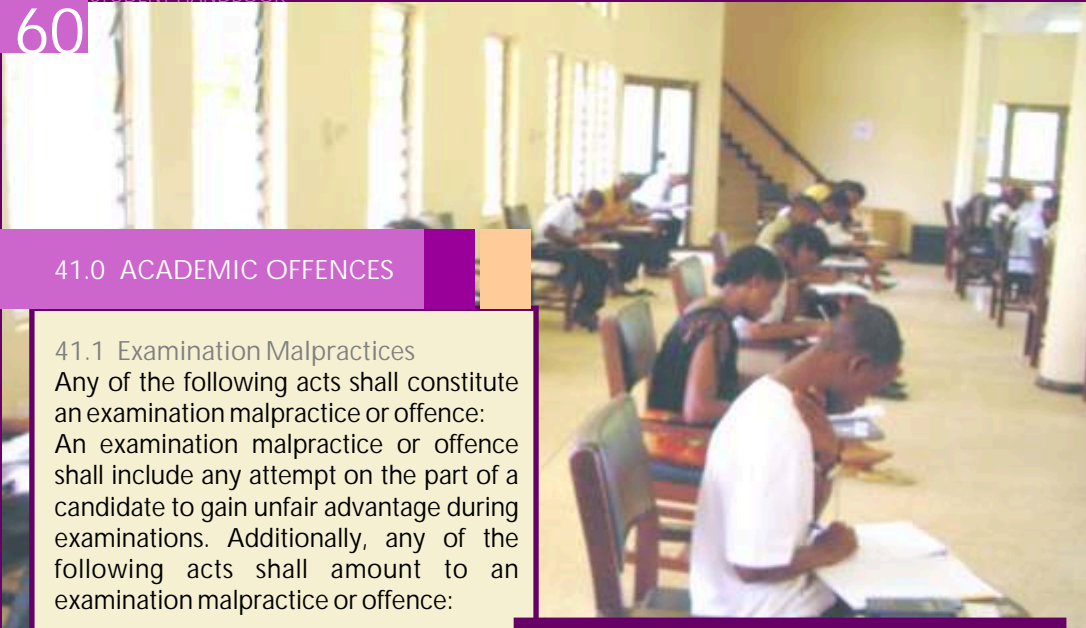
Any of the following acts shall constitute an examination malpractice or offence:

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:

- i. Physical possession of unauthorised materials such as mobile phones, bags hats, caps, books, papers, likely to be used in the examinations;
- ii. Copying from prepared notes or from another or other candidate (s);
- iii. Candidate found with notes on his/her person;
- iv. 'Giraffing' or looking over one's shoulders in order to cheat;
- v. Talking to other candidate(s);
- vi. Tampering with answer booklets in an attempt to cheat;
- vii. Impersonation;
- viii. Disturbing or distracting other candidates during an examination (e.g. whispering, use of mobile phones, etc.);
- ix. Writing after the invigilator has instructed candidates to 'stop work'.
- x. Exchanging question papers;
- xi. Placing script(s) or booklet(s) at a vantage point to enable a friend to cheat;
- xii. Challenging or struggling with invigilator(s) in the examination hall over alleged examination offence;
- xiii. Destroying materials suspected to assist in establishing cases of examination malpractice;
- xiv. Unauthorised borrowing of rulers, calculators, erasers, etc;
- xv. Failing to write registration number or defacing answer booklet in order to hide registration number.

41.2 Procedures for Examination Malpractice or Offence

a. Examination offences shall be understood to include any attempt on the part of a candidate to gain unfair advantage, and any breach of the examination regulations and instructions to candidates, including refusal on the part of a candidate to occupy an assigned place in an examination room. This also encompasses any form of communication with another candidate, possession of a book, paper or written information of any kind, except as required by the rules of a particular examination, smoking, leaving an examination room without permission of the invigilator, or refusal to follow instructions.



41.3 Sanctions for Examination Malpractices

41.3.1 Offences that Attract Dismissal

41.3.1.1 Impersonation

i. Where a student is caught impersonating another student (i.e. the candidate), the impersonator and the candidate being impersonated shall be dismissed;

ii. Where the impersonator is not a student, he/she would be handed over to the police for prosecution. The student being impersonated shall be dismissed.

41.3.1.2 Assaulting Invigilators, Supervisors or Taskforce

A student who challenges or assaults a supervisor or invigilator or a taskforce member in the lawful performance of his/her duties inside or outside the examination hall or in any way disturbs the conduct of the examination shall be dismissed.

