

STUDENTS' HANDBOOK



AUCDT
ASANSKA UNIVERSITY COLLEGE
OF DESIGN AND TECHNOLOGY

AsanSka University College
of Design and Technology

Students' Handbook Vol. 1

Issued in 2022 on the authority
of the AUCDT Academic Board
for the Governing Council

Visit our Website:

<https://aucdt.edu.gh>

FOLLOW US ON SOCIAL MEDIA



A brief history

AsanSka University College of Design and Technology is the brainchild of businessman and entrepreneur, Mr. Kwabena Asante-Asare, founder and CEO of AsanSka Minerlas Ltd., established in 2004 (which is in the business of gold products manufacturing and export of gold to the international market under the Ghana Free Zones Board) and founder of AsanSka Football Club established in 2021. As an astute businessman with rich experience in the gold and diamond business, the knowledge acquired and observations made about the gold business in other countries (South Africa, New York, Dubai, Switzerland, India) set him thinking about how to add value to Ghana's gold.

He also felt that, by creating an avenue to sustain employment in the jewellery industry, it may be possible to create a thriving gold market in Ghana. Such a market would be supported and sustained by highly-skilled artisans with the capacity to produce beautiful items of jewellery with enhanced or excellent finishes.

In 2006 AsanSka Jewellery Ltd opened its factory doors to students posted on attachment. All students were required to write and submit an attachment report. In spite of his busy schedule, Mr. Asante-Asare made time to read most of these reports written by the students. The contents of these reports led him to seek audience with some of the students and later with their supervisor. After these meetings, he came to the conclusion that:

- there was the need for an institution to train jewellery designers
- such an institution should be fully equipped to provide a complete working knowledge of current best practices in the jewellery industry.

It was after these meetings that he made the decision to set up a Jewellery Design College. To confirm the decision that he had taken, he called a good friend of his, Gigi Mazzocco, who owns one of the top jewellery manufacturing companies in South Africa who gave him a thumbs up, accompanied by invaluable words of encouragement.

When Mr. Asante-Asare felt fully convinced that the idea of setting up such an institution was a good one, he requested the company of his senior brother, Dr Emmanuel Amankwah Asante, then a Senior Research Scientist at the MRC Prion Unit at University College London in the UK, who both paid a visit to Professor Jack Cunningham (now retired) of the Birmingham City University School of Jewellery in the UK. Professor Cunningham recommended that a second course be added to jewellery design.

Upon his return to Ghana, Mr Asante-Asare, through two graduate students, came into contact with the late Mr Emmanuel Ansah, an Industrial Designer and Small Craft Naval Architect trained in the US. On 27th August 2014, after hearing a presentation of ideas and his vision for a design school, Mr Ansah recommended that Product Design should be the second course offered by this new design college.



Mr. Kwabena Asante-Asare

FOUNDER OF AUCDT

The College concluded its affiliation pact with University of Education Winneba (UEW) on Tuesday 1st November, 2016 and received its accreditation from the National Accreditation Board on 1st December, 2016. On Friday 7th April 2017, to an impressive fanfare, AsanSka College of Design and Technology (ACDT), a new private tertiary institution in Accra, Ghana was inaugurated.

On 1st April, 2021, the Ghana Tertiary Education Commission granted a University College status to ACDT, and the College's name was subsequently changed to AsanSka University College of Design and Technology (AUCDT).

Vision Statement

The Vision of the University College is to become an internationally reputable centre for **Design Education and Research**.

Mission Statement

The mission of AsanSka University College of Design and Technology is to provide quality training in Arts, Design and Technology to its students as well as to conduct research and disseminate knowledge and contribute to policy formulation for national development.

Core Values

Our core values comprise diligence, accountability and honesty in everything we do, taking pride in one's work, and commitment to self-improvement, being innovative and contributing to nation building. These are the core principles that we aspire to instil in our students and staff alike.

Objectives of the University College

- To provide university and professional education through teaching, learning and research.
- To provide skills that will enhance creative and analytical thinking abilities.
- To acquire and disseminate knowledge and information.
- To institute relationship with relevant institutions and bodies that share the vision and mission.

Our Philosophy

Natural Resource

Graduates will be equipped with the technical know-how to add value to our natural resources.

Creativity, Innovation & Entrepreneurial Spirit

Graduates shall be grounded not only to be leaders in design innovation and creativity but also to develop an entrepreneurial spirit able to change the status quo.

Wisdom

Graduates of the College will be assured of success through the impartation of wisdom built on sustainable design thinking processes.

AUCDT LOGO



Designed by
Emmanuel Y. Ansah(Deceased)

The Logo of AUCDT is made up of four motifs which includes:



Sun rays

Sitting on-top is the sun ray which speaks about the bright new future for the College and the Country.



Gears

To the top-left is the gears or metallic wheel representing the workshop and laboratory based technology as the corner-stone for industrialisation.



**Diamond resting
on a Gold bar**

Our country Ghana has rich minerals and that is a heritage we pride ourselves in.



Gye Nyame

A West African symbol that recognises the supremacy of God over all beings.

The predominantly golden colour symbolises 'gold' as the precious metal Ghana is known for, and which is also the precious metal that is the source of funding for the University College. The brown represents the rich soil in Ghana from which the raw precious metals are mined. The leaf/green represents the lush green vegetation in most regions of Ghana which also contributes to the wealth of the nation. All the symbols are set in a circle resting on a ribbon with the motto "Design and build a nation".



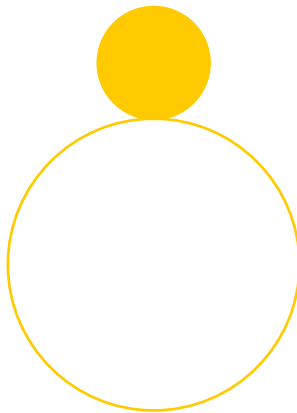
I am delighted to welcome all new students to AsanSka University College of Design and Technology (AUCDT). Congratulations on your excellent decision to choose AUCDT which is one of a kind in the country for your further education. Our founding principle is to train highly skilled technicians and artisans of the future at the highest educational level possible, so that all alumni will have better prospects of getting well-paid jobs through which they can contribute to nation building.

I encourage you all to make the most of your time at AUCDT, because your experience at this University College will be what you make it, and your opportunities will only be limited by the constraints you impose on yourselves. Therefore, avail yourselves of the excellent facilities we have at this University College such as the Library, state of the art workshops and well-focussed courses facilitated by our very experienced lecturers.

I hope that you will all have a marvellous time at AUCDT, and that your learning experiences will bring a positive change in your personal circumstances. Above all, enjoy yourselves and remember that while the dedicated academic and administrative staff of AUCDT are here to help you achieve your full potential, there is no substitute for hard work in the quest for success in life.

Prof. Emmanuel A. Asante

PRESIDENT - AUCDT



A good**beginning**
makes a **good** end

Table of Contents

Title of Brochure	i
A brief history of AUCDT	ii – iii
Vision, Mission & Objectives	iv
Philosophy	v
AUCDT Logo	vi
Welcome message from President	vii – viii
Table of Contents	ix – x
List of Tables	xi
Preamble	1
Definition of Terms	2–3
1.0 Admission Regulations	4
Entry Requirements	4–6
<i>Degree</i>	
<i>Diploma</i>	
<i>Certificate</i>	
How to Apply	6
Admissions	7
Medical Examination	7
Registration	7–9
Identity Cards	9
Change of Status	10
Electronic Records	10
Orientation of Students	11–12
Academic Calendar	13
Course work requirements	14–16
2.0 Teaching and Assessment	17
Teaching Methods	17
Class Attendance	18
Assessment	18
<i>Assessment of Student Performance</i>	18
<i>Continuous Assessment</i>	19
<i>Marks and Grade Point Equivalence</i>	20
<i>Grade levels and Descriptions</i>	20–21
Semester Progression	22–23
Long Essay/Project Work	24
Quality Assurance	25
3.0 Examinations	26
The Conduct of Examinations	26–28
Examinations Timetable	29
Procedure during Examinations	30

Absence from Examinations	31
Examination offences	32
Complaints and Appeals on Examinations	33
Examination offences and penalties	34-35
4.0 General Rules and Regulations	36
Channel of Communication	36-37
Non-Academic Matters	37
Academic Matters	38
Class meetings, games and competitions	38
Noisemaking	38
Drunkenness	38
Smoking	39
Damage to AUCDT Property	39
Keeping the environment clean	39
Rules, disciplines and sanctions	39
Sexual Harassment	40
Appeals	41
Publications	41
Communication with Government, Ministry & the Press	41
Demonstration, rallies, processions, either on or off-campus	42
Regulations for students on or off-campus	43
Excursions	43
Trading	44
Clubs and Organisations	44
Credit Unions	45
Arms and Ammunitions	45
Drugs	45
5.0 Grading System & Graduation	46
Computation of the GPA & CGPA	46-49
Graduation	50
Dress for Matriculation, Graduation & Congregation	52-53
6.0 Student Life and Services	54
Student Hostel	54
Medical Facility	55
Library (Ofosua Library)	55
Computer Laboratory	55
Internet Facilities	55
Sports and Recreation	56
Alumni Association	56
Student Counselling	56

List of Tables

Table 1: Academic calendar semester one major activities	13
Table 2: Academic calendar semester two major activities.....	13
Table 3: The alpha-numeric course code	15
Table 4: Programme Type and Credit Load	16
Table 5: Continuous Assessment	18
Table 6: Marks and Gradepoints equivalence	20
Table 7: Gradepoint notations and their descriptions	20
Table 8: Examination offences and penalties	34-35
Table 9: Grade Point Abbreviations and their descriptions	47
Table 10: Sample of academic results	47
Table 11: Grade Point and class descriptions	48
Table 12: Sample of semester results	48
Table 13: Sample of academic results showing	
computation of CGPA	49
Table 14: Time limits for programmes	50
Table 15: Class designations for Degree CGPA	51
Table 16: Class designations to Diploma CGPA	51

Preamble

This Handbook is designed to help students understand how AsanSka University College of Design and Technology (AUCDT) is organised, what role is expected of them, and how they can make the most of their stay in the University College.

