

# ACCRA TECHNICAL UNIVERSITY



## STUDENTS GUIDE AND CODE OF CONDUCT

2022

<b>CONTENT</b>	<b>PAGE</b>
1. GENERAL INFORMATION .....	1
1.1. CONTACT DETAILS .....	1
1.2. ESTABLISHMENT OF ACCRA TECHNICAL UNIVERSITY .....	2
1.3. THE KINBU CAMPUS.....	2
1.4. THE MPEHUASEM CAMPUS .....	3
1.5. THE MANDATE.....	4
1.6. PHILOSOPHY.....	4
1.7. SHARED VALUES.....	4
1.8. VISION .....	5
1.9. MISSION .....	5
1.9 FACULTIES .....	5
1.10 ACADEMIC PROGRAMMES.....	6
1.10.1 4-YEAR BTECH PROGRAMMES .....	6
1.10.2 2-YEAR TOP-UP BTECH DEGREE PROGRAMMES.....	6
1.10.3 HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES (MORNING SESSION).....	7
1.10.3.1 SCIENCE AND TECHNOLOGY PROGRAMMES .....	7
1.10.3.2 BUSINESS AND ARTS PROGRAMMES .....	7
1.10.4 HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES (EVENING SESSION).....	7
1.10.4.1 SCIENCE AND TECHNOLOGY PROGRAMMES .....	7
1.10.4.2 BUSINESS AND ARTS PROGRAMMES .....	8
1.10.5 NON-TERTIARY PROGRAMMES.....	8
1.10.6 DIPLOMA AND PROFESSIONAL PROGRAMMES.....	8
1.10.7 LANGUAGE PROFICIENCY PROGRAMMES .....	9
2.0 ACADEMIC CALENDAR.....	9
4.0 ADMISSIONS .....	9
4.1 REGISTRATION .....	9
4.2 INTERNATIONAL STUDENTS.....	10
4.3 ORIENTATION OF STUDENTS .....	10
4.4 MATRICULATION OF STUDENTS.....	10
4.5 ATTENDANCE REGULATION .....	11
4.6 PENALTY FOR ABSENTEEISM .....	11

5	EXAMINATIONS .....	11
5.0	MODES OF ASSESSMENT .....	11
5.1	CONTINUOUS ASSESSMENT .....	11
5.2	END OF SEMESTER EXAMINATIONS .....	11
5.3	REQUIREMENT FOR TAKING PART IN END OF SEMESTER EXAMINATIONS .....	12
5.4	GRADING SYSTEM .....	12
5.5	GRADE POINT AVERAGE (GPA) .....	12
5.6	CLASSIFICATION OF AWARDS .....	12
5.7	PRE-REQUISITE COURSES .....	13
5.8	CREDIT HOUR .....	13
5.9	UNIVERSITY EXAMINATION RULES AND REGULATIONS .....	13
5.10	SANCTIONS AND PUNISHMENTS FOR EXAMINATION MALPRACTICES .....	14
5.11	ILL-HEALTH .....	19
5.12	RESIT/SUPPLEMENTARY EXAMINATIONS .....	20
5.13	PROCEDURE FOR PETITION .....	20
5.14	CHANGE OF PROGRAMME .....	20
5.15	TRANSFER OF COURSES .....	21
5.18	ACADEMIC PROGRESSION .....	21
5.16	REQUIREMENTS FOR GRADUATION .....	21
5.19	DEFERMENT OF PROGRAMME .....	21
5.20	REINSTATEMENT .....	22
6.0	STUDENTS SERVICES .....	22
6.1	OFFICE OF THE DEAN OF STUDENTS' AFFAIRS .....	22
6.2	HEALTH SERVICES .....	22
6.3	COMMERCIAL SERVICES .....	22
6.4	COMMERCIAL FOOD SERVICE PROVIDERS .....	22
6.5	INTERNET FACILITIES .....	23
6.6	BOOK BINDING CENTER .....	23
6.8	ATU HOTEL AND ATU LODGE .....	23
6.9	AUTOMOBILE WORKSHOP .....	23
6.10	DIRECTORATE OF INTERNATIONAL PROGRAMMES AND INSTITUTIONAL COLLABORATIONS (DIPIC) .....	23
6.10.1	IMMIGRATION INFORMATION .....	23