41.3.1.3 Repeated Offence

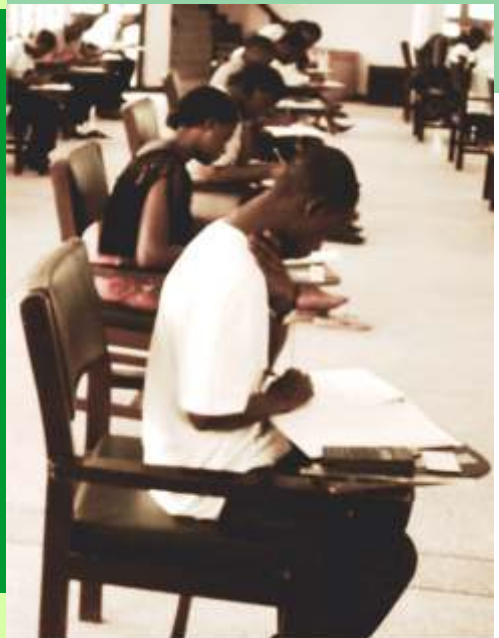
A student who is found to have repeated an offence of examination malpractice shall be dismissed.

41.3.2 Offences that Attract Suspension for Two Semesters

- Bringing into the examination hall any unauthorized notes, textbooks, prepared materials, or any foreign materials.
- Destroying materials suspected to help in establishing cases of examination malpractice.
- Copying from prepared notes or from another candidate.
- Exchanging question papers.
- Substituting worked scripts during or after the examination.
- Seeking or receiving help from other candidate(s).

41.3.3 Cancellation of Paper Offence(s) that fall within any of the following categories shall lead to the cancellation of the particular examination paper.

- After verbal warnings from the invigilator, if the offence of unauthorised borrowing of rulers, calculators, erasers, et cetera, is repeated, the student's paper shall be cancelled.
- Defacing answer booklets to hide registration number.
- Placing scripts at a point where another student can copy.
- Where leakages are established for any particular examination paper (s).
- 'Giraffing' or looking over one's shoulders in order to cheat, and communicating in the exams hall will upon the testimony of at least two invigilators, lead to the cancellation of scripts.
- Tampering with answer booklets in an attempt to cheat.
- Unnecessary disturbance, e.g. whispering or distracting other candidates while examination is in progress.



- Starting to write before commencement of work 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 examinations hall are involved in collusion or other forms of examination malpractice, this shall be regarded as mass cheating. Where there are established cases of mass cheating, the particular examination paper shall be cancelled.
- Any student found with his or her mobile phone on in the course of an examination shall have his or her examination paper cancelled.
- Any of the offences listed under Part D, paragraph 38.1 and 38.2 and 2.0, shall also attract cancellation of the examination paper in question.
- Bribing or attempting to bribe lecturers for exams, good marks, or changes in marks or attempting to threaten instructors 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.



42.0 PLAGIARISM

42.1 Plagiarism is presenting material copied from published literature (books, papers, newspapers etc. without acknowledging the source of information. Using another's ideas, words or work as one's own shall be considered a violation of the College's policy on plagiarism. Lecturers and 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

42.2. Fabrication: Any falsification or invention of data citation or other authority in an academic exercise.

42.2.1 Unauthorised Collaboration: Collaboration in any academic exercise unless the faculty member has stated that such collaboration is permitted.

42.2.2. Theft of Resource Materials: any unauthorised use of resource materials such as course materials, library materials, computer software and media equipment.

42.2.3 Previously Submitted Work: Presenting work prepared for and submitted to another course.

42.2.4 Unauthorised Access: Any unauthorised access to any person's files or computer account.

42.2.5 Unauthorised Research: Failure to obtain approval of the Institutional Review Board for research involving human subjects.

42.2.6 Alteration or Misuse of University documents: Any alteration or misuse of University documents, including acts of forgery and/or furnishing false information.

43.0 DISRUPTION OF ACADEMIC ACTIVITY:

Disruptive behaviour, willful disobedience, profanity or vulgarity, or the abuse of University personnel.



44.0 NEW CASES

As new cases arise which are not covered by the above regulations, the Disciplinary Board shall, as much as possible use its own discretion.

45.0 DISCIPLINARY PROCEDURE & SANCTIONS FOR ACADEMIC OFFENCES

45.1 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 Vice Rector, Deans of Faculty, Dean of Students, and the Heads of Department.

45.2 If a student violates any University's Academic regulation(s) he/she shall be reported to the Dean of Students for the appropriate action to be taken.

45.3 Any student who does not observe the rules and regulations, or who commits any act that brings discredit upon the University College, or refuses to perform his/her duties, may be punished by a warning, reprimand, or rustication for a limited period, or outright dismissal from the University College.