The term 'junior member', otherwise referred to as 'student', shall apply to any person other than a senior member who is enrolled for the time being in AUCDT for an approved course of study and/or research.

Rules and Regulations affecting junior members shall be made by the Academic Board in accordance with the Statutes of the University College and promulgated by the Council.

In addition, each Department, the Students Representative Council (SRC) and service unit of the University College may issue its own rules governing the conduct of junior members within its domain so long as they are not inconsistent with the general rules made by the Academic Board. Such rules must be approved by the Academic Board.

Copies of all regulations shall be deposited with the President, Dean, Heads of Departments and brought to the attention of junior members.

These rules and regulations shall apply to and be binding on all junior members. Ignorance of the rules and regulations or any public notice shall not be accepted as an excuse for any breach of discipline.

Every student on enrolment shall be required to obtain a copy of such rules and regulations for the time being in force.

The officers of the University College who have a direct responsibility under the President for the discipline of junior members are the Registrar, Deans, Heads of Departments, and Academic Counsellors. It shall be an offence to disobey these officers in the discharge of their official duties.

All cases of breach of discipline will attract punishment which may involve a fine, suspension or dismissal. The President shall be the ultimate authority on all disciplinary matters.

AsanSka University College of Design and Technology is a pluralistic community of students, lecturers and administrators. It is therefore necessary that we live by a standard of proper conduct so that one member's freedom does not impinge adversely on another member's rights. It is hoped that students will maintain discipline and courtesy and refrain from actions likely to cause embarrassment to the University College and to one another

Definition of Terms

Programme

A programme is a curriculum package that consists of courses, activities, examinations and/or assessments and leads to the award of a specific degree, diploma or certificate.

Course

A course is an approved self-contained instructional package with a title, code number, stipulated contact hours and may or may not have a credit weighting.

Core (compulsory) Course

A core course is a course that a student is required to take and pass in order to graduate. A student who fails a compulsory course must repeat and pass the course in order to graduate.

Elective Course

An elective course is a course which is freely taken by the student within the context of the programme being pursued. The purpose of the elective is to give the student the opportunity to construct a personal curriculum to meet personal, career, or individual academic interest.

Semester

A semester divides the academic year into two equal halves. Semesters shall normally be of up to 16 weeks' duration and shall normally consist of 12-13 weeks of teaching and 2-3 weeks of examinations.

Credit Hour

Credit hour is a 60-minute lecture period per week of teaching within a semester or two/three hours of laboratory/practical work per week.

Grade Point (GP)

The points earned for each letter grade as stated in the grading system.

Credit Point (CP)

Credit point is the point assigned to each course. These points usually correspond to the number of credit hours the classes meet a week.

Grade Point Average (GPA)

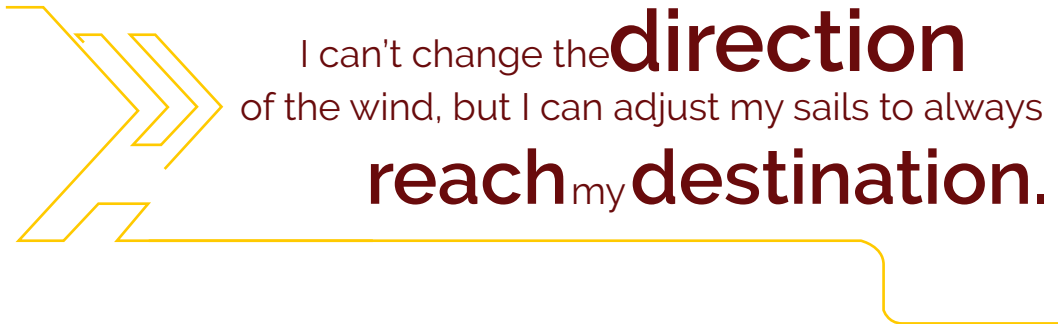
The Grade Point Average (GPA) is the sum of the product of the credit point and grade point for all courses registered in the semester divided by the sum of the credit points obtained for that semester.

Cummulative Grade Point Average (GPA)

The Cumulative Grade Point Average is the sum of the product of the credit point and grade point for courses registered for all semesters divided by the sum of the credit points for all semesters.

Final Grade Point Average (FGPA)

The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.





1 Admission Regulations

This policy serves as a framework for admissions in AsanSka University College of Design and Technology. You will find all rules and regulations which govern admissions and they apply to all categories of students who wish to apply for the accredited programmes in our institution.

1.1 Entry Requirements

Academic entry requirements vary from programme to programme and are advertised on the University College's website and in other media. The University College ensures that entry requirements conform to standards set by the Ghana Tertiary Education Commission (GTEC) and various regulatory and professional bodies. The University College's admission requirements are as follows:

1.1.1 DEGREE

Senior Secondary School Certificate Examinations (SSSCE), West African Senior School Certificate Examination (WASSCE) and General Business Certificate Examination (GBCE)

The general requirements for admission of WASSCE, SSSCE and GBCE candidates to first degree programmes are three (3) credit passes in three core subjects and three (3) credit passes in three relevant elective subjects.

A. West African Senior Secondary School Certificate Examination (WASSCE)

Credit Passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language, Mathematics and Integrated Science or Social Studies plus three (3) relevant elective subjects.

B. Senior Secondary School Certificate Examination (SSSCE)

Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language, Mathematics and Integrated Science or Social Studies plus three (3) relevant elective subjects.

C. GBCE Candidates

Credit Passes (A-D) in six (6) subjects comprising three core subjects including English Language, Mathematics, and Integrated Science or Social Studies plus three (3) relevant elective subjects

D. General Certificate of Education (GCE) Advanced Level Candidates

Passes in three (3) subjects (at least one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English language, Mathematics and a Science Subject (for Non-science students) and an Arts subject (for Science Students).

E. Higher National Diploma (HND) Candidates

Applicants must possess a minimum of Second (2nd) Class Lower Division in a relevant area of study from a recognised institution. Applicants who qualify will be admitted into the second or third year of the programme.

F. Mature Applicants

Mature Students entry avenues to tertiary education provide opportunities for people who could not do so in their earlier lives to further their education to the tertiary level after some years in the workplace. Applicants who do not possess the

requirements for direct entry are required to write the University College's Entrance examination. Such applicants must be at least 25 years old at the time of application and should show proof of their age with a birth certificate or any legitimate documentary proof of date of birth which must be at least five years old.

G. International Students

All international qualifications will be referred to the Ghana Tertiary Education Commission (GTEC) for determination of equivalences and eligibility for admission.

1.1.2 DIPLOMA

SSSCE Candidates: Passes (A–D) in five (5) subjects comprising three core subjects, English Language, Integrated Science and Mathematics, plus two relevant elective subjects.

2. For areas of specialization, three (3) of the Passes must be in relevant subjects.

WASSCE Candidates: Credit Passes (A1–C6) in five (5) subjects comprising three core subjects, English Language, Integrated Science and Mathematics, plus two elective subjects.

2. For areas of specialization, three (3) of the Passes must be in relevant subjects.

1.1.3 CERTIFICATE

Applicants must be able to read and write.

1.2 How to Apply

To become a part of the AUCDT community, one can use these processes:

- There are two application modes for our Degree, Diploma and Certificate options. Applicants can apply online or by picking the form at our office. Application forms are not for sale.
- To apply online, visit the University College's website: <https://aucdt.edu.gh>. Navigate to the Admissions page and select Apply Online.
- Complete the Form, upload all relevant attachments, and submit. Print a copy of your completed Application Form for reference purposes.

1.3 Admission

The following processes shall guide the recommendation for admissions:

1.3.1 Selection of Candidates

The final decision on the suitability of candidates for admission to any course rests with the Central Admissions Committee of the University College acting on behalf of the President.

1.3.2 Offer of Admission

Candidates offered admission shall be notified in writing by the Registrar.

1.3.3 Acceptance of Admission

The offer of admission shall be provisional, and individual candidates shall be required to:

- Accept the offer of admission by paying the prescribed fees, within the specified deadline.
- Comply with any other conditions that may be contained in the admission letter.

1.3.4 Non-Acceptance of Admission

Any provisional offer of admission not accepted as prescribed above shall be deemed to have lapsed.

1.3.5 False Declaration

Any candidate found to have made a false declaration in their application shall be withdrawn from the University College.

1.4 Medical Examination

The University College requires all students enrolling for the first time, to undergo a medical examination. A medical report is a prerequisite for registration.

1.5 Registration

All students are expected to register with the Registrar's office and their Departments upon arrival at AUCDT. The Registration Forms must be endorsed by the Head of Department and this must be completed before the commencement of lectures.

1.5.1 Registration by Fresh Students

- All fresh students shall pay the prescribed fees at the beginning of each academic semester to commence the registration process.
- A fresh student who fails to register within the first two weeks of reopening (1st semester) and first week of re-opening (2nd semester), but registers in the third and second week respectively will be charged a late registration fee to be determined by the Academic Board.

1.5.2 Registration by Continuing Students

Registration Deadline

- All students must renew their registration, including payment of prescribed full fees, if any, at the beginning of each semester until the completion of their undergraduate programme.
- The process of registration shall be exactly as prescribed in regulations 1.5. A continuing student who fails to register within the first two weeks of re-opening (1st semester) and first week of re-opening (2nd semester), but registers in the third and second week respectively will be charged a late registration fee to be determined by the Academic Board.

