

GHANA INSTITUTE OF MANAGEMENT AND PUBLIC
ADMINISTRATION



STUDENT HANDBOOK
FOR UNDERGRADUATE DEGREES

SEPTEMBER 2017

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RECTOR'S FOREWORD

WELCOME TO GIMPA!

You are joining the Evergreen Centre of Excellence in Management, Leadership, Law, ICT and Public Administration.

We are continually impressed and inspired by the ideals and commitment of our students: aspiring Entrepreneurs, Lawyers, Chief Executives, Managers, Software Engineers, Politicians and Public Servants. As Entrepreneurs and Managers, you are seeking to create economic and social wealth, as Legal scholars, you seek to ensure that the rule of law guarantees basic rights and justice, and as Politicians and Public Servants, you shape public policies and governance.

We also know that strong ideals must be coupled with excellence in practice in the spirit of self-reference, self-control and self-knowledge. Our model of teaching blends ideals and practice. You will study the theory and at the same time you will be involved in working on real problems with the opportunity to take advantage of our internationally renowned faculty.

I encourage you to take full advantage of all we offer each other and equip yourselves with skills, values and a professional expertise that will carry you into a successful future.

This Handbook provides you with a reference point for academic regulations and procedures that are applicable to your programme of study at GIMPA.

Thank you.

Rector of the Institute

1.0 **DEFINITIONS**

Terms used in these regulations shall have the following meanings:

1.1 **Institute**

Institute means Ghana Institute of Management and Public Administration (GIMPA) as by Law established.

1.2 **Dean**

Dean mean persons appointed by the Council either as Dean, Acting Dean, or Director of one of the divisions or schools of the Institute or such staff or persons as they may assign to administer disciplinary affairs.

1.3 **Faculty**

Faculty means officers of instruction or research appointed to any division, school/faculty, or other department of the Institute, including officers on leave.

1.4 **Staff**

Staff means members of the administration, administrative staff, research staff, library staff, or supporting staff.

1.5 **Students**

Students mean any persons registered in any division of the Institute, whether for courses or research, and whether or not they are students for a degree or certificate. It also includes persons who are suspended or continuing as such students for any degree or certificate. It includes persons registered during any preceding terms and who have not since that time earned the degree or certificate or withdrawn from the Institute.

- 1.6 **Registration**
A periodic confirmation of a student's studentship with the Institute.
- 1.7 **Course**
An aggregate of teaching, evaluation and examination offered by a particular School under an approved title.
- 1.8 **Course Work**
Comprises the total of teaching/practical, tests and examinations that is taken into account when assessing a student's performance towards the award of the relevant qualification.
- 1.9 **Core Course**
A course which is designed for the particular programme of study as a compulsory requirement for graduation.
- 1.10 **Credit Hour**
One credit hour implies a defined academic activity as approved by the Academic Board undertaken by a Student over a period of one hour per week for the duration of one semester or its equivalent in the modular session.
- 1.11 **Academic Year**
Means the period running from September 1 to August 31 each year or any other period determined by the Academic Board. The academic year shall cover two semesters or its equivalent in the modular sessions.
- 1.12 **Retake/Repeat a Course**
A retake or repeat is a re-enrolment and a re-study of a course including the completion of all the assessments of that course.

- 1.13 **Re-sit/Supplementary Examination**
A re-sit or supplementary examination is attempting an assessment as a second attempt without re-enrolment on the course.
- 1.14 **Pass Grade**
A pass grade is a grade of ‘C-’ or above.
- 1.15 **Fail Grade**
‘D’, ‘F’ and ‘Z’ are fail grades.
- 1.16 **Undergraduate programmes**
An undergraduate programme is any degree or sub degree programme that is accredited by the National Accreditation Board and is offered by the Institute.
- 1.17 **Project Work/ Long Essay**
Project Work or Long Essay is a defined assignment set by a School/Faculty as part of the requirements for the award of a certificate/diploma/degree.
- 1.18 **Internship**
Internship is a form of experiential education that integrates knowledge and theory learnt in the classroom, with practical application and skill development in a professional, work setting. Students may earn academic credit, as determined by the school/faculty.
- 1.19 **Research Misconduct**
Research Misconduct is defined as fabrication, falsification, receiving, purchasing or selling an academic material and presenting it as work other than that of the author or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

1.20 **Fabrication**

Fabrication is making up data or results and recording or reporting them.

1.21 **Falsification**

Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

1.22 **Plagiarism**

Plagiarism is the appropriation of another person's ideas, results, or words without giving appropriate credit.

1.23 **Assault, Injury or Threat**

Assault, injury or threat is an act that:

- i) is intended to cause pain or injury to another;
- ii) is intended to result in physical contact which is insulting or offensive to another;
- iii) is intended to place another in fear of immediate physical contact that will be painful, injurious, insulting or offensive;
- iv) involves pointing any firearm or simulated firearm toward another;
- v) involves the display in a threatening manner of any dangerous weapon toward another; or
- vi) involves making a threat intended to cause another person to fear for their safety or physical well-being.

1.24 **Contempt**

Contempt is defined as the following:

- i) Failure to appear before any Institute adjudicatory or disciplinary body as summoned;
- ii) Failure to comply with any disciplinary sanctions;
- iii) Failure to comply with the lawful order of authorised Institute officials or police officers acting on behalf of the Institute;
- iv) Failure to identify oneself or to show an identification card when lawfully requested to do so by authorised Institute officials or police officers acting on behalf of the Institute; or
- v) Providing, procuring, or seeking to procure, false testimony in any Institute or administrative hearing.

1.25 **Violation**

Violation means the commission of an act proscribed by these rules.

1.26 **Indiscipline**

Disobedient resulting in blatant violation of rules and regulations.

1.27 **Respondent**

Respondent means a person against whom a charge for violation of these rules has been filed.

1.28 **Weapon**

Weapon when used in these rules means:

- i) Any instrument or device designed primarily for use in

inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.

- ii) Weapons shall include but not limited to pistol, revolver, shotgun, machine gun, rifle or other firearm, or pellet gun, taser or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade.

A “weapon” also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (for example, a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (for example, wrapping a hand in a towel to create the appearance of a gun).

Residents of Institute housing may possess knives having a blade exceeding five inches for cooking purposes.

2.0 **PREAMBLE**

We the members of the Academic Board of the Ghana Institute of Management and Public Administration, hereinafter referred to as the “Institute”, acting in our individual and corporate capacity as such Academic Board, and in the pursuit of our mandate to ensure the smooth and predictable management of student affairs, and to further guarantee a system in which student grievances and welfare are handled with expedition, hereby enact and adopt these regulations.

The regulations contained in this handbook are mostly derived from the Statutes of the Institute and are therefore subject to the Statutes of the Institute and also the 1992 Constitution of Ghana.

The Examination Regulations provided in the Statutes (Schedule F of the Statutes) shall apply to all examinations organised for undergraduate programmes of the Institute.

The provisions in this Handbook constitute a contract, expressed or implied, between any student and the Institute.

All students are individually responsible for knowing and following the provisions set forth in this handbook. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties that are prescribed for breaches therein.

Any questions concerning these provisions should be directed to the office of the Director of Academic Affairs.

The Institute cannot assume responsibility for problems resulting from a student’s failure to follow these policies or from incorrect advice given by staff below the rank of an Assistant Registrar within the particular School or Unit.

All rules and regulations are subject to change without recourse to past, present and future students. Changes shall become effective whenever the Academic Board so determines and shall apply to both prospective students and those already enrolled.

The Academic Board reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students.

Students are advised to refer to the website: www.gimpa.edu.gh for updates to this handbook.

3.0 THE INSTITUTE'S COMMUNICATION WITH STUDENTS

These are the official channels of communication with students:

- i) GIMPA Website;
- ii) Students official email address assigned to students upon admission into the Institute;
- iii) Official Notice Boards; and
- iv) Letters to the student's registered address with the Institute

4.0 VISION AND MISSION STATEMENTS

4.1 Vision

To be a global Institute of excellence in knowledge development and application.

4.2 Mission

We build quality human capital through innovative education. We do this by delivering societally relevant teaching and research programmes and consultancy services in leadership,

management, public service, ICT and Law.

5.0 **ACADEMIC REGULATIONS**

All students are subject to the academic regulations of the Institute and the School or Faculty in which they are pursuing their programme. Students may expect to obtain a degree in accordance with the requirements set forth under regulations in force at the time they enter the Institute or under subsequent regulations published in the most recent (i.e. current) students handbook.

5.1 **Criteria for Admission**

Admission to a programme of study is open to qualified applicants regardless of gender, race, colour, disability, religion, national or ethnic origin. The minimum criteria for admissions are specified below. Meeting the minimum admission criteria, however, does not guarantee acceptance into a programme. Schools/Faculties may have additional requirements to these Institute wide requirements. In order to be officially admitted, applicants must receive a letter issued by the designated Officer of the Institute informing them of their admission.

5.1.1 ***Minimum Entry Requirements for Admission***

To be eligible for admission, regardless of programme, an applicant must satisfy the minimum requirements as approved by the National Council for Tertiary Education (NCTE) and the National Accreditation Board (NAB).

Applicants must also satisfy any additional requirements by the School or Faculty.

5.1.2 ***Transfer Students from another University***

A student who has been formally admitted as a regular student to

an undergraduate degree programme in an accredited university or tertiary institution may be considered for admission as a transfer student. Such a student must have completed at least two (2) Semesters and obtained a CGPA of not less than 2.0 before the student is considered for transfer.