45.3.1 Certain sanctions involve either temporary or permanent removal from the University. Such sanctions shall be determined by the Disciplinary Committee of the University.

Students who are aggrieved by any disciplinary sanctions may appeal to the Rector for a review. The Rector may set up a Disciplinary Review Committee that will make the final recommendations on the sanctions imposed by the Committee



46.0 DEFERMENT OF EXAMINATIONS

46.1 On Grounds of Ill-Health:

A student who has satisfied all the requirements as prescribed in Part D, paragraph 39.0, but is unable to take the main (end-of-Semester) examination on grounds of ill-health, shall, on application to the Registrar and on provision of a Medical Certificate issued by an accredited health institution, be allowed to defer the Semester examinations, and shall be allowed to take the examination at the next offering. Subsequent applications for deferment on grounds of ill-health shall be subject to a Medical Certificate issued by a Senior Medical Officer of an accredited health institution.

46.2 On Grounds other than Ill-Health:

In cases of deferment on grounds other than ill-health, the appropriate Dean shall invite the applicant for an interview and advise the University accordingly. It shall be the student's responsibility to convince the University beyond reasonable doubt that he/she wishes to defer the examinations.

46.3 In all cases of deferment of examinations, the applicant(s) shall obtain a written response from the Registrar before leaving the University.

47.0 SPECIAL EXAMINATIONS

47.1 Re-sit examinations

A student would be required to re-sit for referred and failed examination(s) within eight weeks or on a future occasion following publication of results. 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' 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.

47.2 Supplementary Examinations

A student who is prevented by illness or other emergencies from attending the examinations, and presents a certified health report to the effect to the Board of Examiners may be allowed to write a supplementary examination during the next scheduled examinations. A student who claims to be ill but is unable to produce a certified health report will earn an F in the course.

48.0 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 shall be made available to the student by the Registrar.

49.0 RE-MARKING

49.1 The aggrieved candidate(s) is/are required to formally apply for re-marking by submitting an application to the Registrar not later than twenty-one (21) days after the release of the said results and paying a fee that is not less than three times the normal examination fee. The script of the applicant is then given to another lecturer in the same department for re-marking. The Examination Board may authorise the Registrar to amend the results as released in the light of the review.

49.2 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.

49.2.1 No action shall be taken on an application which is submitted outside the time stipulated. Review shall not proceed unless the Review Fee is also fully paid.

49.3 Below is the procedure for re-marking and grade appeals:

- i. The student writes a petition to the Registrar;
- ii. The student pays the re-mark fee;
- iii. The Registrar summons 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 examinations and returns it to the Registrar for onward transmission to the Head of Department and the student;
- 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.

49.4 The Examination Board may authorise the Registrar to amend the results as released in the light of the review.

49.5 If it emerges that a complaint for review is frivolous or ill-motivated, the Examination Board may prescribe further sanctions which may include barring the complainant from University examination for a stated period or an indefinite period.

50.0 Board of Examiners

The Department and Faculty Examiners Board is responsible for all examinations in the University College. This Board is chaired by a person other than an Examination Officer and shall report to the Academic Board. Other members of the Board shall be Faculty and Department Examination Officers.

51.0 GRADING

51.1 Grading System

Performance in a course shall be graded as follows:

GRADE	MARK (%)	DESCRIPTION	GRADE POINT
A	80 - 100	Excellent	4.00
B	70 - 79	Very Good	3.00
C	60 - 69	Good	2.50
D+	50 - 59	Average	2.00
D	45 - 49	Pass	1.50
D-	40 - 44	Concessionary	1.00
F	0 - 39	Fail	0
X	-	Absent	0
Z	-	Disqualification	0
I	-	Incomplete	0
Y	-	Continuing	0

- GPA & Cumulative GPA (Grade Point Average and Cumulative Grade Point Average)

- FGPA (Final Grade Point Average)

51.2 Classification of Degrees

All end-of-Semester examination results from Level 200, except University and Faculty 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 at Levels 200, 300 and 400 shall be weighted in the proportions.

In the determination of the FGPA, a weighted average of all repeat courses shall be used, as for instance, a 3-credit course with a 'D' 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.

First Class	FGPA of 3.75 or better
Second Class (Upper)	FGPA of 3.50 - 3.749
Second Class (Lower)	FGPA of 3.00 - 3.499
Third Class	FGPA of 2.25 - 2.999
Pass	FGPA of 1.50 - 2.249
Fail	FGPA of below 1.50

The full scheme of classification shall read as follows:

University and Faculty required courses shall continue to remain ancillary subjects and a pass in every subject shall be required by all undergraduate degree students for the award of a Bachelor's degree; marks obtained shall be entered on the student's transcript, but shall not count towards the classification of the degree.