Lapsed Registration

1. An undergraduate student's registration is deemed to have lapsed if he/she fails to:
 - Renew his/her registration in any one semester as prescribed in regulation 1.5.2
 - Submit himself/herself for examination at the expiration of the maximum period approved for the programme; or
 - Complete the requirements for the award of the undergraduate degree, diploma or certificate within the approved period.
2. Lapsed registration may be reactivated by the Academic Board only if the candidate shows sufficient cause as to why his/her registration lapsed. The candidate shall present his/her case in the form of a written application channelled through the department to the Registrar for the Academic Board's consideration and approval.
3. In addition to any other conditions that may be prescribed by the Academic Board in granting the application for reactivation of registration, the candidate shall:

- Complete all registration formalities prescribed in 1.5.1 and 1.5.2 including payment of any outstanding fees;
 - Pay a fine twice the amount paid for late registration.
4. A registration that has lapsed for over two semesters shall not be reactivated.
 5. Students who fail to register by the approved dates will not receive any grades even if they attend classes.
 6. Every student shall check his/her results of the previous semester before registering
 7. No student shall be eligible to register for higher courses unless he/she has passed the pre-requisite for that course.

1.6 IDENTITY CARDS

1.6.1 Conditions for Holding an ID Card

- Identity Cards (ID) will be issued to all Junior Members admitted to programmes in the University College.
- Each student of AUCDT should endeavour to carry on him/her the Identity Card of the University College at all times.
- In case of deferment of programme, suspension, dismissal or withdrawal, the student concerned shall surrender his/her Identity Card to the Registrar.
- Students who return to continue with their programmes shall apply for a new Identity Card, to reflect the new expiry date, on payment of the appropriate fee.

1.6.2 Arrangements for Collection of ID card

- ID cards shall be made available at the various departments.
- Students shall be required to pick up their cards from their respective departments.
- Students shall be required to present some form of identification before they collect their cards.

1.7 CHANGE OF STATUS

1.7.1 Name

Upon admission to AsanSka University College of Design and Technology, the student shall maintain the name he/she came in with till completion of the programme. However, exception shall be given to females on marital grounds if the change of name is duly placed in the gazette.

1.7.2 Date of Birth

Upon admission to AsanSka University College of Design and Technology, the student shall maintain the date of birth he/she registered with till completion of the programme.

1.8 ELECTRONIC RECORDS

1.8.1 What is Electronic Records?

An electronic record is any information recorded by a computer that is produced or received in the initiation, conduct or completion of a University College activity. Examples in this context include:

- a. Admission records
 - b. Assessment and examination records,
 - c. Financial records
- Admission records mean any data that is captured electronically for Management decision making in the University College.
 - Assessment and Examination records are also defined as any data that is captured electronically by the Academic Departments and University College's Administration as a reflection of a student's performance in the University College.
 - Financial records are defined as any data that is captured electronically by the Finance Office as a student's financial obligation to the University College.

1.8.2 Tampering and Manipulation of Electronic Records

Tampering or manipulation of electronic records includes but is not limited to:

- A person knowingly making false claims or entry to any electronic record captured by the University College systems.
- A person personally or through a third party tampering with or hacking into any of the University College's systems to manipulate, conceal, remove or otherwise change any records or input on the system(s).
- Anyone who attempts to forge or prepare transcripts, certificates or any other official university document that is different from the real results on the University College's system(s).
- The mode of application may include bribing, coercing, or soliciting favours from various categories of people to effect these changes.
- Breach of this regulation shall attract outright dismissal from the University College.

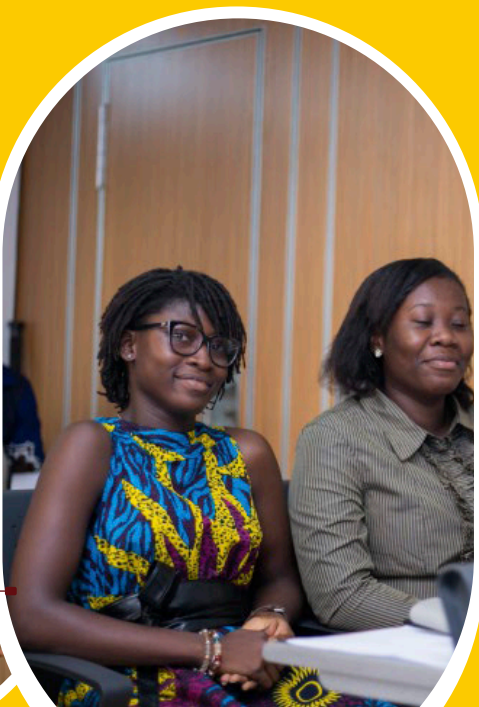
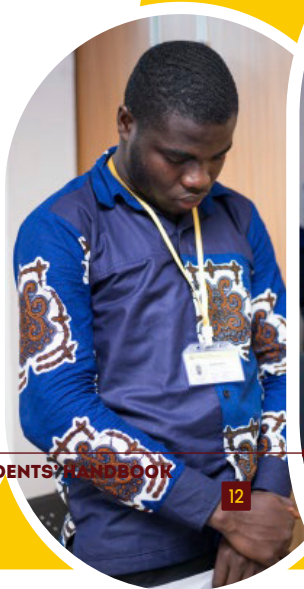
1.9 Orientation of Students

Orientation for new students takes place at the beginning of the academic year and all freshers are required to be present. The purpose of the orientation can be summarised as follows:

- To welcome the fresh students and help them adjust and adapt to University life.
- To explain the registration procedures.
- To expose them to facilities available in AUCDT to make University College education a rewarding experience.
- To inform them about the rules and regulations that govern the relationship between the students and SRC.
- To let students know their rights, privileges, obligations and responsibilities in relation to the University College's authorities and statutory bodies.

The orientation programme shall involve representatives of Departments who will explain programme, course combinations, and pre-requisites for progression from one semester to another.

Handout detailing all this information will be given to the students during the orientation.



1.10 Academic Calendar

The University College's Calendar consists of two semesters. The First Semester begins in January and ends in May. The Second Semester begins in June and ends in September.

Table 1: Academic calendar Semester One: Major Activities

No.	ACTIVITY
I.	Arrival of Freshers & Continuing Students
II.	Registration of both Freshers & Continuing Students
III.	Orientation of Freshers
IV.	Lectures Begin
V.	Matriculation
VI.	Mid-Semester Examinations
VII.	End of Semester Examinations
VIII.	Departure of Students

Table 2: The following shall constitute the major activities of the Second semester.

No.	ACTIVITY
I.	Departmental Examination Committee to Consider Results
II.	Academic Board Meeting to Consider Results
III.	Publication of Previous Semester Results Arrival of Students
IV.	Registration of Students
V.	Lectures Begin
VI.	Mid-Semester Examinations
VII.	End of Semester Examinations
VIII.	Departure of Students
IX.	Resit Examinations & Publication of Results
X.	Congregation or Graduation

1.11 Course work requirements

1.11.1 Programme and Course

- (a) A course may be defined as a unit of study within a discipline or programme. In each semester, students will study a number of courses in their chosen programmes which have been recommended by the Department and approved by the Academic Board.
- (b) A programme of undergraduate study consists of a number of courses that lead to the award of bachelor degree or diploma certificate.
- (c) A programme of undergraduate study shall be divided into courses, each of which shall be assigned an appropriate number of credit hours.
- (d) A programme of undergraduate study shall normally consist of compulsory, elective, pre-requisite and audited courses.
- A **compulsory course** is one which a student must take and pass. The mark scored in the course shall count towards graduation and a student cannot graduate without passing it.
 - An **elective course** is one, which a student can choose in order to make up the required additional units for the award of the degree or diploma. Marks scored in an appropriate number of elective courses shall count towards graduation.
 - A **pre-requisite course** is one whose knowledge is essential prior to taking another course and a student must take and pass this course before he/she can register for the specified course.
 - An **audited course** is one which a student may take but may not be examined on.

Adding, dropping and repeating a course can only be done after consultations with Registrar, HOD, Examinations Officer and the student's Academic Counsellor.

1.11.2 Credit Weighting and Course Coding

- (a) Each course in the University College is given a value (weight) on the basis of the number of contact hours (theory, practicals or field/studio work) as follows:
- One (1) hour lecture is equivalent to one (1) credit hour.
 - Two (2) to three (3) hours practicals are equivalent to one (1) credit hour.
 - Four (4) hours practicals or field/studio work are equivalent to two (2) credit hours.

- (b) A credit unit is defined as one lecture/seminar contact hour per week or three hours of laboratory/practical class per week through a semester, or an equivalent amount of other assigned study or practical experience, or any combination of these.
- (c) Each course shall have alpha-numeric subject code of four letters and three digits, and a course title. The subject code shall be recommended by Faculty for approval by the Academic Board.

The alpha-numeric Course Code

Table 3: The alpha-numeric course code

Course Code		Course Title	Credits
BJDT	112	Safety Workshop Practice	3
(a)	(b)	(c)	(d)

Alpha-numeric Course Code can be explained as follows:

- BJDT stands for the programme, BA Jewellery Design Technology.
- 1 stands for the level on the programme, i.e., Level 100.
- The 1 after Level stands for the semester in the academic year, i.e. semester one.
- 2 stands for serial number of courses prescribed in the course structure by the Faculty for that semester, i.e., 2nd course mounted for the programme.
- 3 credits in the last column refers to the total number of contact hours per week.

1.11.3 Minimum and Maximum loads for Semester

The minimum course load for a full-time student is 15 credit hours and maximum of 21 credit hours in a semester. However, the maximum and minimum credit hours peculiar to certain programmes shall be determined by Faculties.