The contents of courses taken must be comparable and satisfy the course requirements of the School in which he/she seeks to pursue his/her studies. The student shall take any additional courses as may be required by the School or Faculty.

To earn a GIMPA degree, a transfer student must take a minimum of sixty (60) credit hours at the Institute. Each student will be provided with a specific programme of study.

5.2 Re-Admission

5.2.1 *Returning Former Students*

Former students returning to the Institute who have not registered for three (3) consecutive semesters/modular sessions and have not corresponded with the School during that period are no longer considered as continuing students and must first be re-admitted to the School by going through the admission process. This policy does not apply to students who have been dismissed for misconduct.

5.2.2 *Re-Activating Admission*

Applicants admitted to an undergraduate programme or admitted as non-degree seeking in the last year (12 months) and who did not enrol in undergraduate studies at the Institute nor gain a deferral of admission must reapply. If no enrolment deferral was granted, there is no guarantee of re-admission.

5.2.3 *Applicable Programme Rules*

All rules, procedures and academic standards in effect at the time

of new admission will apply and will be strictly enforced. In every case, the statute of limitation rule (see section 5.9) will apply to all previously earned credits for completed course work.

5.3 **Presentation of False Information**

Students submitting false information when applying for admissions will be denied admission. Where the submission of false information is discovered after a student has been admitted the student will be dismissed from the Institute and may be handed over to the law enforcement agencies for criminal prosecution. A dismissed student shall not be entitled to any refund of money paid to the Institute.

5.4 **Registration and Enrolment**

Only students who have received official letters of admission from the designated Officer of the Institute may enrol. Registration is not complete until all required fees have been paid. Students are not permitted to attend classes unless they are officially registered. Only those students whose names are shown on the official class roster are officially registered and will be eligible for a grade. Students should check with their Schools to see if their names are listed on the class roster. If their names are not on the class roster, they should inquire about the absence of their names at their Schools' Secretariat.

Students must register for courses prescribed by their individual Schools every semester/modular session. Failure to register at the time designated for registration by the School indicates a student has forfeited his/her right to register for that semester/modular session. Such a person shall be deemed not to be a student for that period.

No student registered in any school or college of the Institute shall at the same time be registered in any other school or college,

either of the Institute or of any other institution, without the specific authorization of the Dean of the School of the Institute in which he/she is first registered. The sanctions for double registration shall be the cancellation of both registrations.

The privileges of the Institute are not available to any student until he/she has completed registration. A student who is not officially registered for an Institute course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he/she obtains the written consent of the appropriate Dean. The Institute reserves the right to withhold the privilege of registration or any other Institute privilege from any person with an unpaid debt to the Institute.

The Dean of the School or Faculty reserves the right to:

- cancel courses for insufficient enrolments;
- limit enrolments in any class; and
- assign students to add or split sections meeting at the same time.

5.5 **Sponsored Students**

The onus is on sponsored students to ensure their sponsors release payment within the stipulated time of registration.

5.6 **Change of Name**

The name in which a student is admitted to a programme will be the name that is recorded on any transcript or certificate at the time of application or a gazetted change of name in support of any name change.

As an institutional policy, the Institute does not accept the change or amendment of biographical records whilst a student.

5.7 **Orientation**

Orientation is compulsory for all new students and days will be specified by the respective Schools. Absence from orientation may result in withdrawal of admission.

5.8 **Student Responsibilities**

Admission to the Institute indicates that the student is seeking to achieve the highest standards of scholarship. The Institute expects students to successfully meet the academic challenges and to consistently perform above average in their academic work.

Although each student will be assisted by an adviser and other members of the professional staff, final responsibility for compliance with the Institute's policies, including the standards of scholarship, rests with the student. It is the responsibility of students to satisfy all course requirements in which they are enrolled and to be knowledgeable in all school and programme and/or degree requirements necessary to complete their programme of study.

In addition to the policies, procedures and academic requirements found in the Students' Handbook, students are encouraged to periodically check with departmental or academic advisors for changes in individual departmental policies and those that occur between the editions of the Students Handbook.

5.9 **Statute of Limitation**

The following Statute of Limitation shall apply:

Programme Duration	Maximum period required for satisfaction of ALL degree requirements
4 year programme	Within six (6) years from the date of admission to the Institute
3 year programme	Within five (5) years from the date

Programme Duration	Maximum period required for satisfaction of ALL degree requirements
	of admission to the Institute
2 year programme	Within four (4) years from the date of admission to the Institute
1 year programme	Within two (2) years from the date of admission to the Institute

Failure to satisfy all requirements within the relevant statute of limitation is evidence of failure to make satisfactory academic progress and is, therefore, grounds for withdrawal from the Institute.

5.10 **Exchange Students**

5.10.1 ***Inbound Students***

Students who are enrolled in programmes at other universities and wish to take course work in the Institute must present a letter of authorization from the scheduled Officer of the other university. Such students will be enrolled as non-degree seeking students in the status of visiting students. The same examination arrangement as adopted for home students shall apply to visiting students.

For exception to the requirement above, the Dean of the School may approve request from departments concerning a variation in assessment method for visiting students.

5.10.2 ***Outbound Students***

Students who are enrolled in programmes at the Institute and wish to take course work in other universities may do so subject to the approval of the Dean of their School and in accordance with the Institute's Student Exchange Policy.

5.11 **Auditing**

Auditing a course allows a student to take a class without the benefit of a grade or credit of a course. Students admitted to the Institute may audit courses provided permission is obtained from the Dean of their respective Schools and the course instructor.

5.12 **Course Load**

The maximum course load for all undergraduate students shall be twenty-one (21) credit hours a week. A schedule of courses for each session/semester is available in the Secretariat of the Schools.

5.13 **Evaluation of Academic Performance**

Each course will have an evaluation system consisting of supervised written examinations, case assignments, projects, etc. The evaluation system shall be detailed in a syllabus to be provided to students at the beginning of each course.

The following scoring (weighting) scheme will apply in the evaluation of students' performance:

- i) Examination - not less than 60%
- ii) Continuous Assessment - not more than 40%

Continuous assessment includes term papers, class assignments, syndicate work, quizzes, case studies, class tests, class attendance, etc. The specific weights of the continuous assessment component shall be determined by the respective lecturer within the guidelines approved by the Academic Board.

5.14 **Evaluation by Students**

During each semester/modular session, each student will be requested to evaluate the courses they took by completing an evaluation form under conditions of confidentiality and

anonymity.

5.15 Policies on Grading

The following grading is applied to undergraduate studies at the Institute:

5.15.1 Grading System

The grading system is as follows:

Grade	MARK (%)	Grade Point (GP)	Interpretation
A+	80-100	4.00	Distinction
A	70-79	3.75	Excellent
B+	65-69	3.50	Very Good
B	60-64	3.00	Good
C+	55-59	2.50	Average
C	50-54	2.00	Pass
D+	45-49	1.75	Pass
D	40-44	1.00	Fail
F	0-39	0	Fail
Z	-	-	Disqualified
I	-	-	Incomplete
Y	-	-	Exempt

Interpretation and Application of Letter Grades:

- ‘A+’ to ‘D+’ constitute pass grades
- ‘D’, ‘F’ and ‘Z’ are fail grades
- ‘Z’: Denotes failure due to DISQUALIFICATION from an examination as a result of an examination malpractice or offence as determined by the Academic Board.
- ‘I’: Denotes INCOMPLETE and is awarded to a student who is unable to complete a course during the semester/modular session adjudged by the Academic Board as satisfactory.

Where there are no extenuating circumstances for a student who have Incomplete courses, a grade F shall be awarded. The student must retake the course at the next offering.

Students who have Incomplete grades in more than two (2) courses within one semester/modular session will not progress until the Incomplete grades have been rectified.

- **'Y':** Denotes **EXEMPTION** from a course, based on approved prior learning.

5.15.2 *Course Exemption*

A student who wishes to be exempted from taking a course should apply to the Dean for an exemption. Exemptions are only granted for courses with similar content taken at accredited universities with a grade of at least 'B' as per the Institute's grading system. Such courses should have been taken within the last three (3) years.

Exemptions shall not be available for courses at level 300 and beyond.

5.15.3 *Course Replacement*

Where a student has to take a course which is no longer offered, the course shall be replaced with a related one upon approval by the Head of Department.

A student who takes a course in an international student exchange programme and where the course can be matched to a related course at the Institute, shall have that course replaced with a related course at the Institute upon approval by the Head of Department.

Where a student takes a course in an international exchange programme that cannot be matched to a related course at the Institute, no credit shall be awarded under the student's programme of study at the Institute.

5.15.4 ***Grade Point (GP)***

For each letter grade there is a corresponding Grade Point as indicated in section 5.16.1. The Grade Point earned by a student for each course completed is computed as the product of the number of credits (credit units) for the course and the Grade Point equivalent of the letter grade obtained in the course.

5.15.5 ***Grade Point Average (GPA)***

The Grade Point Average is obtained by dividing the sum of the weighted Grade Points obtained by the total number of credits (credit units) of courses registered. A student does not earn credit for "Y" grade.

5.15.6 ***Cumulative Grade Point Average (CGPA)***

A Student's Cumulative Grade Point Average is calculated by dividing the total number of weighted grade points obtained, up to any specified time, by the total number of credits taken (CCT) up to that time.