6.10.2 RENEWAL OF RESIDENCE PERMITS .....	24
6.10.3 REGISTRATION OF FOREIGN NATIONALS LIVING IN GHANA FOR NON-CITIZEN GHANACARD IDENTITY CARDS .....	24
6.11 THE LANGUAGE LABORATORY .....	24
6.12 STUDENTS REPRESENTATIVE COUNCIL (SRC).....	24
6.13 PUBLIC FUNCTIONS AND EXTRA CURRICULAR ACTIVITIES .....	25
6.14 STUDENTS CLUBS AND ASSOCIATIONS .....	26
6.15 PROVISION OF TRANSPORT FOR STUDENTS.....	28
6.16 RECREATIONAL AND SOCIAL ACTIVITIES .....	28
7.0 ACCRA TECHNICAL UNIVERSITY LIBRARY .....	28
7.1 LIBRARY MEMBERSHIP .....	28
7.1.1 OTHER SPECIFIC REQUIREMENTS .....	29
7.2 RIGHTS AND PRIVILEGES.....	29
7.3 BORROWING PRIVILEGES .....	29
7.3.1 PROCEDURES FOR BORROWING .....	30
7.4 CARE OF BOOKS .....	31
7.5 GENERAL RULES .....	31
7.6 LIBRARY OFFENCES AND SANCTIONS .....	32
7.7 PATRON’S CONFIDENTIALITY .....	32
7.8 COPYRIGHT.....	32
8.0 COMPUTER CENTRES .....	33
8.1 ICT INFRASTRUCTURE.....	33
8.2.1 BASIC RULES ON THE USE OF THE ICT FACILITIES.....	33
8.3 STUDENTS ACCOMMODATION.....	33
8.4 SPORTS, RECREATION AND LEISURE.....	34
9.0 INDUSTRIAL ATTACHMENT .....	34
9.1 CODE OF CONDUCT DURING THE INDUSTRIAL ATTACHMENT.....	35
9.2 FEES FOR THE INDUSTRIAL ATTACHMENT .....	35
9.3 PLACEMENT FOR INDUSTRIAL ATTACHMENT IN GHANA .....	35
9.4 FOR INDUSTRIAL ATTACHMENT OUTSIDE GHANA .....	35
9.5 STUDENTS APPRAISAL FORM (FORM A) .....	35
9.6 LOGBOOK.....	35
9.7 ATTACHMENT REPORT.....	36

10.0	FINAL YEAR STUDENTS THESIS AND RESEARCH PROJECT WORK REPORT .....	36
10.1	SUBMISSION OF PROJECT REPORT FOR BINDING.....	36
10.2	CERTIFIED FINAL COPIES.....	36
11.0	FIELD TRIPS .....	36
12.0	STUDENTS CODE OF CONDUCT AND ETHICS .....	37
12.1	INTRODUCTION .....	37
12.2	STATEMENT OF ETHICS.....	37
12.3	ACCESSING THE STUDENTS HANDBOOK AND CODE OF CONDUCT AND OTHER UNIVERSITY RULES AND REGULATIONS, POLICIES, DIRECTIVES, OR NOTICES .....	38
12.4	ENFORCEMENT OF REGULATIONS .....	38
12.5	PROHIBITED CONDUCT.....	38
12.6	PERSONAL CONDUCT.....	39
12.7	PROBATION.....	39
12.8	ACADEMIC CONDUCT .....	39
12.9	12.10 DISRUPTION OR OBSTRUCTION .....	41
12.10	VERBAL ASSAULT, HARASSMENT, INTIMIDATION, BULLYING, DEFAMATION, AND THREATENING OR ABUSIVE BEHAVIOR.....	42
12.11	THEFT, DAMAGE, OR UNAUTHORIZED USE OF UNIVERSITY PROPERTY .....	44
12.12	UNAUTHORIZED ENTRY OR USE OF UNIVERSITY PREMISES.....	44
12.13	NON COMPLIANCE.....	44
12.14	HAZING .....	44
12.15	NON ADHERENCE TO FIRE SAFETY STANDARDS .....	44
12.16	ABUSE OF THE STUDENT CONDUCT SYSTEM .....	45
12.17	DISORDERLY CONDUCT.....	45
12.18	MISUSE OF UNIVERSITY PROPERTY OR FACILITIES.....	45
12.21	RIGHT TO INFORMATION .....	45
13.0	PARTICIPATION IN UNIVERSITY GOVERNANCE.....	46
14.0	HALLS OF RESIDENCE.....	46
15.0	GRIEVANCES .....	46
16.0	RESEARCH.....	46
17.0	ACADEMIC INTEGRITY AND PLAGIARISM .....	46
17.1	DEFINITION OF PLAGIARISM .....	46
17.2	TYPES OF PLAGIARISM.....	48
17.3	13.4.1 SOURCES NOT CITED PLAGIARISM: .....	48