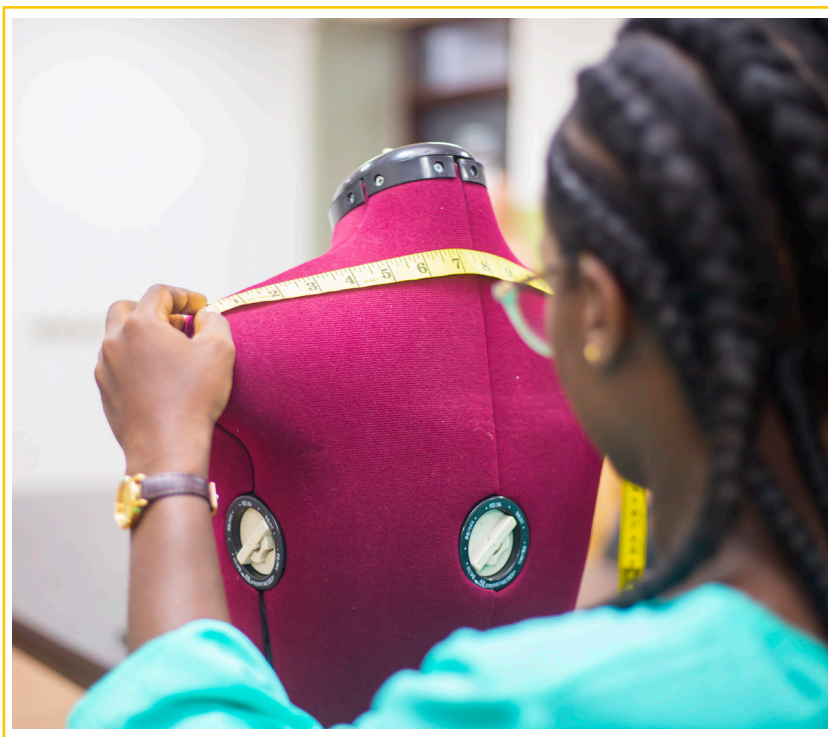
1.11.4 Total Credit load for Programme

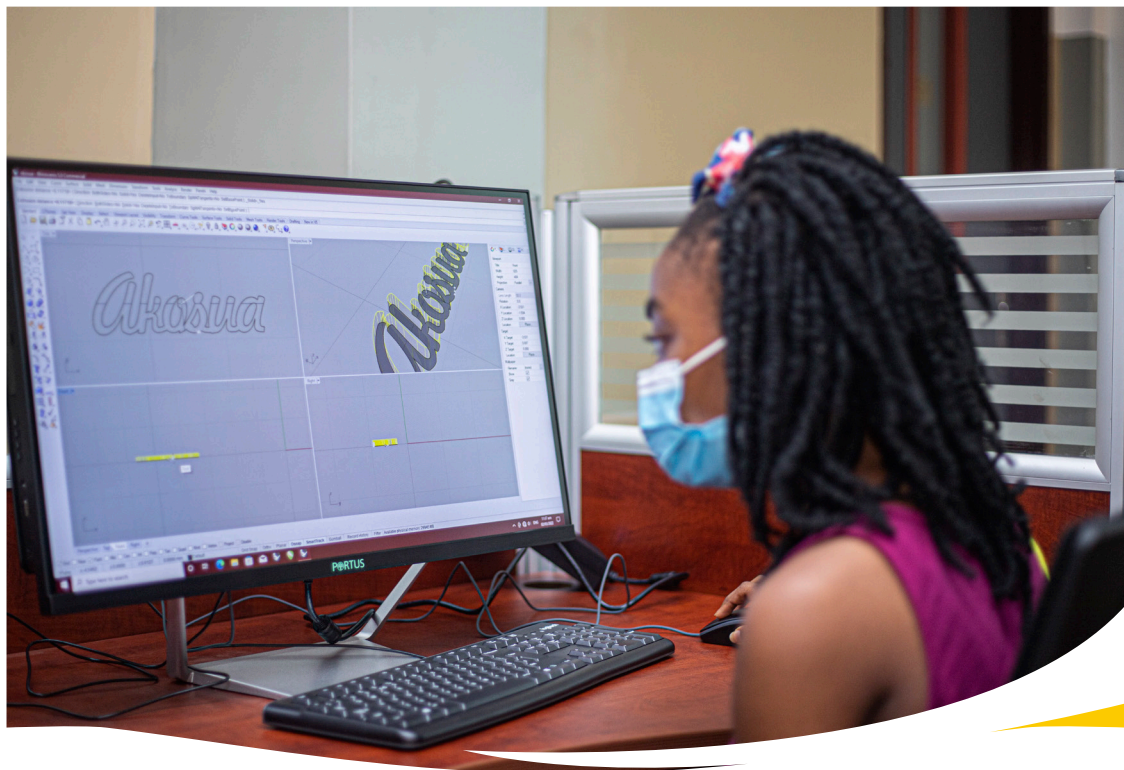
- The University College offers four-year undergraduate degree programmes as well as two-year diploma and one academic year certificate programmes.

- Students may be admitted directly into degree programmes in the second year (i.e., Level 200) or the third year (i.e., Level 300) depending on the candidate's qualification, assessment and recognition of their prior learning.
- The minimum and maximum credit hours required for graduation are as shown in Table 2

Table 4: Programme Type and Credit Load

No.	Programme Type	Total Credit Hour Range
1.	4 Year Degree (BA, BTech)	120-144
2.	2-Year Diploma	60-72





2. Teaching & Assessment

2.1 Teaching Methods

Teaching is a combination of lectures, seminars, group projects, guided literature review, laboratory work, fieldwork, studio work or practical classes, virtual computer modules and any other pedagogical methods of current best practice. Undergraduate students studying for diploma or degree would be required to undergo a prescribed professional attachment or internship during the course. Throughout the course, attention is given to the development of skills that students need in whatever career they may pursue after graduation.

2.2 Class Attendance

- The University College attaches great importance to adequate exposure of students to course content and the benefits of classroom interaction among lecturers and students. Accordingly, students are required to attend all lectures, tutorials, seminars, fieldwork and laboratory practical sessions and other prescribed activities for the course. Attendance book will be kept always by the lecturer.
- Lecturers shall print out names of all students who have registered for their courses online before lectures begin every semester. Such list shall be used to check class attendance.
- A student who absents himself/herself for a cumulative period up to ten (10) days shall be cautioned by the Head of Department.
- A student who absents himself/herself for a cumulative period of 21 days from lectures, tutorials, practical and other prescribed activities for any course in any semester shall be deemed to have withdrawn from the programme. Such a student shall not be permitted to write the end-of-semester examinations in the course.

2.3 Assessment

2.3.1 Assessment of Student Performance

- i. Assessment of a student's performance shall be by a combination of Continuous Assessment and End of Semester examinations. Continuous assessment shall make up 40% of the overall grade and the end-of-semester examination shall constitute 60%.

Table 5: Continuous Assessment

Mode	Weighting
Continuous Assessment	40%
End of Semester Assessment	60%
Total	100%

- ii. The minimum pass mark for a course shall be grade 50.
- iii. If the CGPA of a student is less than 1.0, he/she shall be completely withdrawn from the University College.

2.3.2 Continuous Assessment

- i. The following modes or combination of these may be used for a semester's continuous assessment:
 - Class Assignments
 - Quizzes
 - Written Tests
 - Practical Tests
 - Term Papers
 - Reports
- ii. The type of assessment depends on the course as well as the Lecturer taking it at any given time.
- iii. Continuous Assessment (CA) and End-of-Semester examinations serve different pedagogical needs. End- of-semester Examinations serve primarily to assess a student's understanding of the subject matter, whereas CA plays an additional formative role in educational terms. For this reason, unlike examination scripts which are not returned to students, CA is returned to students with comments and/or discussion if appropriate so that they may improve on their work

2.3.3 End-of-Semester Examinations

- i. The following modes or combination of these may be used for a semester's End-of-semester examination:
 - Written Papers
 - Written Tests
 - Practical Tests
 - Term Papers
 - Project Work
 - Reports
 - Take-Home Examinations
- ii. No undergraduate student shall be allowed to present himself/herself for any End-of-Semester examination (written or oral) unless he/she is cleared by the Finance Office.

2.3.4 Marks and Grade-Point Equivalence

An undergraduate student's performance in a course shall be graded using Grade Points as shown in Table 5.

Table 6: Marks and Grade-point equivalence

Mark	Grade	GP	Description
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Fair
55-59	D+	1.5	Barely Satisfactory
50-54	D	1.0	Weak Pass
0-49	E	0	Fail

2.3.5 Grade Labels and Descriptions

The pass grades are "A" to "D".

a. Failure Grade:

Failure mark is scoring 49 or below. A letter grade of "E" is awarded.

a. Non-completion of Course Work:

The following designations shall be used for types of non-completion of course work described below:

Table 7: Grade notations and their descriptions

Notation	Description
IC	<i>Incomplete</i>
W	<i>Drop after Deadline</i>
UD	<i>Unofficial Drop</i>
X	<i>Disqualification</i>
Y	<i>Work Still in Progress</i>
Z	<i>Examination Malpractice</i>

- An “IC” grade (Incomplete) shall be awarded to a student who is unable to complete a course for reasons of ill-health justified by the Faculty/Department as satisfactory. A student may receive a grade of Incomplete (“IC”) only if the course work remaining to be done by the end of the semester is small and the lecturer approves an extension for completing the unfinished work. The lecturer must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is assigned. The designation “IC” remains a permanent part of the academic record. When course work is completed to the satisfaction of the lecturer, a new grade will replace the “IC”.
- A “W” grade (Drop) shall be awarded to a student who drops a course he/she registered for within the stipulated schedule (i.e. by the third week in a full semester).
- A “UD” grade (Unofficial Drop) shall be awarded to a student who registers for a course and either never attends or stops attending – but does not officially drop the course. A designation of “UD” is equivalent to a grade of “E” (Fail).
- An “X” grade (Disqualification) shall be awarded to a student who is unable to complete a course for reasons of ill-health or reasons other than ill-health and justified by the Faculty/Department as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- A “Y” grade (Work Still in Progress) shall be awarded to a student who is unable to complete a course designed with multi-term sequence, i.e., going beyond one semester. The lecturer may report a “Y” grade at the end of the first semester to indicate that the work is still in progress. When a final grade is reported, the grade will be posted for both terms and the “Y” notation will be removed.
- A “Z” grade (Examination Malpractice or Offence) shall be awarded to a student whenever it is established that the student had attempted to gain an unfair advantage in an examination, be it in an end of semester examination or continuous assessment or any other category of assessment. Such a student shall be debarred from taking any of the University College’s examinations for a stated period, or indefinitely, or may be expelled from the University College altogether.
- A “Z” grade may be awarded only by the Faculty for subsequent consideration and approval by the Academic Board.