5.15.7 ***Final Grade Point Average (FGPA)***

The Final Grade Point Average is the Cumulative Grade Point Average for all courses for which the student has taken up to the end of the academic programme for reasons adjudged by the Academic Board as satisfactory.

5.15.8 ***Change of Grade***

A previously entered grade shall not be altered except in conformity with the Institutes' policy governing change of grade.

Changes in previously recorded grades may be made within twenty-one (21) days after the official release of the results where the original instructor completes the appropriate forms and supports it with evidence that an actual mistake was made in determining or recording, and is approved by the Dean.

5.16 **Deferments and Withdrawals**

A student who intends to interrupt his/her study programme can only do so with the prior written approval obtained by an appropriate application made in advance through the Dean of Students to the Dean of School or Faculty, stating reasons why he/she wants to interrupt his/her study programme. Permission must be duly granted by the Dean and communicated to the applicant through the Office of the Director of Academic Affairs in writing.

Deferment may be granted for a maximum period of one (1) academic year at a time. In every case, the statute of limitation rule (see section 5.9) shall apply.

A fee shall be charged for deferment.

Deferment should be done within two weeks into a semester/modular session. Except in extenuating circumstances, deferment granted beyond two weeks into the semester/modular session shall not attract a fee refund.

Deferment is at the student's own risk as course offerings, scheduling, fees and regulations may change.

A student who withdraws from a course without prior notification shall be liable to pay the full fees for the semester/modular session.

5.17 **Students in Good Standing**

An undergraduate student is required to maintain a minimum Cumulative Grade Point Average (CGPA) of 1.75 in order to remain in good academic standing.

A student whose CGPA falls below 1.75 at the end of any semester/modular session is automatically on academic probation.

A student who is on academic probation for two (2) consecutive semesters/modular sessions and who fails to raise his/her CGPA to a satisfactory level at the conclusion of the two consecutive semesters/modular sessions of probation will be withdrawn from the Institute.

A continuing student who fails three or more courses in a semester/modular session will repeat that semester/modular session.

A student with three or more retakes at the end of any semester shall be required to suspend the programme and redeem the failed courses before progressing. In every case, the statute of limitation rule (see section 5.9) shall apply.

The Director of Academic Affairs shall submit a report of students who are not in good standing to the Academic Board for withdrawal from the Institute at the end of each semester/modular session.

5.18 **Appeals**

An academic withdrawal appeal can be made when the student can provide independent evidence to show that:

- 1) Staff or bodies have not followed the approved regulations and procedures or have not followed them in due care.

- 2) Staff or bodies have not acted fairly towards the student or appear to show bias in the way the academic decision was made.
- 3) Other mitigating circumstances have not been taken into account in making the decision.

Appeals concerning academic progress such as academic withdrawal must be addressed in writing to the Dean of Students who will review the matter and prepare a report and written recommendation for review by the Academic Board. The Academic Board will review the application and make the final decision regarding a student's appeal.

5.19 **Project Work Requirements**

Undergraduate degree students who have prepared a project work as a partial fulfilment of the requirements for the bachelors' degree are required to submit an original, signed hard copy by both the student and the supervisor of the project and any other requirements as per the prescribed procedure laid down by their respective Schools.

Procedures and regulations governing the formatting, production, and submission are published and available in the Schools/Faculties.

Once students begin writing project work, they must be continuously enrolled at the Institute until the degree requirements are satisfied. Enrolment may be satisfied by being registered for project work until the project work is approved and submitted to the Dean of the School or Faculty. Students failing to maintain continuous registration will be required to pay the costs of all previous semesters/modular sessions for which

registration was required. Degree requirements may not be satisfied until this is done.

5.20 **Graduation Requirements**

To qualify for the Institute's undergraduate award, a student must earn the required minimum number of academic credits approved by the respective School/Faculty Board for each study programme and obtain a Final Grade Point Average (FGPA) of at least 1.75. The student must pass all the approved and required courses.

All students must apply to graduate whether attending the graduation ceremony or not. All applications for graduation must be submitted to the Academic Registry by the end of the second week into the second semester of the final year. In the case of students on modular programmes, the application must be submitted by the end of the first week of their final modular session. Failure to meet the published deadline shall delay graduation for one full year.

A student is ultimately responsible for checking that he/she is meeting graduation requirements for his/her programme of study.

5.21 **Classification**

The scheme of classification of undergraduate degrees is as follows:

Class	Final Grade Point Average (FGPA)
First	3.75 – 4.00
Second Upper	3.25 – 3.74
Second Lower	2.60 – 3.24
Third	2.00 – 2.59
Pass	1.75 – 1.99

5.22 **Degree Dating**

A student shall be recommended for his/her degree at the end of the semester/modular session in which he/she completes his/her requirements for graduation. The date on the certificate shall be a day in July following, or any other date as may be determined by the Academic Board from time to time.

5.23 **Degree Presentation**

Following confirmation of an award of a degree, a student shall be entitled to be awarded a certificate of the appropriate degree under the seal of the Institute.

5.24 **Academic Transcript**

At the end of a student's programme, the Institute shall issue a complete transcript of his/her academic record. It will reflect all courses studied, all grades earned, all attempts at examinations whether passed, failed or referred (including repeated courses, if any). Any subsequent issue of academic transcript will be upon request and payment of the prescribed fee.

6.0 **EXAMINATION REGULATIONS**

A student will be assessed through written examinations, class assignments, participation in class discussions, term papers, syndicate presentations, practical work, and project work/long essay as may be prescribed by the School or Faculty.

6.1 **Eligibility for Examinations**

A student shall not be allowed to take an examination for a course unless he/she has satisfied all the conditions stated below:

- 1) Registered for the course;
- 2) Has fully paid all fees;
- 3) Attended at least 75 per cent of the lectures, tutorials,

seminars and practicals and undertaken all other activities and assignments as approved by the Institute.

4) Completed the continuous assessment requirements.

6.2 **Re-sit/Supplementary Examinations**

Students failing in a taught course will normally be allowed one reassessment in that course at a fee determined by the Academic Board. The Institute may organise supplementary examinations for such students at the end of each academic year. Students are required to attempt all components of assessment in the course for which they are registered. Non submission of assessed coursework is a serious offence against the Institute's regulations.

The opportunity to re-sit an examination is not an automatic right. The decision rests with the Academic Board. A student who fails to submit coursework or fails to attempt examination without confirmed extenuating circumstances **is not qualified** for re-sits.

A student who fails to submit coursework or fails to attempt examination with confirmed extenuating circumstances will take supplementary assessment as a first attempt.

A student who fails to take a recommended supplementary exams or attempts and fails the supplementary examination shall retake/repeat the course.

6.3 **Re-Take/Repeat Course(s)**

A student who fails a taught course and is not qualified to re-sit shall re-take/repeat the failed course at a fee determined by the Academic Board. A student retaking/repeating a course is expected to attend at least 75 per cent of the lectures, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the Institute.

A student re-taking/repeating failed course(s) shall do so within the maximum time permitted for the completion of his/her programme.

6.4 Alternative Examination Arrangements

Alternative examination arrangements may be made for students with long or short term medical conditions, specific learning difficulties or disabilities, subject to the overall requirements that academic standards must be maintained.

Requests for alternative examination arrangements on the grounds of specific learning difficulties or medical conditions shall be notified to the Academic Registry and supported by the necessary evidence from a certified practitioner. The request shall be considered by an Extenuating Circumstances Committee who shall make a decision thereon.

6.5 Examination Timetable

The Institute's examination sessions may be scheduled between 9:00 am and 10:00 pm, Monday to Sunday except public holidays.

A student may have two examinations in one day. Where a student has more than one examination in a day, the minimum period of time between examinations shall be ninety (90) minutes.

It is the duty of the student to consult the daily timetable (to be made available at least forty-eight (48) hours ahead of time) to ascertain the papers to be written each day and to be present at the appointed place at least thirty (30) minutes before the examination.

6.6 Attendance at Examinations

- 6.6.1 A student shall not be admitted to an examination if:
- i) he/she has not registered;

- ii) he/she owes fees to the Institute;
- iii) the subject of the examination has merely been audited, unless the course had been followed previously; or
- iv) he/she is under suspension or has been dismissed from the Institute.

6.6.2 A student may be refused admission to an examination if he/she reports to the examination more than thirty (30) minutes after its commencement.

6.6.3 A student who arrives late at an examination shall not be allowed extra time to complete the examination.

6.6.4 A student shall be required to produce his/her student ID card to every examination. Without this form of identification, a student may be refused admission to the examination.

A student who does not have the appropriate ID would have to collect a formal 'temporary' ID from the Instructional Resource Centre (IRC) at a fee.

6.6.5 The presumption of the Institute is that students who partake in examinations have deemed themselves fit to be assessed. If a student becomes ill or is affected by unforeseen circumstances immediately before or during an examination, the student **must** advise the invigilator of his/her situation. If the student chooses to continue, the student will be asked to endorse the fitness to sit declaration form.

6.6.6 Failure to attend an examination on the given date at the ascribed time shall be regarded as a non-attendance, and in the absence of confirmed extenuating circumstances by an Extenuating Circumstances Committee, a zero mark shall be awarded and the course affected shall not be available for re-sit.

- 6.6.7 The following shall not normally be accepted as reasons for being absent from any paper at the Institute's Examination:
- i) Misreading the timetable;
 - ii) Forgetting the date or time of examination;
 - iii) Inability to locate the examination hall;
 - iv) Inability to rouse oneself from sleep in time for the examination;
 - v) Failure to find transport;
 - vi) Loss of a relation; or
 - vii) Pregnancy that makes the writing of the examinations impossible or inadvisable, unless it is certified by a medical doctor. Such medical reports shall also be certified by a Medical Officer of the Institute.