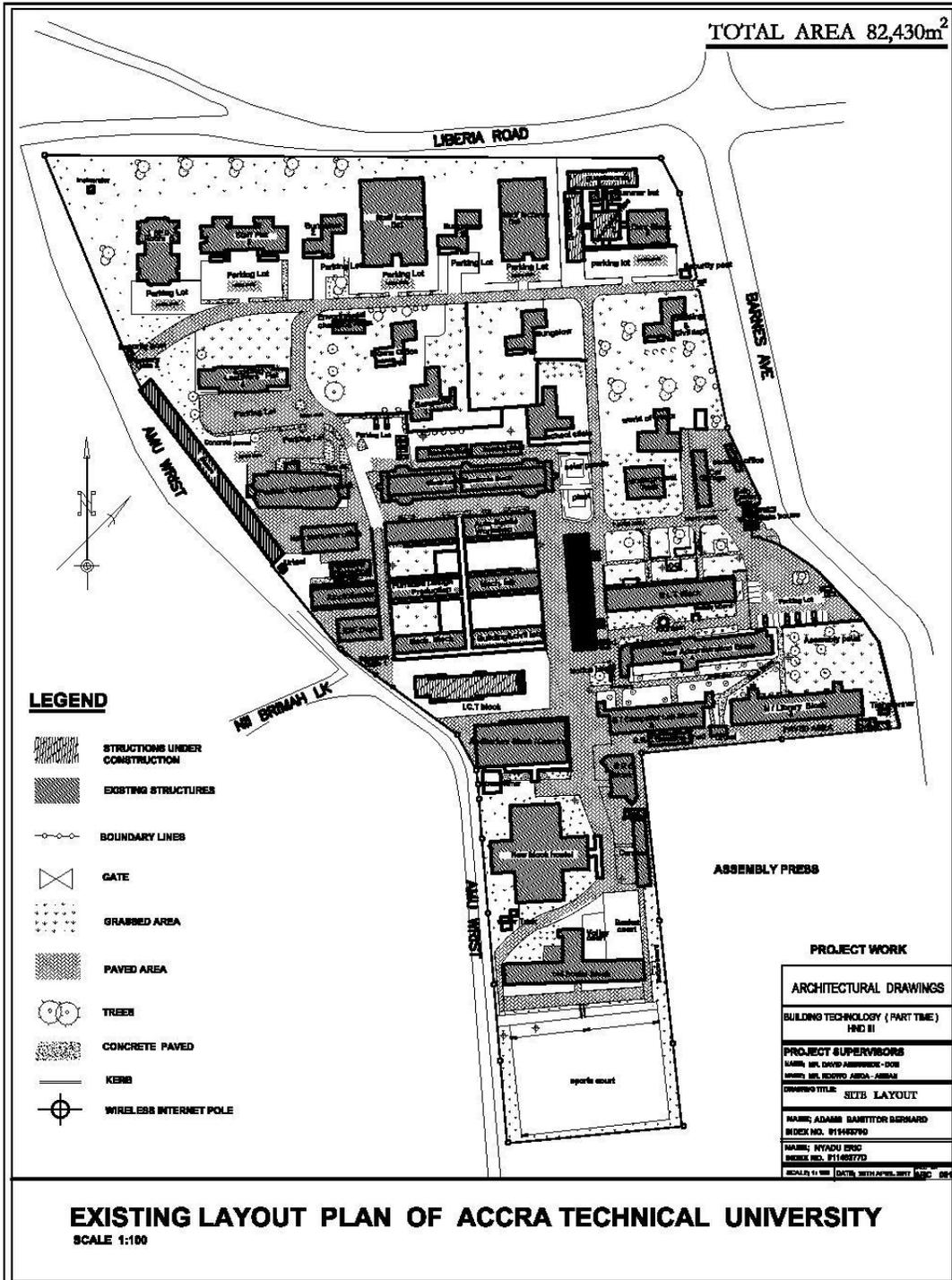
17.4	SOURCES CITED BUT STILL PLAGIARIZED.....	48
17.5	NON-INTENTIONAL PLAGIARISM .....	49
17.6	STUDENT OR AUTHOR RESPONSIBILITY .....	49
17.7	PLAGIARISM IN A COURSE ASSIGNMENT.....	49
17.8	PLAGIARISM IN A SUBMITTED PROJECT WORK .....	49
17.9	INVESTIGATION OF ALLEGED CASES OF PLAGIARISM .....	50
17.10	SANCTIONS FOR PLAGIARISM BY STUDENTS .....	51
17.11	PLAGIARISM PENALTY SCALE .....	1
18.0	OTHER FORMS OF MISCONDUCT .....	2
18.1	CONTEMPT .....	2
18.2	CONCEALING OF IDENTITY .....	2
18.3	HARASSMENT .....	2
18.4	IMPROPER USE OF UNIVERSITY PROPERTY.....	2
18.5	THEFT .....	2
18.6	PROCLAMATION OF FALSE INFORMATION.....	2
18.7	BAD CLASSROOM BEHAVIOUR .....	3
18.8	ALCOHOL ABUSE .....	3
18.9	DRUG ABUSE.....	4
18.10	‘PONDING’, BULLYING, NOISE MAKING AND ANTI-SOCIAL ACTIVITIES.....	4
18.11	DEMONSTRATIONS AND PROCESSIONS.....	4
18.12	PENALTY FOR UNAUTHORIZED PROCESSION/DEMONSTRATION .....	5
18.13	FISCAL MISCONDUCT .....	5
18.14	SANCTIONS FOR FISCAL MISCONDUCT .....	6
19.0	SEXUAL HARASSMENT POLICY .....	6
19.1	POLICY STATEMENT .....	6
19.2	DEFINITIONS OF SEXUAL HARASSMENT.....	7
19.3	UNWELCOME CONDUCT: .....	8
19.4	GENDER-BASED HARASSMENT .....	9
19.5	15.2.4 JURISDICTION.....	9
19.6	MONITORING AND CONFIDENTIALITY .....	9
19.7	SEXUAL HARASSMENT DURING THE VIOLATIONS OF OTHER RULES .....	10
20.0	CLOSURE OF THE UNIVERSITY.....	10