2.4 Semester Progression

2.4.1 Progression from Level 100 to Level 200

- i. To progress to Level 200, student must have attained a minimum CGPA of 1.0
- ii. Any Level 100 student who fails up to three (3) courses at the end of the semester shall re-sit the failed courses at the beginning of the second semester.
- iii. Any Level 100 student who fails in more than three (3) courses at the end of the first semester exams shall be completely withdrawn from the University College and such student shall have the opportunity to re-apply for admission.
- iv. Any Level 100 student who fails in three (3) courses at the end of the academic year shall be given the opportunity to re-sit before the commencement of the next academic year.
- iv. Any Level 100 student who re-sits failed course(s) and subsequently fails, again, in more than two (2) of the re-sit courses, shall be withdrawn from the University College

2.4.2 Progression from Level 200 to Level 400

- i. To progress from Level 200 to 300 and from Level 300 to Level 400, a Level 200/300 student must have attained a minimum CGPA of 1.0.
- ii. Any student who fails up to three (3) courses at the end of first semester exams shall be given the opportunity to re-sit.
- iii. A student must not have failed in more than three (3) courses at the end of the academic year after re-sit.
- iv. If a student fails in more than three (3) courses at the end of the academic year, he/she shall not be given the opportunity to re-sit but shall repeat or be placed on academic probation. The student is expected to redeem or improve him/herself before progressing to Level 400.

2.4.3 Qualification for graduation

Any Level 400 student who trails course(s) shall be given the opportunity to re-sit the trailed courses before graduation.

2.4.4 Re-sit of Examination Papers

- i. Re-sit examinations shall be organised on semester basis.
- ii. There shall be an early publication of results of re-sit examinations

2.4.5 Re-sit/Supplementary Examination Conditions

A student who is unable to take the End-of-Semester examinations on grounds of ill-health shall, on application to the Registrar, copied to the Head of Department on the provision of a medical certificate issued or endorsed by a Medical Officer of a Government Hospital or a recognised Medical Officer, be allowed to take supplementary examinations as his/her main examination.

2.4.6 General rules for Re-sit of Examination Papers

- i. Any student re-sitting a course shall be allowed to do so at the end of the semester.
- ii. Re-sit examination shall be organised two-weeks before the commencement of a new semester.
- iii. A student of the University College shall be allowed to repeat a level only twice during the entire programme of study.
- iv. A student may have the opportunity to re-sit his/her failed courses twice.

2.5 Long Essay/Project Work

2.5.1 Submission Deadlines

- Undergraduate research method courses are taught in the first semester of the third year of the 4 year degree programme. Heads of Department should ensure that students are assigned Long Essay/Project Work Supervisors in the second semester of their third year.
- Long Essay/Project Work topics shall be proposed by students and approved by the Supervisor(s) and the Department before students progress to the second semester of the third year.
- In the final year, Supervisor(s) shall work closely with the student until completion of the thesis or project work.
- The Supervisor can only sign a student's Long Essay/Project Work if only he/she is satisfied that the work is substantially complete and reflects the standards of high-quality research and that it was supervised in accordance with the guidelines for supervision of Long Essay/Project Work as laid down by the University College.
- After completion, the student shall submit the final, signed Long Essay/Project Work to the Head of Department. The submission shall include: four (4) bound copies for:
 - i. the Departmental Library
 - ii. the University College's online Repository
 - iii. Students Personal Copy
- Long Essay/Project Work whenever applicable, shall be submitted for assessment not later than 14 days from the last vacation date for the end of the final academic year for that programme.
- A student who is unable to submit by the stipulated deadline shall be asked to submit the Long Essay/Project Work the following year and shall be treated as repeat examination.

2.5.2 Formatting long Essay/Project Work

- The American Psychological Association (APA) style is the house-style recommended for long essay/project work at the University College.
- Do not use any other student's Long Essay/Project Work as an example of how to format your work.

2.6 Quality Assurance

2.6.1 Students Assessment of Teaching

Student feedback on teaching is an important element of the University College's quality assurance process. To ensure accurate assessment of teaching, mass participation by students in this feedback exercise is essential.

Close to the end of each semester, the Directorate of Quality Assurance will inform students about the completion of appraisal forms for all courses they had offered in the semester. It is expected that all students will complete the appraisal forms (either online or by hard copy).

2.6.2 Lecturers feedback on Teaching & Learning

Lecturers are also required to appraise students' participation in the teaching and learning process to enable the determination of our efficiency of operation as a University College.





3. Examinations

3.1 The Conduct of Examinations

3.1.1 General Principles

The following rules and regulations will govern the conduct of all examinations in the University College. It is the duty of all students to acquaint themselves with them:

- i. It is the responsibility of the candidate to find the examination room well in advance and to be seated, at least fifteen (15) minutes before the commencement of any examination paper.
- ii. Examination question papers, answer books and other materials for the examination shall be sent to the Invigilators by the Head of Department or the Examinations Officer fifteen (15) minutes before the examination is due to begin.

- iii. A candidate arriving thirty (30) minutes after the start of a paper may be refused entry into the examination room. Normally, no candidate will be allowed to leave the examination room during the first half-hour of the period allowed for a paper or enter the examination room after the first half-hour. Any exception to this rule must be reported in writing to the relevant Head of Department.
- iv. Candidates are required to use their index numbers (written in full) throughout the examination.
- v. Under no circumstances must a candidate's name be written on any part of the answer book provided. Candidates who fail to comply with this regulation will be penalised.
- vi. Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
- vii. Candidates may be required at any time to establish their identity.
- viii. No books, prepared notes, or paper of any kind are to be taken into the examination room unless otherwise specified.
- ix. Smoking is not allowed in the examination room.
- x. There shall be no communication whatsoever (verbal or non-verbal) between candidates during the examination. A candidate may attract the attention of the invigilator by raising a hand.
- xi. No mobile phone, radio, programmable calculator or any other communication equipment or media or foreign materials are to be taken into the examination room. Failure to comply may lead to confiscation of the gadget.
- xii. Any irregular conduct on the part of the candidate such as copying from another student or from prepared notes may result in the cancellation of his/her examination paper and or a more severe penalty.
- xiii. All extra question papers must be returned to the Examinations Coordinator, Examinations Officer or the relevant Head of Department.
- xiv. Candidates shall not remove from the examination room any unusual material (e.g., answer booklets or part thereof, supplementary answer sheets, graph sheets, drawing paper) supplied for the examination. Candidates may, however, retain their question papers unless the rubrics state otherwise.

- xv. A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet(s). Such a candidate shall not be allowed to return to the examination room
- xvi. Candidates should not in any way interfere with the stapling of answer booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the Invigilator.
- xvii. A breach of any of the foregoing regulations made for the conduct of examinations may attract one or more of the following sanctions:
 - a. a reprimand
 - b. loss of marks
 - c. cancellation of results
 - d. withholding of results for a period
 - e. being barred from examinations
 - f. suspension
 - g. expulsion

3.1.2 Qualifying to Write Examinations

A student will qualify to write examinations if:

- i. He/she has registered for the approved course(s).
- ii. He/she has presented him/herself for not less than 75% of the total number of hours for the course.
- iii. He/she has continuous assessment marks for the relevant subject areas.
- iv. He/she is not under suspension from the University College.
- v. He/she has not absented him/herself for a cumulative period of 21 days from lectures, tutorials, practicals and other activities prescribed for any course in any semester.
- vi. He/she has paid the full fee and cleared all outstanding bills for the semester.



3.2 Examination Timetable

3.2.1 Drawing the Examination Time Table

- i. Provisional Examination timetables shall be put up on notice boards four (4) weeks before the beginning of End-of-Semester examinations.
- ii. Suggestions for amendment may be made through the Head of Department to the Examinations Officer.
- iii. Final timetables indicating Day, Hour and Venue of each examination shall be put up on Notice Boards two weeks before the commencement of the examination.
- iv. It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day.
- iv. Any changes to be made in the final timetable should be done in consultation with the Examinations Officer.

3.2.2 Venues and Seating arrangements

- i. Examinations shall take place at approved venues indicated on the timetable.
- ii. Practical/Oral Examinations will normally be conducted in the Departments concerned.
- iii. End-of-Semester examinations may be taken outside the University College for the benefit of a student in Hospital.

3.2.3 Candidate Identification at the Examination Hall

- i. A printout of the photo-ID-list for each course shall be brought to the examination hall to ensure no candidate impersonates.
- ii. In addition to (i.) above, identity cards of students shall be inspected during examinations. Candidates are therefore requested to display their identity cards on their tables for inspection by examination officers/invigilators.
- iii. Candidates who have misplaced their identity cards should report to the Registrar for replacement at a fee, before the examination
- iv. Candidates who have no evidence of any AUCDT identity cards shall not be allowed to take the examination,

3.3 Procedure during examination

3.3.1 Use of Index numbers and Seating arrangements

Candidates are required to use their index numbers and not their names throughout the examinations. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers. Failure to comply will result in a candidate being penalised.