6.7 **Conduct in Examinations**

All examinations are conducted under the Institute's regulations. The following regulations shall apply:

- 6.7.1 It is the responsibility of the student to provide a pen, pencil ruler, eraser, calculator and any other required equipment to each examination. These should be kept in a transparent case.
- 6.7.2 A student shall not be allowed to leave the examination room during the first thirty (30) minutes of the examination session unless in extenuating circumstances. A student must also not leave during the last fifteen (15) minutes of the examination and must remain seated until all examination scripts have been collected and checked by the invigilators.

If a student has completed the paper before the specified time and wishes to leave, he/she must seek permission and must leave as quietly as possible so as not to disturb the other students. Permission to leave at any time must be requested from the invigilator.

A student who completes an examination ahead of time (not before the first thirty (30) minutes and not within the last fifteen (15) minutes of the examination) may leave the examination room after surrendering his/her answer books. The student shall not be allowed to return to the examination room.

A student who is allowed to leave the examination room, with the intent to return, shall be accompanied while outside the examination room by an attendant or by the invigilator. The invigilator shall be satisfied personally that the student does not carry on his or her person any unauthorized material.

- 6.7.3 A student who is suspected of hiding unauthorized material (such as mobile phones, smart watches and other electronic devices, revision notes, books, data tables, etc.) on his/her person may be asked by the invigilator to submit to a reasonable body search. Refusal to submit to a body search is tantamount to misconduct.
- 6.7.4 Communication between students is not permitted in the examination hall:
- i) A student shall not pass or attempt to pass information or an instrument from one to another during an examination;
 - ii) A student shall not copy or attempt to copy from another student or engage in any similar activity;
 - iii) A student shall not allow himself/herself to be copied by another student;
 - iv) A student shall not disturb or distract any other student during

- an examination. A student creating a disturbance may be expelled from the examination room;
- v) The borrowing of any material by a student from another student shall not be permitted;
- 6.7.5 A student may attract the attention of the invigilator by raising his or her hand.
- 6.7.6 Smoking or drinking of alcoholic beverage is not allowed in the examination room.
- 6.7.7 The use of any form of correcting medium, including fluid, correcting pens and correcting tape on any examination answer book is prohibited. Neatly cross out incorrect answers or mistakes.
- 6.7.8 Use of programmable calculators or language translation devices is not allowed unless expressly permitted for a particular examination. Electronic calculators, dictionaries, smart watches or similar time pieces capable of storing or accessing data are not permitted on desk or to be worn about your person. All other unauthorized materials including pencil cases brought into the examination room/hall must be submitted to the invigilator prior to the examination. Failure to place these items out of reach will be treated as examination malpractice.
- 6.7.9 At the end of each examination, a student should ensure that he/she does not take away any answer books, supplementary sheets, whether used or unused, or any official examination material from the hall.
- 6.7.10 A student shall not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the invigilator.

6.8 **Breach of Examinations Regulations**

6.8.1 Breach of a provision of the Regulations made for the conduct of the Institute's examinations constitute examination misconduct.

6.8.2 The chief invigilator or his/her assigned Officer shall, administer the Examination Misconduct Form to the student and submit it to the Director of Academic Affairs. Upon receipt of the report, the Director of Academic Affairs shall inform the student in writing that his/her conduct shall be reported and that the decision as to whether his/her work shall be accepted rests with the Academic Board. A copy of the letter will be addressed to the Faculty Board/Examinations Committee concerned, through the Dean.

6.8.3 A student, who is considered to have infringed the rule, shall be required to submit a written report of his/her side of the case to the Director of Academic Affairs within two (2) working days. Such a report shall be taken to the respective Faculty Board, through the Dean.

6.8.4 The Examinations Committee/Faculty Board shall review the reports received in connection with an examination malpractice or an offence and on the basis of its review, the Committee may recommend sanctions involving:

- 1) Loss of marks in a particular paper.
- 2) Warning
- 3) Credit denial in respect of any courses or examination completed or attempted
- 4) Suspension
- 5) Dismissal

In extreme cases, the grade of Z shall be awarded where it is established that a student had attempted and had gained an unfair advantage in an examination. The student may be debarred from writing the Institute's examinations for a stated period, indefinitely, or expelled from the Institute.

6.8.5 In all instances, the Committee shall make an appropriate recommendation to the Academic Board for its final decision.

The Academic Board may review all the reported cases and may vary the sanctions as it deems it fit. The Academic Board may take any other disciplinary measures deemed appropriate.

6.9 **Missing or Lost Examination Scripts**

6.9.1 In cases where it is verified that a student has taken an examination and the script is deemed to have been lost prior to the declaration of results, the relevant student shall be permitted one of the following options:

- i) Completing a substitute examination, the form to be authorised by the Dean of the School/Faculty. OR
- ii) Writing the next scheduled examination in the course (e.g. a supplementary or retake examination), and abiding by the grade obtained therefrom. OR
- iii) Being awarded the mark obtained in the corresponding coursework element to the lost script. OR
- iv) Where it is possible to compile an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.

If an examination script deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the script will be marked.

If the mark awarded to the located script is higher than the mark awarded to the chosen option, the exam mark will supersede the chosen option mark. If the mark assigned to the located script is lower than the mark awarded for the chosen option, the chosen option mark will stand.

- 6.9.2 In cases where a remark has been requested and the relevant script cannot be retrieved, the student, subject to consultation with the Director of Academic Affairs shall be permitted one of the following options:
- i) the student shall be awarded the mark obtained in the corresponding coursework element to the lost script. OR
 - ii) the student shall be allowed to write the next scheduled examination in the course (e.g. a supplementary or retake examination), and abiding by the grade obtained therefrom. OR
 - iii) the student shall be awarded the minimum pass mark if the original mark fell within 5 marks of the pass mark/grade. OR
 - iv) where it is possible to compile an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.

If an examination script for which a student has requested a remark and was deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the options would be withdrawn and the remark process activated.

6.10 **Publication of Results**

Approved results of examinations taken at the end of each session/semester shall normally be published by the Academic Board before the commencement of the next session/semester. Publication of examination results shall be through any means including the student portal (i-enabler).

It is the responsibility of the student to find out the result of an examination taken.

- 6.10.1 A student may obtain feedback on examinations taken by submitting a request through the Director of Academic Affairs to

their course Instructor.

- 6.10.2 After receiving a feedback, a student who is still not satisfied with the results of his/her examination may request for a re-mark by submission of an application to the Director of Academic Affairs and on payment of an appropriate fee, which shall be determined by the Academic Board from time to time.
- 6.10.3 A request for feedback and/or re-mark shall be submitted to the Director of Academic Affairs not later than twenty-one (21) days after official release of the results and shall state the grounds for feedback or re-mark.
- 6.10.4 The Director of Academic Affairs in consultation with the Dean shall appoint an independent examiner for the re-mark.
- 6.10.5 An application entered on a student's behalf by a person other than the aggrieved student shall not be entertained.
- 6.10.6 No action shall be taken on an application, which is submitted outside the time stipulated in subsection (6.10.3), and a re-mark shall not proceed unless the fee is fully paid.
- 6.10.7 The mark of the new and independent examiner is regarded as the final mark. Where the re-marking of a script results in a higher mark than that previously recorded, and the re-mark results in a positive grade change the fee paid shall be refunded.
- 6.10.8 Where it emerges that a complaint is frivolous or ill-motivated, the Institute shall prescribe further sanctions in accordance with sanctions for examination malpractice.

7.0 **RESPONSIBLE ACADEMIC CONDUCT AND ETHICAL RESEARCH**

7.1 **Overview**

The Institute in general, promotes responsible and ethical research among students. Students are cautioned to avoid practices that threaten the integrity of their academic career and their research, including, but not limited to:

- falsification or fabrication of data;
- violations of privacy and confidentiality provisions;
- conflicts of interest;
- cheating - receiving, purchasing or selling a research or any academic work and presenting it as own work other than that of the author;
- plagiarism; and
- copyright infringements.

Unethical research threatens the integrity of the academic and scientific enterprise and may subject students to severe penalties. For example, students are required to certify that any use of copyrighted material beyond “fair use” has the written permission of the copyright owner. If the permission to use copyrighted material does not accompany the project work/long essay, the copyrighted material will not be reproduced.

7.2 **Sanctions for Research Misconduct**

Sanctions for research misconduct include, but are not limited to:

- Loss of marks in a particular paper;
- Warning;
- Credit denial in respect of any courses or examination completed or attempted;
- The imposition of special certification or assurance requirements;
- Suspension;
- Dismissal; or

- Cancellation of an award already conferred.

8.0 **QUALIFICATION FOR AWARD OF AN UNDERGRADUATE DEGREE**

A Certificate/Diploma/Degree, appropriately designated, shall be awarded to a student who has been properly admitted to a programme at the Institute, has followed the prescribed course of study over the period, fulfilled all the requirements pertaining to the programme and obtained minimum credit requirements of the respective programme. A student must pass in each course and the project work/long essay as appropriate.

8.1 **Cancellation of Award**

An award conferred on a student may be cancelled at any time by the Academic Board, even with retrospective effect if it becomes known that:

- 1) the student entered the Institution through fraudulent means;
- 2) the student impersonated someone else;
- 3) the student has been found guilty of examination malpractice;
- 4) there are other reasons that would have led to the withholding of confirmation of the award in the first place.