51.3 Passing, Probation and Withdrawal

51.3.1 Level 100

- i) A Level 100 candidate shall be deemed to have satisfied the requirements for progression to Level 200, if he/she has obtained a CGPA of 1.50 or better overall in Level 100 examinations;
- ii) In addition to 4.16.1.i the candidate shall have satisfied Faculty/Departmental requirements for entry to courses at Level 200;
- iii) There shall be no probation at Level 100;
- iv) 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 withdraw from the University.

51.3.2 Level 200

I) **Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.50 or better and has passed a minimum of twenty-four (24) credits of required courses at the end of Level 200;

ii) **Probation:** Repeating failed courses and, where possible, making up the workload with the appropriate courses from the next Level. Accordingly, a student shall be put on probation if he/she has:

- (a) a CGPA of 1.50 or better and has passed between 18 and 24 credits at Level 200
- (b) a CGPA of less than 1.50 and has passed 24 credits or more

iii) A student who is put on probation shall forfeit his/her residential status. Such a student shall be made to re-sit his/her failed courses as a non-residential student.

51.3.3 Level 300

I) **Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.50 or better and has passed a minimum of 60 credits of required courses at the end of Level 300;

ii) **Probation:** Repeating failed courses and, where possible, making up the workload with the appropriate courses for the next level. A student at Level 300 who does not pass, as in (i) shall be put on probation if he/she has:

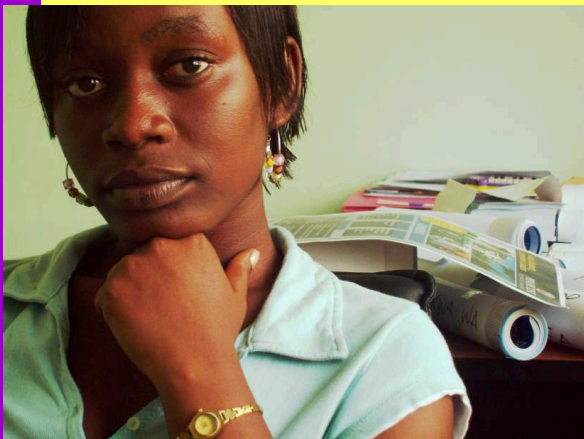
- (a) a CGPA of 1.50 or better and has passed between 48 and 60 credits at the end of Level 300
- (b) a CGPA of less than 1.50 and has passed 60 credits or more

iii) A student who is put on probation shall forfeit his/her residential status. Such a student shall be made to re-sit his/her failed courses as a non-residential student.

51.3 Withdrawal

I. A student who does not pass as prescribed for Levels 200 and 300 above and also does not meet the requirements for probation, as in Levels 200 and 300, shall be asked by the Registrar to withdraw from the University, or

ii. A student who, after a year's probation, does not pass as prescribed for Levels 200 and 300 above shall be asked by the Registrar to withdraw from the University.



52.0 GRADUATION

52.1 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 course of study and has satisfied the following conditions:

(I) University Requirements

- a. Pass all University required courses
- b. Discharge all obligations owed to the University

(ii) Faculty/Departmental Requirements

- a. Pass 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 course

(iii) Examination Requirements:

- a. Satisfactory performance in the appropriate University examination
- b. Should not have earned more than four Ds through out the period of the course

A candidate shall be deemed to have satisfied the Examination Requirements if

- He/she obtains grade A, B or C 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.

51.2 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 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 the case of Business Administration, and 120 credits in the case 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.



51.3 Graduation Ceremonies

Graduation ceremonies will be conducted during the second Semester vacation. The date shall be announced in the print media. Students who qualify to be graduated, and who wish to attend the graduation ceremony shall apply and pay the appropriate fee.

51.4 Presentation of Award

Following confirmation of an award of a diploma or degree, the candidate shall be entitled to be awarded a diploma or degree of the appropriate Bachelor's Degree under the seal of the University at a Congregation of the University assembled for that purpose or, failing that, to be sent the diploma or degree by registered post. The diploma or degree shall indicate the Principal Subject or Subjects offered and the class of degree awarded.

51.5 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 requirement shall be laid for approval before the Academic Board at its first meeting in the following academic year. 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.

51.6 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.

51.7 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 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 Notice Board and the candidate notified accordingly. Such cancellation and the reasons for it shall be entered on the candidate's transcript.



53.0 TRANSCRIPT AND ATTESTATION

53.1 Transcript of Academic Record

At the end of a student's programme, the 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 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.