3.3.2 Signing the Exams attendance Register

Candidates must ensure that they sign the printout of the examination attendance sheet/register. In the absence of the photo ID list, candidates must ensure that they write their names and index numbers and sign against their names on the normal attendance sheet.

3.3.3 Borrowing of Materials in the Exams Hall

Borrowing of materials such as pen, pencil, eraser, ruler, and calculator will not be allowed in the examination room.

3.3.4 Verbal or non-verbal Communication

There shall be no communication whatsoever (verbal or non-verbal) between candidates during the period of the examination. A candidate may attract the attention of the invigilator by raising their hand.

3.3.5 Invigilator's 'Start Work' Instruction

- i. Candidates will be told by the invigilator(s) when to start answering questions. Candidates will be allowed a reading time to check that the question paper is the correct one; all questions are readable and that there are no missing pages.
- ii. As soon as the 'stop work' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the Invigilator before they leave the examination room. Candidates have personal responsibility for ensuring that their answer booklets are collected by the Invigilator.

3.3.6 Answer Booklet

- i. At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- ii. No part of the answer booklet may be torn off. Rough work must be done in the answer booklet and should be crossed out to show that it is not part of the answer.

3.4 Absence from examination

- i. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.
- ii. The following shall not be accepted as reasons for being absent from any examination:
 - a. Mis-reading the timetable.
 - b. Forgetting the date or time of examination.
 - c. Inability to locate examination hall/room/venue.
 - d. Oversleeping.
 - e. Loss of a relation.
 - f. Pregnancy.
 - g. Inability to find transport to the examination venue.
- iii. In case of absence from an examination through ill-health, the candidate (or someone acting on his/her behalf) must submit a relevant medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a medical certificate. Such evidence must be received within 3 days after the day of examination.
- iv. It is the responsibility of the candidate to arrange with his/her Doctor for any medical evidence to be certified by a Health Professional recommended by the University College. The evidence should be:
 - (a) A written explanation of the absence; and
 - (b) Evidence of the cause, where possible.

3.5 Examination Offences

An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

- i. Any knowledge or possession of examination questions before the examinations
- ii. Possession of unauthorised materials related to the examinations and likely to be used during examinations.
- iii. Copying from prepared notes or from a colleague's script during examination.
- iv. Persistently looking over other candidate's shoulders in order to cheat.
- v. Impersonating another candidate or allowing oneself to be impersonated.
- vi. Consulting or trying to consult during the examination any book, notes or other unauthorised materials.
- vii. Persistently disturbing other candidates or detracting their attention.
- viii. Verbal or physical assault on an invigilator over alleged examination offence.
- ix. Destroying materials suspected to help establish cases of examination malpractice.
- x. Continuing to write after the examination has ended.
- xi. Fabrication of data claiming to have carried out experiments, observations, interviews, or any sort of research which have not in fact been carried out or claiming falsely to have obtained results.
- xii. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate.
- xiii. Plagiarism include:
 - a. Representing the words, ideas, or work of others as one's own in writing or presentations, and failing to give full and proper credit to the original source;
 - b. Failing to properly acknowledge and cite language from another source, including paraphrased and quotes; and
 - c. Failing to properly cite any ideas, images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author's own previous work.

xiv. Tampering and Manipulation of Electronic Records.

3.6 Complaints and Appeals on Examination Issues

3.6.1 Request for Review/Re-Marking

A candidate who is not satisfied with the results of any University College's Examination affecting him/her may make a request for review/re-marking by submitting an application to the Registrar, and paying the appropriate re-marking/review fee. The paper shall be re-marked by a lecturer outside AUCDT's Faculty.

3.6.2 Re-marking application Deadline

An application for review/re-marking shall be submitted to the Registrar, not later than twenty-one (21) days after the release of the said result and shall state the grounds for re-marking. No action shall be taken on an application which is submitted outside the stipulated 21-day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

3.6.3 Re-marking of Results and Ratification

The result of the re-marking should be considered by the Faculty and recommendations made to the Academic Board for ratification.

3.6.4 Refunding of Re-marking Fees

If the student wins his/her appeal, the re-marking fee shall be refunded to him/her. However, if it is established that a complaint about remarking is:


- Without merit, the student will forfeit the money paid,
- Ill-intentioned, the Academic Board may prescribe appropriate sanctions against the student complainant.

3.7 Examination offences and penalties

Table 8: Examination offences and penalties

No.	OFFENCE	PENALTY
1.	Leakage of examination questions	Dismissal of offenders involved
2.	Possession of unauthorized materials related to the examination and likely to be used during examinations	Cancellation of candidate's particular paper(s)
3.	Copying from textbooks during examinations	Cancellation of candidate's paper(s) and rustication for two semesters
4.	Persistently looking over other candidate's shoulders in order to cheat	Cancellation of candidate's paper
5.	Impersonation	Dismissal of candidate involved
6.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from any source	Cancellation of candidate's paper(s) and rustication for two semesters
7.	Consulting or trying to consult during the examination any book, notes or other unauthorised materials	Cancellation of candidate's paper(s) and rustication for two semesters
8.	Persistently distracting other candidate(s)	Cancellation of candidate's paper(s) and rustication for two semesters
9.	Verbal/Physical assault on invigilators and other candidates	Dismissal
10.	Destroying materials suspected to be evidence	Cancellation of the examination paper

11.	Continuing to write after the examination time has ended	Loss of marks for the examination paper
12.	Fabrication of data	Cancellation of candidate's long essay/project
13.	Plagiarism	Cancellation of candidate's thesis/project
14.	Tampering and Manipulation of Electronic Records	Dismissal from the University College



4 • General Rules & Regulations

4.1 Channel of Communication

4.1.1 Hierarchical order

All students shall follow the hierarchical order of authority to have their academic and non-academic requests, notifications and complaints resolved. No student or group of students shall deal directly with the President or Vice-President without passing through the hierarchy as shown:

1. President
2. Vice-President
3. Registrar

4. Head of Department
5. SRC (President/Executives)
6. Departmental Representatives
7. Class Representatives

4.2 Non-Academic Matters

4.2.1 Individual Students

- i. All requests, notifications and complaints from individual students should go first to their Counsellors and then to the Head of Department. If the matter is still unresolved, then as a final resort, it should go to the Registrar.
- ii. If the matter is still unresolved at this level, an appeal could be made to the Vice-President and then to the President. The student will also have the right to appeal to the Council.

4.2.2 Student Representative Council (SRC)

- i. All requests and notifications affecting the student body as a whole should pass through the Registrar.
- ii. Where special committees exist, grievances should be channeled to these committees in the first instance.
- iii. All communications on non-academic matters should be copied to the Registrar

4.2.3 Clubs and Societies

- i. All requests, settlement of grievances and notifications, other than financial, affecting all members of a club or society should go to the Registrar.

4.3 Academic Matters

- i. All matters affecting students individually should go to the:
 - Academic Counsellor before they go to the Head of Department.

4.3.1 Appeals

As a last resort, appeals on matters may be made to the Registrar, then the Vice-President or President and, if necessary, to the Governing Council of the University College whose decision shall be final.

4.4 Class meetings, games and competitions

Students are required to attend Class meetings, games and competitions.

4.5 Noisemaking

- i. It is desirable to maintain at all times a kind of environment that supports the basic academic enterprise.
- ii. To maintain a suitable academic environment, it is desirable that the campus of the University College be kept as quiet as possible. Students shall not make undue noise on the campus of AUCDT, especially during lecture hours. This rule shall not apply where permission to organise a function (like a Student Week activity) has been granted by the authorities of AUCDT.
- iii. Disorderly behaviour that contravenes regulations and disturbs peace on the campuses of AUCDT will attract a one-week suspension.

4.6 Drunkenness

- i. Drunken and disorderly behaviour on AUCDT's campus constitutes a serious breach of discipline.
- ii. Habitual drunkenness on campus or in town, shall be considered as bringing AUCDT into disrepute.
- iii. No student shall be under the influence of alcohol during lectures, game, competitions and other activities sanctioned by the institution.
- iv. Any student breaching any of these regulations will first be given a written warning by the Administration. If the student persists in drunken and disorderly behavior, he or she will be sanctioned by the appropriate authorities.

4.7 Smoking

- i. Smoking is forbidden in all public places on campus.

4.8 Damage to AUCDT property

- i. Students shall not make attachments to University College furniture or fittings of any kind or transfer them from any part of the University College's buildings without prior written permission from the appropriate authorities.
- ii. Students shall not interfere with the electrical installations in their lecture rooms or in any part of AUCDT.
- iii. Students are liable for any loss or damage to furniture, fittings or equipment of any kind.
- iv. Disorderly behavior which results in damage to the University College's property will attract a fine equivalent to the cost of repairing or replacing the damaged property in addition to one week's suspension.

4.9 Keeping the environment clean

It is expected that students will keep their lecture rooms, laboratory, working studios, workshops, library clean and tidy at all times and refrain from degrading the surroundings.

4.10 Rules, Discipline & Sanctions

- i. A junior member who flouts the statutes and regulations of AUCDT or commits any act subversive of discipline or good order likely to bring the good name of AUCDT into disrepute may, depending on the gravity of the offence, be warned or reprimanded or punished by a fine, suspension, withholding of results, or dismissal.
- ii. Punishment which involves temporary or permanent removal from AUCDT shall be implemented only with the consent of the President.
- iii. The operation of the University College's regulations is without prejudice to the application of the general laws of Ghana which apply to all persons in AUCDT.

- iv. If a student violates any regulations of AUCDT, it shall be reported to the Head of Department who will notify the Registrar for appropriate sanctions. For serious offences (or offences involving a group of students) the Registrar shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the President.