9.0 **ACADEMIC RESOURCES AND STUDENT SERVICES**

9.1 **Library**

The library's holdings are books and periodicals in hard and electronic copies. There is a collection of journals, newspapers and a variety of other documents. The library is categorised under the following sections:

- electronic;
- reference; and
- lending.

A direct borrowing agreement makes the library resources of the Institute available for use by registered students, faculty, and staff of the Institute. The Institute participates in the Academic Libraries Consortium (ALC). Library hours are posted at the entrance to the building, on the library's web pages and printed copies are available upon request.

A student shall obtain library and information services at the Institute's library. Electronic information services may also be accessed via wireless network.

9.2 **Students Representative Council (SRC)**

The Statutes of the Institute makes provision for the establishment and the functioning of a Students' Representative Council (SRC). The SRC serves as the recognized body of the students of the Institute.

9.3 **Students Affairs Directorate**

The Students Affairs Directorate is the office for formal and informal extracurricular activities for students on campus. Specifically, the unit provides the following services:

- i) **Counselling Services** - The Students' Affairs Directorate provides counselling services to students on request. The office of the School counsellor attaches professionalism in executing their tasks and assures students of the utmost confidentiality. The counselling unit provides the needed assistance to students on personal, relational, family, academic and other issues.
- ii) **Career Development** - The Students Affairs Directorate also provides assistance to students in developing strategies for effective job search.

- iii) Internships - Students are assisted to carry out industrial attachments as interns to enable them learn practical knowledge and skills on the job. Some organisations forward notices of internship placements for students to the Students Affairs Directorate. The Students Affairs office organises seminars to equip students with the knowledge and skill to prepare winning C.Vs among others to help them plan their career and job placement effectively and efficiently.
- iv) Students with special needs - The Students Affairs Office provides and coordinates services to students with special needs. The Office is to help ensure that students with special needs have equal access to the Institute's programmes and to help provide an environment in which they can be successful while enrolled at the Institute.
- v) Students Associations - The policy of the Institute is to encourage students, who so desire, to organise themselves into, and join organisations which contribute to the academic, cultural, recreational and social life of the Institute. For this reason, the Institute will encourage a network of student-directed clubs and societies designed to provide education outside the classroom, and through which a student may manifest his/her feelings and attitudes and seek out relief from the purely academic life.

Students are advised to refer to the guidelines for the formation of students associations/clubs/societies at the Institute. Copies are available at the office of the Dean of Students and the Institute's Library.

9.4 **Residential Accommodation**

There are no residential halls to accommodate students at the Institute. Although the Institute assumes no responsibility for off-

campus housing, students will be assisted to find satisfactory accommodations close by. Inquiries should be addressed to the office of Dean of Students: (233) 302- 401681-3 /401681-3/412337/412354.

9.5 **Bookshop**

There is one privately owned bookshop on campus located next to the Syndicate Block.

9.6 **Health /Clinic Services**

Students requiring medical attention may contact the Institute's Clinic on campus located next to the uniBank building. The clinic is closed on Saturdays and Sundays except on special occasions. If medical care is needed after hours or on the weekend, students may contact the Physician Assistant on telephone numbers: (233) 302-401681-3/412337/412354.

9.7 **Parking**

All students must park their vehicles at the designated students' car park. However, students with valid GIMPA car stickers may be allowed to park beyond the students' car park. Students must abide by the regulations for parking and traffic control and must observe the maximum 20 km/h speed limit within the Campuses.

A limited number of car park stickers shall be made available for purchase at the Office of Corporate Affairs and Institutional Advancement on first-come-first-serve basis.

Vehicles parked in violation of the parking regulations and restrictions shall be subjected to ticketing, clamping and other disciplinary measures.

The Institute reserves the right to withdraw any parking privileges from any student at any time.

9.8 **International Programmes Office**

The International Programmes Office, among others, assists students to undertake exchange programmes and to secure summer or vacation jobs on attachments. They also facilitate visa applications in addition to coordinating and organising all international programmes.

The Institute may issue letters of introduction for International Students to facilitate the acquisition of visas and/or residence permits applied for or for which application has been made.

9.9 **Security and Public Safety**

The Campus Security Office is located in the Maintenance Yard. The Security Coordinator can be reached at: (233) 302-401681-3/-401681-3/412337/412354. All crimes and requests for police assistance should be made through the Dean of Students to the Security Coordinator. Individual students are responsible for their personal effects.

In the interest of public safety, the Security may subject students and/or their vehicles to random searches.

10.0 **FINANCES AND FINANCIAL AID**

10.1 **Fees**

10.1.1 Students shall pay the required fees in accordance with the terms specified in the admission letter. Fees are determined periodically and subject to change without prior notice.

10.1.2 A student who is being sponsored on a programme shall provide evidence of the sponsorship (from the sponsoring individual, organisation or company). Such a student shall at the same time be responsible for ensuring that the sponsors honour their obligations in accordance with the terms specified in the

admission letter.

10.1.3 A student shall participate in a course only after officially registering and paying the requisite fees.

10.1.4 A student does not earn the necessary academic credit for the course for which he/she has not been duly registered even if he/she attends and benefits from the necessary lectures and tuition.

10.1.5 A student who withdraws from a course without prior notification shall be liable to pay at least 50% of the fees for the semester/modular session.

10.2 **Tuition fee Refunds**

A student may be entitled to tuition fee refunds if the student permanently withdraws from the programme of study. Such refunds shall be subject to the following rules and deadlines:

10.2.1 A fee refund request shall be made in writing to the School/Faculty.

10.2.2 All refunds shall be made to the person or organisation that made the original payment

10.2.3 All requests for refunds shall be made within four (4) weeks into the semester and two (2) weeks in the case of students on modular programmes for which the fee is paid.

10.2.4 For fresh students:

- i) Commitment fees are totally not refundable.
- ii) If a student withdraws within the period specified under section 10.2.3, refund shall be any amount paid in excess of the commitment fees and administrative charges of 25% of the fees for the semester/modular session.

- iii) If a student withdraws after the period specified above, the student shall not be entitled to a refund.

10.2.5 For continuing students:

- i) If a student withdraws within the period specified under section 10.2.3, refund shall be any amount paid less administrative charges of 50% of the fees for the semester/modular session.
- ii) If a student withdraws after the period specified above, the student shall not be entitled to a refund.

10.2.6 There shall be no refund where a student is dismissed from the Institute.

10.3 **Student Loan Trust (SLT)**

The Student Loan Trust (SLT) Programme offers loans to Ghanaian students. Under the SLT Programme, the Ghana Government makes loans to students in tertiary Institutions/University. SLT Programme determines the applicant's eligibility and annual loan amounts. Applicants must be in good academic standing. Loan request forms may be obtained from the Office of SLT located in the Students' Affairs Office. The completed request must be submitted to the Office of the Student Loan Trust.

To be eligible for student loan, a student must, as a minimum, be admitted to and enrolled in an undergraduate programme and pursuing a degree programme. Students in non-degree, conditional admission, or probation status are not eligible for Student loan.

10.4 **Financial Aid**

Depending upon available resources and criteria for eligibility, a student may receive financial aid in the form of scholarships

(tuition awards), work study and loans to assist students who have received unconditional admission to the Institute. In certain circumstances, staff employment, and a limited number of positions may also be available.

All scholarships funded through the Institute are subject to an award time limit. Students' requests for an extension of financial aid that has expired must be made in writing to the Dean of Students. There is no guarantee that a request for extension will be approved.

10.5 **Other Fees and Assessments (Liability Clearance)**

A student applying for any student service, i.e., letter of introduction, attestation, academic transcript, certificate, refunds, etc., shall complete a Clearance Form and go through the process of being cleared of any liability, financial or otherwise, to the Institute.

A student who has not been so cleared is not qualified to receive any student service he/she applies for.

10.5.1 **Graduation Fee:** Students must apply and pay a non-refundable graduation fee whether attending the graduation ceremony or not. For a student to graduate, both academic and financial requirements must be fulfilled. Fulfilment of financial requirements includes payment of all financial obligations, including a graduation fee.

10.5.2 **Transcript Fee:** There is a charge per person per transcript. Upon request, the Institute may mail transcripts for a fee. To obtain a transcript, registered students must have no obligations to the Institute and former students' must have been cleared of any financial and other obligations to the Institute.

- 10.5.3 ***Introductory/Proficiency Letters Fee:*** Introductory and English proficiency letters shall be issued free of charge to active students of the Institute upon request. However, there shall be a charge for the issuance of an introductory letter or English proficiency letter for all former students who require such services. The Institute may mail introductory and English proficiency letters for a fee upon request.
- 10.5.4 ***Attestation Fee:*** A fee shall be charged for the issuance of attestation letters to students who require such service.

11.0 **ETHICS/CODE OF CONDUCT**

The Institute aims at providing a framework of administering student related affairs by complying with the Constitutional requirement for the protection of rights and prosecution of liabilities of students and employees of the Institute. The Institute will not compromise any student who breaches the standards set or exhibits in any way, behaviour that is not acceptable.

The Management of the Institute will not tolerate any form of unlawful harassment or discrimination of students based on race, creed, ethnicity, nationality, political affiliation, marital status, disability, and sex or gender identity. In addition, retaliation is a form of unlawful discrimination that will not be tolerated.

In addition to these rules, students shall abide by the relevant professional code of conduct and ethics in their areas of study.