## SUMMARY DETAILS TABLE

<b>Version</b>	1.0
<b>Short description</b>	Guidelines for the conduct of students of Accra Technical University
<b>Relevant to</b>	Junior Members of the University  Staff of the University
<b>Issuing Authority (Approved by)</b>	These Guidelines have been approved by the Governing Council of ATU
<b>Responsible Officer</b>	Dean of Students Affairs
<b>Responsible office</b>	Dean of Students Office
<b>Related Accra Technical University documents</b>	Accra Technical University Statutes 2018
<b>Related legislation</b>	Technical Universities Act, 2016 (Act 922) as amended
<b>Key words</b>	Junior Members, Students, Senior Members, Code of Conduct, Ethics

TOTAL AREA 82,430m<sup>2</sup>



**LEGEND**

-  STRUCTURES UNDER CONSTRUCTION
-  EXISTING STRUCTURES
-  BOUNDARY LINES
-  GATE
-  GRABBED AREA
-  PAVED AREA
-  TREES
-  CONCRETE PAVED
-  KERB
-  WIRELESS INTERNET POLE

<b>PROJECT WORK</b>	
<b>ARCHITECTURAL DRAWINGS</b>	
BUILDING TECHNOLOGY (PART TIME) HND II	
<b>PROJECT SUPERVISORS</b>	
NAME: MR. DAVID ABBINANCE - DOB	
NAME: MR. DAVID ABBINANCE - DOB	
DRAWING TITLE: <b>SITE LAYOUT</b>	
NAME: ADAM DANITTO BERNARD	
INDEX NO. B1448790	
NAME: NYADU ERIC	
INDEX NO. B11402770	
SCALE: 1:100	DATE: 20TH APRIL 2017

**EXISTING LAYOUT PLAN OF ACCRA TECHNICAL UNIVERSITY**  
SCALE 1:100

## **1. GENERAL INFORMATION**

### **1.1. CONTACT DETAILS**

Postal Address	P. O. Box GP 561, Accra
Location	Barnes Road, Central Business District, Accra
Contact Person	Registrar
Telephone Numbers	00 233 302664797, 00 233 302662263, 00 233 302662939, 00 233 302689276
Fax Numbers	00 233 302664797, 00 233 3022689273, 00 233 302689276
E-mail	info@atu.edu.gh
Website	<a href="http://www.atu.edu.gh">http://www.atu.edu.gh</a>
Year Established	1949
Legal Instrument	Technical University Act, 2016 (Act 922)
Academic Year	August/September to May/June
Language of Instruction	English
Bankers	Bank of Ghana, Ecobank, Bank of Africa, Fidelity
Bank	
Auditors	Ghana Audit Service
Accreditation and Recognition	National Accreditation Board (NAB), National Council on Tertiary Education (GTEC), National Board for Professional and Technician Examinations (CTVET)

## **1.2. ESTABLISHMENT OF ACCRA TECHNICAL UNIVERSITY**

The Colonial Government of the Gold Coast directed in 1948 that “the Accra Technical Institute commence operations. Accra Technical Institute, therefore, commenced operations in temporary accommodation in Accra in January 1949. By 1952, the Institute provided full-time and part-time courses in ‘Office Arts’, commercial subjects and dressmaking, and part-time courses in English, Building Construction, Surveying, Drawing and Workshop Arithmetic. The construction of permanent facilities for the Institute at Kinbu in the Barnes Road Cultural and Educational Area was completed in May 1956. The campus was officially commissioned by the then Prime Minister Osagyefo Dr. Kwame Nkrumah in May 1957. The University has now augmented these facilities to include classrooms and lecture halls, engineering and science laboratories and workshops, libraries, etc. Other facilities include a University Clinic, Student Hostels, a multipurpose sports facility with tennis, handball, basketball, and volleyball courts, a modern guesthouse and cafeteria, a student’s complex, a bookbinding unit and residential facilities for staff. When Accra Technical Institute was elevated to a Polytechnic in 1963, it discontinued offering post-middle school courses and offered more advanced courses. Between 1971 and 1972, the Polytechnic no longer offered Pre-Technical courses except on a part-time basis but continued to offer two-year general technical courses in engineering and building and intermediate-level craft courses, as well as more advanced courses. Accra Polytechnic was elevated to a tertiary status in 1992 by the promulgation of the Polytechnic Law, 1992 (PNDCL 321). By the Polytechnic Act 2007 (Act 745), Accra Polytechnic was granted autonomy to award degrees (subject to the approval of Council), in addition to existing programmes accredited by the then National Accreditation Board. The passage of the Technical University Act 2016 (Act 922) finally converted Accra Polytechnic into a Technical University. Currently, the University has five academic faculties namely; Engineering, Built Environment, Applied Sciences, Applied Arts, and Business with various departments spread across two campuses - Kinbu Campus and Mpehuasem in the Ga West municipal area of the Greater Accra Region.