4.11 Sexual Harassment

The term “sexual harassment” is simply defined as unwanted sexual advances, be it cross gender or same gender. The University College prohibits all forms of sexual harassment, whether they involve staff or students, including the following:

- i. Implicitly or explicitly suggesting sex in return for grades, compensation, promotion, retention or award of marks
- ii. Unwanted physical contact such as touching, grabbing or pinching.
- iii. Verbal or written sexually suggestive or obscene comments, jokes or propositions
- iv. Display of sexually suggestive objects, pictures or magazines
- v. Continual expression of sexual or social interest after an indication that such interest is not desired
- vi. Conduct with sexual implications when such conduct interferes with a student’s work performance or creates an intimidating environment
- vii. Suggesting or implying that failure to accept a request for a date or sex will adversely affect a student in respect to a performance evaluation or award of marks or grades.

Punishment for sexual harassment includes warning, suspension and dismissal when a disciplinary committee has determined its nature and extent and has made the appropriate recommendations for sanctions.

4.12 Appeals

Any junior member who is aggrieved by any disciplinary action may appeal to the Registrar through his/her Counsellor for a review within seven days of the notification to him/her of the sanctions imposed on him/her. The Registrar, upon the receipt of a report from the appropriate source, may request a review of the punishment imposed. When carrying out a review, the Registrar may act on the advice of a set Committee.

4.13 Publications

The following rules shall govern all student publications:

- i. The Registrar will be informed of any intention to produce a student publication and approval should be duly given by the Registrar before publication.
- ii. Copies of each publication shall be deposited with the President, Vice-President, Registrar, Publications and the Students' Representative Council.
- iv. Each issue of a publication shall indicate the names of the Editor(s), members of the Editorial Board and the Publishers.
- v. Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- vi. The Editorial Board should ensure that no publication has elements of obscenity, derogatory and libelous statements, personal attacks, falsehoods or any statement that may cause disharmony.
- vii. The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

4.14 Communication With Government, Ministry Ministers & The Press

Students are not allowed to have direct communication with the Press, Ministry or any Minister on any matters affecting AUCDT's administration and policy. All formal communications on AUCDT's matters should be forwarded through the Head of Department to the Registrar.

4.15 Demonstration, Rallies, Processions (DRAP) either on or off-campus

- i. Students wishing to organise a DRAP on campus of AUCDT shall notify the Registrar in writing with copies to the President and Vice-President.
- ii. This written notification should reach the Registrar at least 48 hours before the DRAP is due to commence.
- iii. The notification shall state the purpose of the DRAP, the name(s) of the organisers, the organising body and the time and duration of the DRAP.
- iv. A DRAP shall be held at the place or places approved by the Registrar and all route marches shall avoid obstructing the flow of traffic and the movement of pedestrians.
- v. During a DRAP nothing shall be done or said that may provoke violence.
- vi. The organisers of a DRAP shall be held jointly and severally responsible for any act of violence or breach of the University College's rules and regulations that occurs during the DRAP.
- vii. Participants in a DRAP shall be held collectively and individually responsible for any act of lawlessness or destruction of property that occurs during the DRAP.
- viii. Students who wish to stage a DRAP outside the campus of AUCDT shall inform the police with copies to the President and Registrar.
- ix. Participants and organisers of a DRAP outside the campus of AUCDT shall be deemed to have familiarised themselves with the laws of Ghana on DRAP.
- x. Students wishing to organise a DRAP outside the campus of AUCDT shall notify the Registrar in writing through the Head of Department, with copies to the President and Vice-President for their information and possible response.
- xii. Before a DRAP begins, any student who disagrees with the move and wishes to be dissociated from it may do so by writing to his/her Student Representative Council.
- xiii. Any contravention of the above regulations on DRAP will attract a fine, suspension or dismissal. In addition, all damages caused to the University College's property shall be repaired or replaced at the expense of the culprits.

4.16 Regulations for students on or off-campus

- i. Every member of the University College's community is bound by the laws of Ghana and the walls of AUCDT do not protect anyone from the application of the laws of Ghana.
- ii. All regulations of AUCDT are consistent with the laws of the nation and will be enforced accordingly.
- iii. The University College will therefore not permit any behaviour by any member whether on campus or off campus that contravenes the laws of Ghana.
- iv. Every member is expected to use the officially approved channels of communication and to follow laid down procedures to resolve grievances.
- iv. Trading in alcoholic beverages and tobacco products is banned.
- v. Presentation of formal petitions or resolutions, and staging of protests, etc, are only permitted at the offices of the President and other principal officers of AUCDT, and are strictly prohibited at their residences.
- vi. In all matters of negotiations, the Central Administration will meet only the accredited representatives of recognised organisations in AUCDT and agreements reached are deemed to be binding on both sides.
- vii. Physical assault of any kind on any individual or group of individuals by a person or persons is strictly prohibited.
- viii. Destruction of the University College or private property or facility contravenes AUCDT regulations and will attract appropriate penalties.

4.17 Excursions

All student excursions organised by students shall be governed by the following regulations:

- i. The decision to undertake the trip should be taken at a general meeting of the club or society or SRC.
- ii. Written permission for an excursion or an educational tour should be sought from the Registrar or the Dean of Student or Heads of Department. The application letter should contain the list of those undertaking the trip.

- iii. The trip should be restricted to the University College's members of the SRC, club or other students of the University College.
- iv. The purpose of any trip should relate to the aims and objectives of the SRC, club or society.
- v. There should be evidence of correspondence between the SRC, club/society and the institutions or establishments to be visited.
- vi. The fare for the trip must be stated in the application for permission.

4.18 Trading

- i. Any student who trades on the Campus does so at his/her own risk.
- ii. Hawkers are not allowed to sell on the University College's Compound.

4.19 Clubs and Organisations

- i. Application for the formation of a club or society should be forwarded to the Registrar through the Student Representative Council. The application should state the names of the founding members, officers and patrons. It should also include the constitution of the society and its proposed activities
- ii. With the exception of a subject association, a society, union or an association can be given the mandate to operate only if it is open to all students. This mandate can be withdrawn if the club or society is found to be operating contrary to its approved objectives.
- iii. Student societies shall be of two kinds:

Recognised Societies

These are societies that help in the promotion of the individual's own desires and aspirations e.g. religious organisations.

Approved Societies

These are societies whose objectives help AUCDT in the attainment of its broad objectives.

- iv. Only approved societies can be given funds through the Student Representative Council.

- v. Every approved society must have a senior member of the University College as its patron.
- vi. The Treasurer of each approved society must present to the Registrar, through the Students Representative Council, a detailed annual financial statement. The annual financial statement must be duly signed by the Financial Secretary, and the Treasurer or the President of the society.
- vii. The executive members of each society must be elected yearly and their names must be forwarded to the Registrar through the Students Representatives Council.
- viii. Before arrangements are made to invite guest speakers or artistes from outside the University College to address meetings or give entertainment, a formal written request must be made through the Patron to the Head of Students Affairs. No such invitation should be made until permission is granted.

4.20 Credit Union

AUCDT does not approve of the formation and operation of Credit Unions by junior members (i.e. Students). Any group of students which undertakes such a venture does so at its own risk.

4.21 Arms and Ammunitions

No student is allowed to possess any form of arms or ammunition, whether licensed or unlicensed, on campus.

4.22 Drugs

Possession of, and indulgence in hard drugs on any part of the University College's premises are prohibited.



5. Grading System & Graduation

5.1 Computation of the GPA & CGPA

5.1.1 Variables needed for Computation

The following shall be required for the calculation of the Numerical Representation of Academic Performance:

Table 9: Grade Point Abbreviations and their descriptions

KEY	ABBREVIATION	FULL FORM OF ABBREVIATION
1.	TCR	Total Credit
2.	TGP	Total Grade Point
3.	SGPA	Semester Grade Point Average
4.	CCR	Cumulative Credit
5.	CGP	Cumulative Grade Point
6.	CGPA	Cumulative Grade Point Average

Table 10: Sample of Academic Results

First Year: First Semester 2022 Academic Year					
Course Code	Course Name	Credit Hours	Grade Point	Grade Value	Grade
BJDT 111	Introduction to Jewellery Design	3	4.00	12.00	A
BJDT 112	Basic Drawing	3	1.00	3.00	D
BJDT 113	Workshop Safety Practices	3	3.00	9.00	B
BJDT 114	Foundation to Technical Drawing	3	1.00	3.00	D
ACDT 115	Introduction to African Art and Culture	3	2.50	7.50	C+
ACDT 116	Communication and Study Skills I	3	2.00	6.00	C
ACDT 117	ICT in Jewellery Design	3	2.00	6.00	C
TCR: 21	TGP: 46.50	SGPA: 2.21	CCR: 21	CGP: 46.50	CGPA: 2.21

5.1.2 Calculating the Weighted Grade Point (WGP)

The figure below shows the weighting for scores (i.e., raw examination marks) used for calculating the Weighted Grade Point (WGP)

Bachelor of Arts Degree

Table 11: Gradepoints and class descriptions

GRADE	SCORE	GRADE POINT	REMARKS	Cumulative Grade Point Average	Class
A	80-100	4.00	Excellent		
B+	75-79	3.50	Very Good		
B	70-74	3.00	Good	3.50-4.00	First Class
C	65-69	2.50	Very Fair	3.00-3.49	Second Class Upper
C+	60-64	2.00	Fair	2.50-2.99	Second Class Lower
D+	55-59	1.50	Satisfactory	2.00-2.49	Third Class
D	50-54	1.00	Barely Satisfactory	1.00-1.99	Pass
E	0-49	0.00	Fail	0.00-0.99	Fail

The Weighted Grade Point (WGP) = Grade Point for Letter Grade x Credit Hours for the course

5.1.3 Calculation of the CGPA

- Total Grade Point for semester (TGP) = Sum of all WGPs for the Semester
- Semester Grade Point Average (SGPA) = TGP ÷ Sum of Semester's Credit Hours (TCR)
- CGPA is similar to SGPA, taking all years spent as if it were a semester.