A student that violates any of the Institute's rules and regulations shall be subjected to disciplinary action.

11.1 **Dress Code**

All students are expected to dress decently at all times on

campus.

11.2 **Gifts between Students and Staff**

Because of the possible perception of undue influence, it is not appropriate for students to give a gift to a member of faculty while the student is still enrolled in the faculty member's class. In general, the Institute discourages the giving of gifts between students and staff.

12.0 **GRIEVANCE MANAGEMENT**

The Institute recognises the importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in the Institute. All members of the GIMPA community are, therefore, free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

A student with a grievance **must** use and exhaust all internal channels for redress before resorting to redress beyond the Institute.

12.1 **Grievance Procedure**

The procedure to resolve grievances is outlined below:

12.1.1 **Step 1** - Where the case involves a member of staff, the student shall attempt in so far as possible to resolve the problem with the member of staff involved. In the attempt to resolve the matter with the member of staff, the student may wish to consult in the following suggested order to assist in an informal resolution:

- i) The Head of Department
- ii) The Dean of School/Faculty
- iii) The Dean of Students

12.1.2 **Step 2** – Failing to resolve the problem at step 1, the student shall prepare a formal complaint in writing indicating:

- i) The statement of facts as the grievant perceives them, citing specific violation where possible;
- ii) The remedy sought by the grievant; and
- iii) The respondent statement or action, if any, during or after the consultation under step 1.

The written complaint shall be presented to the Dean of Students with a copy for the respondent and must be filed within ten (10) working days of the date on which the outcome reached in step 1 is known to the student.

If the Dean of Student becomes aware that sexual harassment is a possible basis of the grievance and the grievant confirms this opinion, then the Dean of Student will notify in writing to the Secretary of the Institute to take the necessary action.

Notwithstanding this notification, the procedure for grievance shall continue as follows:

- i) The Dean of Student shall meet separately with the grievant and the respondent or if both parties agree, jointly, to discuss the complaint.
- ii) Within ten (10) working days of receipt of the written complaint, the Dean of Student shall complete any consultation and shall notify in writing to the grievant and the respondent of the Dean's determination and decision, sending a copy of the findings to the Secretary of the Institute for appropriate action.

12.1.3 **Step 3** – Failing to achieve a satisfactory solution at step 2, the grievant may file an appeal in writing to the Rector for appropriate redress. Such filings must be done within ten (10) working days after the grievant had been notified of the decision reached and

any action taken in step 2.

- 12.1.4 **Step 4** – Failing to achieve a satisfactory solution at step 3, the grievant may file an appeal in writing to the Council through the Rector for appropriate redress. Such filings must be done within ten (10) working days after the grievant had been notified of the decision reached and any action taken in step 3.

13.0 **GENERAL RULES OF BEHAVIOUR AND DISCIPLINARY PROCEDURES**

13.1 **Attendance**

Students are held accountable for absences incurred owing to late enrolment and/or registration.

It is the policy of the Institute to respect statutory public holidays and accordingly, no student shall be penalized or suffer any penalties for failure to attend lectures or undertake other assignment which is organized on a public holiday.

Where necessary, the Institute may hold events (including lectures and examinations) on weekends.

13.2 **Possession of Firearms on Campus**

Institute policy and Ghanaian law prohibit the possession of firearms on campus without the Institute's written authorization; consequently, possession of weapons on the premises of the Institute, unless authorized by the Institute, is a violation of these rules.

The Institute's prohibition against possession of firearms on campus extends to all Institute owned or controlled locations used for residences of students, guests, staff, events and other affiliated persons, including all housing obtained through the Institute.

Firearms possessed in violation of this policy shall be confiscated. Violators of the policy shall be subject to the Institute's discipline as well as criminal prosecution.

13.3 **Unlawful Entry or Trespassing**

Unauthorised or attempted unauthorised entry, occupation or use of any Institute-owned or controlled property, equipment or facility is a violation. It is a violation to enter restricted areas of the Institute such as restricted research areas and utility tunnels. Remaining in or on premises after permission to remain has been revoked also is trespassing.

13.4 **Media Invitations**

Members of the GIMPA Community (including students) planning to invite media other than the Institute's media to cover an event should contact the Director of Corporate Affairs and Institutional Advancement in advance of the event. Since the GIMPA campus is private property, external media are not allowed on campus without an invitation.

13.5 **Other Offences**

In addition to the foregoing, the following shall constitute offences and for that matter violation of the Institute's rules and regulations:

- 1) Forgery and falsification of documents, records, examination material, or any other material used on account of the respondent being deemed a student.
- 2) Assault, fighting or other disorderly conduct.
- 3) Insulting any faculty member, staff or any person engaged by the Institute.
- 4) Making a telephone call, text messaging, or using other media

platforms on a telephone to chat with another person(s) in a class, while lectures or tutorials are ongoing.

- 5) Signing in on an attendance book on behalf of another student.
- 6) Breaking any campus security rule or openly disregarding a security directive.
- 7) Stealing, mutilating or otherwise damaging any asset belonging to the Institute including books.
- 8) Possession, use, buying or selling of illegal drugs.
- 9) Excessive use of alcohol that is likely to endanger the health and safety of others.
- 10) Threatening, offensive or indecent behaviour or language that causes distress to others.
- 11) Misappropriation of or damage to the property of any student or member of staff.
- 12) Harassment of any kind and any antisocial behaviour.
- 13) Contempt

13.6 **Demonstrations, Rallies and Picketing**

On occasion, recourse to public demonstration and protest may become, for some, a necessary and justified means of supporting their course or position. In such cases, the Institute must seek to ensure a fair and reasonable balance and coordination between two sets of rights that are brought into conflict with one another. The first is the right of the members of the GIMPA community to freely pursue their academic and vocational objectives without

unreasonable obstructions or hindrance. The second is the right of the members of the community to freely communicate by lawful demonstration and protest, the position that they conscientiously espouse on vital issues of the day.

The Institute endorses both sets of rights and believes that each can be fully exercised without serious damage to the other.

The rights of students to demonstrate or to undertake other public protests or to go on processions on or outside the campus shall be subject to regulations enacted for that purpose by the Academic Board and in accordance with the relevant national law.

Without prejudice to the generality of the foregoing, students shall not demonstrate or undertake other public protests on any of the Institute's campuses without the prior written approval of the Dean of Students. Any demonstration, public protest or other similar events outside the Institute's campuses shall only be undertaken after prior written notification given to the Dean of Students.

The rules of the Institute shall apply to any demonstration, including a rally or picketing, that takes place on or at an Institute facility. Such facilities include, but are not limited to, all Institute campuses, research laboratories, maintenance shops, business offices, athletic fields, hostels, classrooms, and meeting halls.

- 13.6.1 Students planning a picket, protest, rally or demonstration should contact the Dean of Students for guidance and further information.
- 13.6.2 Disruptive picketing, protesting, rallies or demonstrating on any of the Institute's campuses or property is prohibited.

13.6.3 The Institute's Clinic provides care for individuals needing uninterrupted medical services in tranquil surroundings. All picketing, demonstrations, rallies or protests are strictly prohibited in or around the Institute's Clinic.

13.6.4 Protests or demonstrations that infringe upon the rights of others to peaceful assembly, orderly protest, free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the Institute cannot be tolerated.

13.6.5 Picket lines which permit free passage of those who wish to pass, and signs, banners and peaceful assemblies are all acceptable. However, the carrying of signs that by virtue of their construction constitute a hazard to other people may not be permitted. Specifically, this means that, signs should be constructed entirely of soft material such as cardboard or cloth, and that signs should not be attached to rigid sticks or poles when such signs are used inside the Institute.

Actions such as the following, are unacceptable:

- blocking, obstructing or impeding passage of a person or vehicle;
- actions that result in bodily harm;
- erecting or placing of obstructions that result in depriving others of their rights;
- burning of vehicle tyres and other materials.

13.6.6 Halting a lecture, debate, or any public forum is an unacceptable form of protest. "Halting" means directly or indirectly preventing a speaker from speaking - even for a brief period of time - or seizing control of a public forum for one's own purposes.

13.6.7 In order to use space on the Institute's campus for the purpose of

peaceful demonstration, students or groups who organise a demonstration must also comply with the following:

i) Maintain Peace and Order

The responsibility of maintaining peace and order rests at all times with the individual(s) or group(s) who organised the event. This includes the responsibility to explain to other organisational members, guests, or other demonstrators the implications for failing to comply with the Institute's expectations.

Demonstrating guests are expected to follow the Institute's rules and regulations. Individuals or groups who organised the event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of the Institute's policy incurred by their guests.

ii) Presence of Institute Officials

When demonstrations are scheduled, organisers should expect Institute personnel (typically, Student Affairs staff and/or the Institute's Security Officers) to be present for all or part of the event. This presence is often necessary to ensure organisers' own rights are protected and the Institute's regular operations and activities are not interrupted. Accordingly, Institute's representatives may film, photograph or record elements of the event.

The presence of the Institute's personnel should not be viewed as an effort to deter or otherwise interfere with properly approved demonstrations.

iii) Length of Demonstrations

The length of any given demonstration may vary. An

approved demonstration will usually be permitted to continue until and unless the Secretary of the Institute, upon consultation with Management, determines that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of any division of the Institute.