## **1.3. THE KINBU CAMPUS**

The Kinbu Campus is located at Kinbu in the Central Business District (CBD) of Accra along the Padmore Road (formerly Barnes Road) on the east and Liberia Road on the north.



Development Bank (AfDB) and executed by the Council for Technical and Vocational Education Training (COTVET).

### **1.5. THE MANDATE**

By the provisions of the Technical University Act 2016 (Act 922) as amended, the University is mandated to provide higher education in engineering, science and technology-based disciplines, technical and vocational education and training, applied arts and related disciplines in accordance with the following principles:

- a) Higher education shall be made equally accessible to all persons suitably qualified and capable of benefiting from education and training offered at a Technical University;
- b) Programmes of study shall take into consideration the multiplicity of scientific theories and methodologies;
- c) Use competency based and practice-oriented approach in teaching, organisation and delivery of courses;
- d) Develop strong linkages and collaboration with relevant industries, businesses, professional bodies and technical experts in the delivery of programmes;
- e) Offer programmes and courses within the mandate of a technical University; and
- f) Provide opportunities for skills development, applied research and publication of research findings.

### **1.6. PHILOSOPHY**

ATU believes in education and training that develop the competencies and skills of our students to make them relevant to industry and competitive in the job market.

Our Educational Philosophy therefore is "*Education and Training for Employment and Job Creation*".

### **1.7. SHARED VALUES**

Our shared values of Integrity, Creativity and Excellence, embody our essence as staff and students of Accra Technical University.

- a) **Integrity**-We build trusted and accountable systems to enhance integrity in all our undertakings.
- b) **Creativity**-We work together to generate new, innovative and improved ways of addressing industrial and community challenges.

- c) **Excellence**-We educate and train competent and professional human resource to deliver excellent service.

## 1.8. VISION

To be Recognised as the Top Technical University in Ghana, with Strong Regional Influence.

## 1.9. MISSION

To Advance Technical Knowledge by Creating Conducive Environment for Applied Research, Quality Teaching and Competency-Based Training, with High Impact on Industry and Business Creation.

## 1.9 FACULTIES

The University has five academic faculties namely Engineering, Built Environment, Applied Sciences, Applied Arts, and Business. The various departments under the Faculties are as follows:

<b>Faculty of Engineering</b>	<b>Faculty of Applied Sciences</b>	<b>Faculty of Applied Arts</b>	<b>Faculty of Built Environment</b>	<b>Faculty of Business</b>
Department of Mechanical Engineering	Department of Science Laboratory Technology	Department of Fashion Design and Textiles	Department of Building Technology	Department of Management and Public Administration
Department of Civil Engineering	Department of Mathematics and Statistics	Department of Hotel Catering and Institutional Management	Department of Interior Design and Upholstery Technology	Department of Accounting and Finance
Department of Electrical and Electronics Engineering	Department of Computer Science	Department of Liberal Studies and Communication Technology		Department of Marketing
	Department of Medical Laboratory Technology			Department of Procurement and Supply Chain Management

## **1.10 ACADEMIC PROGRAMMES**

### **1.10.1 4-YEAR BTECH PROGRAMMES**

- a) Bachelor of Technology – Electrical/Electronic Engineering (Morning)
- b) Bachelor of Technology – Water and Sanitation Engineering (Morning)
- c) Bachelor of Technology – Interior Design and Technology (Morning)
- d) Bachelor of Technology – Medical Laboratory Science (Morning/Evening)
- e) Bachelor of Technology – Cyber Security (Morning)
- f) Bachelor of Technology – Accounting & Finance Analytics (Morning)
- g) Bachelor of Technology Logistics and Transport Management (Morning)
- h) Bachelor of Technology – Civil Engineering
- i) Bachelor of Technology – Medical Imaging Technology