Table 12: Sample of semester results

First Year: First Semester 2022 Academic Year

Course Code	Course Name	Credit Hours	Grade Point	Grade Value	Grade
BJDT 111	Introduction to Jewellery Design	3	4.00	12.00	A
BJDT 112	Basic Drawing	3	1.00	3.00	D
BJDT 113	Workshop Safety Practices	3	3.00	9.00	B
BJDT 114	Foundation to Technical Drawing	3	1.00	3.00	D
ACDT 115	Introduction to African Art and Culture	3	2.50	7.50	C+
ACDT 116	Communication and Study Skills I	3	2.00	6.00	C
ACDT 117	ICT in Jewellery Design	3	2.00	6.00	C
TCR: 21	TGP: 46.50	SGPA: 2.21	CCR: 21	CGP: 46.50	CGPA: 2.21

In the transcript above, the SGPA is 2.21 and the the CGPA is also 2.21

5.1.4 Sample Computation of CGPA

Table 13: Sample of academic results showing computation of CGPA

First Year: First Semester 2022 Academic Year					
Course Code	Course Name	Credit Hours	Grade Point	Grade Value	Grade
BJDT 111	Introduction to Jewellery Design	3	4.00	12.00	A
BJDT 112	Basic Drawing	3	1.00	3.00	D
BJDT 113	Workshop Safety Practices	3	3.00	9.00	B
BJDT 114	Foundation to Technical Drawing	3	1.00	3.00	D
ACDT 115	Introduction to African Art and Culture	3	2.50	7.50	C+
ACDT 116	Communication and Study Skills I	3	2.00	6.00	C
ACDT 117	ICT in Jewellery Design	3	2.00	6.00	C
TCR: 21	TGP: 46.50	SGPA: 2.21	CCR: 21	CGP: 46.50	CGPA: 2.21

First Year: Second Semester 2022 Academic Year					
Course Code	Course Name	Credit Hours	Grade Point	Grade Value	Grade
BJDT 121	Experimental Jewellery Practices	3	3.00	9.00	B
BJDT 122	Safety Workshop Practices	3	3.00	9.00	B
BJDT 123	Orthographic and Isometric Projections	3	1.00	3.00	D
BJDT 124	Introduction to Computer Aided Design	3	3.00	9.00	B
ACDT 125	Introduction to Design and Modelling	3	2.00	6.00	C+
ACDT 125	Communication and Study Skills II	3	2.00	6.00	C
TCR: 18	TGP: 42	SGPA: 2.27	CCR: 39	CGP: 88.50	CGPA: 2.27

Using the formula in 4.4.2, the CGPA for the student at the end of semester two on the programme shall be 2.27. Note that the first semester was 2.21. CGPA must be ≥ 1.00 to progress from level to level.

5.1.5 Sample Computation of CGPA

If a student passes a trailed/repeated course, both grades will appear on the student's transcript and will be used in the computation of his/her academic performance.

For instance, a 3-credit course with an 'E' grade (i.e., GP=0) at first attempt, and an 'A' grade (i.e., GP=4) at second attempt shall attract a total of 6 credits hours (i.e., 3 credits weighted twice) making the CR 6. This new CCR for that semester will be shown on the Transcript. The computation of the GPA therefore becomes $4 \div 6 = 0.66$.

5.2 Graduation

5.2.1 Graduation Requirements

The following requirements shall be satisfied before graduation:

- Pass all compulsory courses – general, faculty, or departmental.
- Obtain the minimum credits depending on the programme.
- Attain a minimum Cumulative Grade Point Average (CGPA) of 1.0.
- The student should be in good standing, not barred for disciplinary reasons.
- Not having any outstanding disciplinary issues against him/her at the Department, Faculty, Hall, and the Police, etc., that might have brought the University College's name into disrepute.
- Would have settled all financial and other obligations – Department(s), Faculty etc. and consequently been cleared at the following offices of the College:
 - i. Finance Office
 - ii. University Library
 - iii. HOD
 - iv. Student's Department
 - v. Registrar,
 - vi. SRC Office
- The University College reserves the right to make curricula changes (add and/or delete courses) and require students to meet the new course requirements. But as a rule, the student will be required to follow the curriculum in force at the time he or she was admitted to the institution.
- A student who is unable to complete the degree/diploma/certificate programme within the time limit shall cease to be a student.

The time limits for completion of programmes are indicated in Table 13.

Table 14: Time limits for programmes

No.	Programme	Minimum Duration	Maximum Duration
1	Degree	4 years	6 years
2	Diploma	2 years	4 years

5.2.2 Class Classification

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme:

Table 15: Class designations to CGPA for bachelors' degree programme

Class Designation	CGPA
First Class	3.5 – 4.0
Second Class (Upper Division)	3.0 – 3.49
Second Class (Lower Division)	2.5 – 2.99
Third Class	2.0 – 2.49
Pass	1.0 – 1.99

Table 16: Class designations to CGPA for diploma programme

Class Designation	CGPA
Distinction	3.5 – 4.0
Credit	2.5 – 3.49
Pass	1.0 – 2.49

5.2.3 Certification

- Certificates are printed for undergraduate students who have completed all degree/diploma requirements and have had their degrees/diplomas conferred on them.
- Details of collection procedures shall be updated and published on the website.
- Certificates will be given out to graduands as follows:
 1. During the main congregation/graduation ceremonies,
 2. Thereafter at a designated venue.
- Certificates shall be collected in person upon identification.
- It is not normally the institutions practice to issue a duplicate or replacement certificate if the original one is destroyed or misplaced. Instead, the Registrar may be able to issue a 'Letter of Attestation' testifying to the graduate status of the student concerned.

5.2.4 Academic Transcripts

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme:

- Transcripts shall reflect all courses taken or attempted by the student and the grades earned.
- Students who want to obtain their academic transcripts shall apply to the Registrar, on the payment of the appropriate prescribed fees.
- Official transcripts to overseas institutions shall attract fees in US dollars or its equivalent in Ghana cedis (GHS).

5.3 Dress for Matriculation; Graduation or Congregation

Academic ceremonies are memorable and special occasions in tertiary institutions all over the world. These ceremonies are formal events, which relevant stakeholders, including staff and students are to be formally dressed to make the ceremony dignified that can be steeped in tradition.

Students at any of the following functions shall observe to the fullest the etiquettes on academic ceremonies at all times:

- a. Matriculation
- b. Congregation
- c. Other occasions as required

5.3.1 Matriculation Ceremony

- Matriculation is the term used to describe students' formal entry into the institution. It is an important requirement and the University College's Statutes requires that a person enrolling in the institution for the first time shall be matriculated.
- The ceremony shall last approximately forty minutes, and it is obligatory for all fresh students.
- Students do not wear any regalia for this ceremony, although Convocation shall robe but without the hood and cap. Students are to dress appropriately for the ceremony.
- Matriculants later sign the Matriculation Register.

5.3.1 Congregation Ceremony

- Congregation ceremony marks the successful completion of one's programme where certificates, diplomas and degrees are awarded to graduands.
- During the ceremony, the graduands may be recognised individually, or they may be presented as a group in which case only the first class and distinction students shall be given the opportunity to shake hands with dignitaries.
- Graduands wear special regalia and one can tell the type of degree being conferred by the nature of the recipient's gown.
 1. An undergraduate earning a bachelor's degree shall wear a blue plain gown, hood and flat cap.
 2. An undergraduate earning a diploma shall wear a blue plain gown and flat cap. No hood is worn by this category.



6 Student Life and Services

AUCDT is committed to the welfare of students and offers a variety of services to make life interesting and rewarding. Among the activities and associations that will enrich student life are:

6.1 Student Hostel

AsanSka University College of Design and Technology (AUCDT) has a hostel facility that is safe, secure and suitable for both local and international students. It is located at Sasaabi within easy travel distance from the Oyibi campus (approximately 1 mile), and is well-served by public transport. The

hostel has 24-hour security presence, running water and electricity to provide a convenient and safe environment for our students.

6.2 Medical Facility

Students needing urgent medical attention would consult a Doctor at the Valley View University Hospital, which is within a walking distance from the University College's campus

6.3 Library

A wide selection of books, journals and periodicals are available in the Library of the institution called the Ofosua Library. The Library is connected to KOHA and therefore students will have access to a worldwide number of online databases and electronic journals while conducting their research.

All library books borrowed must be returned on or before the due date. The Librarian will impose fines on late return of books.

The University expects you to handle the books and the computers carefully. If you mutilate a book or remove it from the library without permission, you will pay a fine not less than four (4) times the current price of the book, and go on suspension for two weeks.

The soft copy of the comprehensive "Library Guide" can be found on the website.

6.4 Computer Laboratory

The University College has modern computer laboratories, networked for practicals and general academic work.

6.5 Internet Facilities

AUCDT provides swift internet and easy Wifi access. Students who own laptops can access the internet anywhere on campus.

6.6 Sports and Recreation

Sport plays an important role in student life at AUCDT. The SRC will organise sporting activities including football, table tennis and pool among students, and between our students and those from other universities. Any student in good academic standing is eligible to be a member of a university team.

6.7 Alumni Association

AUCDT will build a strong network of alumni and expect them to promote the image and interest of the University through their achievements and their material support to the University's diverse activities.

6.8 Student Counselling

The Dean of students and senior staff of the University College will offer counselling to any student challenged by life choices, vocational issues or personal matters. Workshops and other special programmes will be recommended to such students.