In that case, the Secretary of the Institute shall serve a notice to the demonstrators to bring the demonstration to an end. Where the demonstrators fail or refuse to bring the demonstration to an end and following the notice served to that effect, the Secretary of the Institute shall apply to the court for an injunction to that effect.

iv) **Responsibly Conclude the Demonstration**

At the conclusion of any demonstration, the organisers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to the Dean of Students immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and replacement of property to the organisation or individuals involved or both.

v) **Self-identifying**

A properly identified agent may request individuals believed to be violating these rules to identify themselves through production of their Institute ID cards. Their cards will be returned immediately after the agent has recorded the individual's name and ID number.

13.6.8 *Treatment of outsiders*

In accordance with the jurisdiction of these rules, any visitor, licensee, or invitee who the delegate determines is violating these rules, and who does not comply with the delegate's warning and advice, may be ejected from an Institute facility.

13.6.9 A person is in violation of these rules when such person individually or with a group, incident to a demonstration, including a rally or picketing:

- i) Engages in conduct that places another in danger of bodily harm;
- ii) Causes or clearly attempts to cause physical injury to another person;
- iii) Uses words that threaten bodily harm in a situation where there is clear and present danger of such bodily harm;
- iv) Uses words in a situation of clear and present danger that actually incite others to behaviour that would violate the regulations;
- v) Causes property damage or loss, or endangers property on an Institute facility;
- vi) Misappropriates, damages, or destroys books or scholarly material or any other property belonging to the Institute, or to another party, when that property is in or on an Institute facility, and by such action causes or threatens significant educational, administrative, or financial loss;
- vii) Interferes over a very short period of time with entrance to, exit from, passage within, or use of, an Institute facility;
- viii) Continues to physically prevent, or clearly attempt to

- prevent, passage within, or unimpeded use of, an Institute facility, and thereby interferes with the normal conduct of an Institute function;
- ix) Enters or remains in an Institute facility without authorisation at a time after the facility has been declared closed by the Institute;
 - x) Enters a private office without authorisation;
 - xi) Causes noise that substantially hinders others in their normal academic activities;
 - xii) Interrupts an Institute function, activity or event;
 - xiii) Illicitly uses, or attempts to use, or makes threats with a fire-arm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;
 - xiv) Fails to self-identify when requested to do so by a properly identified delegate or agent of the Institute;
 - xv) Prevents a properly identified delegate from the discharge of his/her official responsibilities under these rules;
 - xvi) Fails to obey the reasonable orders of a properly identified delegate or agent regulating the location of demonstrators or others within the vicinity of a demonstration to assure unimpeded access to or use of a facility or to avoid physical conflict between demonstrators and others;
 - xvii) Fails to disperse from an assembly upon order of a properly identified delegate or agent when such order results from repeated or continuing violations of these rules by

members of the assembly and the delegate or agent has by verbal directions made reasonable effort to secure compliance before ordering dispersal;

xviii) Fails to disperse from an assembly upon order of properly identified delegate or agent when such order results from serious violations of these rules by members of the assembly and the delegate so states in his order to disperse;

xix) Shows gross disrespect to any person in the service of the Institute and fails or refuses to obey lawful orders or instructions from such persons;

xx) Aids and abets others or other groups in a violation of these rules.

13.7 **Student Discipline**

The continuance of each student upon the rolls of the Institute, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the Institute.

13.7.1 Subject to the Statutes of the Institute, the Council, Academic Board, Rector, or other delegate of the aforementioned shall administer disciplinary sanctions against students found to have violated any rule or regulation.

13.7.2 Where a disciplinary offence is also subject to criminal investigation and legal proceedings, the Institute may suspend the disciplinary process until the criminal investigations and legal proceedings have been concluded. The Secretary of the Institute shall review the case on a monthly basis and shall determine if any action is required during the review period.

The fact that the police or other legal authorities might be unable, unwilling, or not yet able to proceed will not automatically preclude the Institute from instigating its own disciplinary action, with the understanding that the respondent's response to the police or other legal authorities shall take precedence should a conflict in hearing times occur.

13.7.3 Where the student has been acquitted following legal proceedings, the Institute will take into account the decision of the court. However, it may be the case that it is reasonable and within the Institute's interest to pursue outstanding matters of concern to the Institute that have not been addressed.

13.8 **General Disciplinary Procedure**

This section sets out the Institute's disciplinary procedures to ensure that a student with alleged misconduct will receive a fair hearing.

13.8.1 ***Pre-Hearing Procedures***

i) Filing Complaints

Any student of the Institute who believes a violation of the rules has been committed may file a written complaint with the Dean of Students who shall immediately transmit the same to the appropriate Disciplinary Committee. The complaint shall state with particularity the person(s) involved, the nature of the offence, and the circumstances under which the offense may have been committed.

ii) Investigation of Complaints

Upon receipt of the complaint, the Disciplinary Committee shall conduct such investigation into the matter as it deems it fit.

- iii) Respondent's Right to an Adviser
A respondent may be assisted in his or her defence of charges of a violation by an adviser of his or her choice from within or without the Institute. The adviser may be a lawyer.

13.8.2 *The Hearing of Charges*

- i) Presentation of Charges
An Officer of the Institute not below the rank of Assistant Registrar shall be responsible for the presentation of charges at the hearing.

The Responsible Officer, who may be assisted by a lawyer from within or without the Institute, shall produce all evidence and call all witnesses in support of the charges at the hearing of any complaint or allegation against any student or faculty of the Institute. The respondent and/or his/her adviser may examine any evidence and cross-examine any witnesses.

- ii) Presentation by the Respondent
Following presentation by the Officer, the respondent and his/her adviser may produce evidence and indicate witnesses in his/her defence if relevant.

- iii) Rules of Procedure
The Disciplinary Committee of the Institute shall have wide discretions in the determination of its rules of procedure in particular cases provided howsoever that any procedure adopted shall not violate the rules of natural justice and the 1992 Constitution of Ghana.

- iv) Record of the Hearing
The Disciplinary Committee shall keep a record of the

hearing in a manner as it shall determine. Unless the hearing has been closed at the request of the respondent, the record of the hearing shall be a public record.

v) Open Hearing

Unless a closed hearing is requested by the respondent, the hearing may be open to members of the Institute community except that the Disciplinary Committee may impose reasonable limits on the number of persons admitted. For the avoidance of doubt, the Disciplinary Committee may exclude witnesses from attendance at the hearing, and may close the hearing if it is disrupted by disorderly behaviour of the participants or spectators.

vi) Attendance of Witnesses: Testimony by Respondent

Members of the Institute community, subject to these rules are compelled, under penalty of disciplinary action under these rules, to appear as witnesses if summoned by a Disciplinary Committee. Failure to appear shall constitute a violation provided there is proof of notice. The respondent is compelled to attend the hearing under penalty of suspension, and he/she may be a witness only if he/she freely consents to be.

vii) Contempt Procedures: Disruptions

The Disciplinary Committee may find a person who fails to obey a proper order of the Committee during the hearing in contempt of the rules. If any person present at a hearing continues seriously to interfere with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Committee, the Committee may proceed to find the person in contempt of the rules. The Committee may hear and decide cases of contempt by summary proceedings

during hearings.

Where the person found in contempt is a respondent, he/she shall be subject to warning and any further contempt, including further disruption, will lead to his/her suspension. The penalty for being twice found in contempt shall be suspension, in accordance with these rules.

If the person found in contempt is not a respondent, he/she shall be subject to warning and shall be asked to leave the hearing. The Committee shall warn the party that if he/she does not leave he/she will be suspended. Failure to leave at this time shall mandate a suspension in accordance with these rules. If a disruption occurs, the Committee may:

- a) order a recess and reconvene;
- b) reconvene at an alternate place;
- c) reconvene and limit the number of spectators;
- d) reconvene and exclude designated spectator participants in the prior disorder;
- e) reconvene in a closed hearing, provided that members of the Institute and news media shall be excluded only on request of the respondent, save when an individual reporter acts obstreperously, in which case the Disciplinary Committee may admit a replacement for him.

viii) Status of Respondent during Proceedings

Any respondent granted a leave of absence during the pendency of proceedings shall not, on that account, be granted a postponement or deferment. If, however, a respondent, having been notified of charges brought against him/her, voluntarily withdraws from the Institute permanently or indefinitely, the charges shall be dropped

and proceedings shall be terminated. Upon any subsequent application for readmission to the Institute by a respondent who has withdrawn under such circumstances, the Dean shall decide whether the applicant shall be subject to further discipline as a requirement for readmission.

Whether degrees or certificates shall be withheld from students charged with violations of these rules pending hearings is a matter of administrative discretion to be exercised by the Academic Board. The decision shall take into account the seriousness of the charge, the degree of punishment likely to be given, and the extent to which the plans of the respondent will be disrupted.

A student's transcript shall not be withheld during the pendency of hearings, but the transcript shall be issued with a notation thereon of the pendency of the hearing and the possibility of sanctions if the respondent is found guilty of a violation of the rules.

Where the proceedings end and the said student is found not guilty of the charges preferred, he/she shall have a new transcript issued him/her with a notation indicating that fact.

The requirement of the notation may be waived at the discretion of the appropriate Dean provided however that where the proceedings end and the said student is found guilty of the charges preferred, he/she shall have a new transcript issued him/her with a notation indicating that fact.

- ix) **Decision of the Disciplinary Committee**
The Disciplinary Committee promptly after the conclusion of the hearing shall prepare and send to the Academic Board its decision and recommendation(s) for the Academic Board's final decision. The Academic Board may vary the Disciplinary Committee's recommendations as it deems it fit. The Academic Board may also take any other disciplinary measures deemed appropriate.

- x) **Decision of the Academic Board**
Decisions reached by the Academic Board shall be immediately communicated to the appropriate Officer of the Institute who shall proceed to communicate the decision of the Academic Board to the respondent within a period of two calendar weeks.

14.0 **SANCTIONS**

Sanctions comprise the following penalties for violation of these rules:

14.1 **Reprimand**

A reprimand indicates that a student's behaviour is inappropriate for a member of the Institute. A notice of reprimand shall be maintained in the student's personal file for one year and would serve as a basis for further sanctions should subsequent violations occur. If there are no further violations within that one year period, the notice of reprimand is destroyed.

14.2 **Warning**

A warning states that future violations will be treated more seriously. It in no way limits consideration for, or receipt of any benefit for which the student may be eligible. Upon notification

by the proper authority, a notice of warning shall be maintained in the student's personal file and would also serve as a basis for further sanctions should subsequent violations occur.

14.3 **Suspension**

A student who has been suspended is not permitted to continue his/her association with the Institute or reside in one of the Institute's residential facilities during the period of suspension, nor may he/she receive a leave of absence of any kind.

The period of suspension shall be for not less than one semester or its equivalent in the case of students in the modular stream. Upon notification by the appropriate authority, there shall be entered on the student's record the notation: "Suspended, (date)." Should the student subsequently resume, there shall be entered on the student's record the notation: "Resumed, (date)." The notation on the student's record in the case of suspension is permanent.

Where a suspension may lead to a student exceeding his/her status of limitation, a Disciplinary Committee shall recommend a dismissal of the student.

14.4 **Dismissal**

When a student is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one year after the imposition of the sanction except by an act of clemency granted by the Council.

Upon notification by the appropriate authority, there shall be entered on the student's record the notation: "Dismissed, (date)." Should the student be subsequently readmitted, upon notification from the proper authority, there shall be entered on the student's record the notation: "Readmitted (date)." The notations on the record are permanent.

14.5 **Violations and Sanctions**

A student who is found guilty of a violation of these rules after a disciplinary hearing shall be sanctioned by the Institute on the basis of the gravity of the offence as indicated in the table below. The range of penalties below is to serve as a guide to ensure appropriateness of penalty in relation to the offence as well as relative consistency in disciplinary action throughout the Institute. The fact that a particular offence is not listed below does not mean that a student cannot be punished for that offence.

Students found guilty for violation of these rules may also be referred to the Institute's Counselling Centre to be put on a structured counselling programme.

14.6 Table of Sanctions

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
OFFENCES RELATING TO EXAMINATION MISCONDUCT				
General Acts of Indiscipline	Talking, eating, drinking of alcohol whilst in the examination room	Reprimand	Warning	Suspension for one academic year.
	Possession of any books, notes, duffle bags, cellular phone, any electronic devices, or any other material that has not been authorised.	Suspension for one (1) academic year and cancelation of paper	Dismissal	-
	Unauthorised possession of a spare examination booklet or answer sheet	Suspension for one (1) academic year and cancelation of paper	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Verbal attack on examination officials	Suspension for one (1) academic year and cancelation	Dismissal	-
	Refusal to fill or sign examination misconduct form	Suspension for one (1) academic year and cancelation of paper	Dismissal	-
	Physical assault of invigilator or supervisor	Dismissal	-	-
Cheating	From textbooks, handouts notes, journals, electronic devices etc.	Suspension for one (1) academic year and cancelation of affected paper	Dismissal	-
	Student copying from fellow student and student	Suspension for one (1) academic year	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	assisting a fellow student to answer question(s) or allowing themselves to be copied and/or passing pieces of paper(s)	and cancelation of affected paper		
	Exchange of question paper or answer scripts during examination	Suspension for one (1) academic year and cancelation of affected paper	Dismissal	-
	Jotting of items(s) relevant to the examination on pieces of paper, parts of the person, desk, handkerchief, ruler, registration slip, calculators, money, etc.	Suspension for one (1) academic year and cancelation of affected paper	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Deliberate writing of examination outside official examination venue	Dismissal	-	-
Examination leakage	Emanating from students a. Possession of live questions b. Prepared answer booklets c.	Dismissal	-	-
	Writing of examination without proper registration	Examination booklet will not be marked and credit shall not be awarded for paper(s)	Studentship shall be withdrawn	-
Impersonation	Where student (A) attempts to write an exams for student (B).	Dismissal for both students A and B and both students handed	-	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
		over to the police for criminal prosecution.		
	Where an external person attempts to write an exams for a student.	Dismissal for the student and both parties handed over to the police for criminal prosecution.	-	-
Acts of Contempt	Failure of student(s) to report when summoned by a Disciplinary Committee	Warning	Suspension for one(1) academic year and the student will also be tried in absentia and punished accordingly	Dismissal
	Rudeness to members of a Disciplinary Committee	Suspension for one (1) academic year	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	during interrogation	and a letter of apology to the Committee Members		
	Acts meant to prevent the cause of justice, hiding of useful information, lying etc.	Suspension for one (1) academic year	Dismissal	-
	Destruction of evidence(s) and or exhibits by students	Suspension for one (1) academic year	Dismissal	-
OFFENCES RELATING TO UNRULY BEHAVIOUR				
Traffic Offences	Reckless driving on campus and driving above the approved speed limit	Warning	If other charges of misconduct accompanying the offence then	Dismissal

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
			offender shall in addition be suspended for one (1) academic year	
	Reckless driving on campus and driving above the approved speed limit resulting in injury/damage of property	Suspension for one (1) academic year and surcharge of the cost of damage and student handed over to the police for criminal prosecution.	Dismissal	-
	Forging of parking sticker	Suspension for one (1) academic year and student handed over to the police for criminal prosecution.	Dismissal	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Parking at unauthorised places	Clamping and Payment of fine	Reprimand and revoking parking right	Warning
Other unruly behaviours	Disturbance of peace of any kind anywhere on campus	Reprimand	Warning	Suspension for one (1) academic year.
	Defacing Institute building in any way	Warning and surcharge of the cost of damage	Suspension for one (1) academic year and surcharge of the cost of damage	Dismissal and surcharge of the cost of damage
	Talking on phone or surfing on social media while lectures are in progress	Reprimand	Warning	Suspension for one (1) academic year.

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Selling of items in the lecture room and on campus	Reprimand	Warning	Suspension for one (1) academic year.
OFFENCES RELATING TO INDECENT BEHAVIOUR				
Indecent Behaviours	Defecating outside	Reprimand	Warning	Suspension for one (1) academic year.
	Urinating outside designated area	Reprimand	Warning	Suspension for one (1) academic year.
	Littering	Reprimand	Warning	Suspension for one (1) academic year.

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Indecent dressing	Reprimand	Warning	Suspension for one (1) academic year.
	Making overt sexual gestures	Warning	Suspension for one (1) academic year.	Dismissal
	Crossing of Lawns	Reprimand	Warning	Suspension for one (1) academic year.

OFFENCES RELATING TO VANDALISM

Acts of Vandalism	Wilful damaging or destruction of Institute property or property of a member of the Institute	Warning and surcharge of the cost of damage	Suspension for one (1) academic year and surcharge of the cost of damage	Dismissal and surcharge of the cost of damage
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OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
OTHER OFFENSES				
Other offenses	Pilfering	Warning	Suspension for one (1) academic year	Dismissal and hand over to police for criminal prosecution
	Stealing	Dismissal and hand over to police for criminal prosecution	-	-
	Moving chairs and tables from lecture rooms for private use and not returning them	Reprimand	Warning	Warning and a bond of good behaviour
	Indiscipline	Warning	Suspension for one (1) academic year	Dismissal

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Threatening	Suspension for one (1) academic year and hand over to police for criminal prosecution	Dismissal	-
GROSS MISCONDUCT				
	Fighting	Dismissal and hand over to police for criminal prosecution	-	-
	Assault	Dismissal and hand over to police for criminal prosecution	-	-
	Fraud (Sakawa, 419 etc.)	Dismissal and hand over to police for criminal prosecution	-	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Membership of a Secret cult on campus	Dismissal and hand over to police for criminal prosecution	-	-
	Illegal possession of firearms	Dismissal and hand over to police for criminal prosecution	-	-
	Possession, use, buy and sell of illicit drugs	Dismissal and hand over to police for criminal prosecution	-	-
	Kidnapping	Dismissal and hand over to police for criminal prosecution	-	-
	Burglary	Dismissal and hand over to police for criminal prosecution	-	-

OFFENCE	SOURCES	SANCTIONS		
		1 st Offence	2 nd Offence	3 rd Offence
	Rape/Sexual assault	Dismissal and hand over to police for criminal prosecution	-	-
	Arson	Dismissal and hand over to police for criminal prosecution	-	-
	Murder	Dismissal and hand over to police for criminal prosecution	-	-

15.0 **CHANGES IN REGULATIONS**

Every reasonable effort has been made to ensure the accuracy and completeness of the information at the time of publication. However, the Ghana Institute of Management and Public Administration (GIMPA) reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this Student Handbook without prior notice.

The latest version of the Handbook can be obtained from the Office of Academic Affairs, Office of the Dean of Students or the Office of the Dean of your programme. You may also visit our website at www.gimpa.edu.gh to obtain the latest version.

If you require advice on any aspects of the regulations and procedures contained in this Handbook or have questions about an issue that may not have been addressed, please direct your inquiries and/or concerns to the Director of Academic Affairs or the Dean of Students.