### **1.10.2 2-YEAR TOP-UP BTECH DEGREE PROGRAMMES**

- a) Bachelor of Technology – Building Technology (Evening/Weekend)
- b) Bachelor of Technology – Mechanical Engineering (Weekend)
- c) Bachelor of Technology – Automobile Engineering (Weekend)
- d) Bachelor of Technology – Electrical/Electronic Engineering (Evening/Weekend)
  - i. Bachelor of Technology (Power and Automation Engineering option)
  - ii. Bachelor of Technology (Telecommunications Engineering option)
- e) Bachelor of Technology – Civil Engineering (Evening/Weekend)
- f) Bachelor of Technology – Medical Laboratory Science (Top-up level 200-Evening or 300-Weekend)
- g) Bachelor of Technology – Science Laboratory Technology (Evening/Weekend)
  - i. Bachelor of Technology (Analytical Chemistry option)
  - ii. Bachelor of Technology (Environmental Technology option)
  - iii. Bachelor of Technology (Industrial Biochemistry option)
  - iv. Bachelor of Technology (Food Analysis Option)
- h) Bachelor of Technology – Statistics (Weekend)
- i) Bachelor of Technology – Computer Science (Evening)
- j) Bachelor of Technology – Fashion Design and Textiles (Evening/Weekend)
- k) Bachelor of Technology – Hospitality Management (Evening/Weekend)
- l) Bachelor of Technology – Procurement and Supply Chain Management (Evening/Weekend)

- m) Bachelor of Technology – Accounting (Evening/Weekend)
- n) Bachelor of Technology – Banking and Finance (Evening/Weekend)
- o) Bachelor of Technology – Secretaryship and Management Studies (Evening/Weekend)
- p) Bachelor of Technology – Marketing (Evening/Weekend)
- q) Bachelor of Technology- Interior Design Technology (Evening)

### **1.10.3 HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES (MORNING SESSION)**

#### **1.10.3.1 SCIENCE AND TECHNOLOGY PROGRAMMES**

- a) HND Mechanical Engineering
- b) HND Electrical/ Electronic Engineering
- c) HND Building Technology
- d) HND Civil Engineering
- e) HND Interior Design and Technology
- f) HND Furniture Design and Production
- g) HND Science Laboratory Technology (SLT)
- h) HND Statistics
- i) HND Computer Science
- j) HND Hotel, Catering and Institutional Management (HCIM)

#### **1.10.3.2 BUSINESS AND ARTS PROGRAMMES**

- a) HND Accountancy
- b) HND Marketing
- c) HND Purchasing and Supply
- d) HND Secretaryship and Management Studies
- e) HND Bilingual Secretaryship and Management Studies
- f) HND Fashion Design and Textiles

### **1.10.4 HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES (EVENING SESSION)**

#### **1.10.4.1 SCIENCE AND TECHNOLOGY PROGRAMMES**

- a) HND Mechanical Engineering
- b) HND Electrical/Electronic Engineering
- c) HND Building Technology
- d) HND Civil Engineering
- e) HND Interior Design and Technology
- f) HND Science Laboratory Technology (SLT)

- g) HND Statistics
- h) HND Computer Science
- i) HND Hotel Catering and Institutional Management (HCIM)

#### **1.10.4.2 BUSINESS AND ARTS PROGRAMMES**

- a) HND Accountancy
- b) HND Marketing
- c) HND Purchasing and Supply
- d) HND Secretaryship and Management Studies
- e) HND Fashion Design and Textiles

#### **1.10.5 NON-TERTIARY PROGRAMMES**

- a) Construction Technician Course (Part I & II)
- b) Mechanical Engineering Technician Part I
- c) Motor Vehicle Technician Part I
- d) Electrical Engineering Technician (Part I & II)
- e) Refrigeration Technician Part II
- f) Diploma in Business Studies in the following areas:
  - i. Secretarial
  - ii. Accounting
  - iii. Management
  - iv. Purchasing and Supply
  - v. Marketing
  - vi. Statistics
  - vii. Entrepreneurship
  - viii. ICT
- g) Advanced Fashion
- h) Science Laboratory Technician Part I

#### **1.10.6 DIPLOMA AND PROFESSIONAL PROGRAMMES**

- a) International Certificate in Logistics and Transport (CILT)
- b) International Diploma in Logistics and Transport (DILT)
- c) International Advanced Diploma in Logistics and Transport (ADILT)
- d) Biomedical Technician Maintenance Technician Programme
- e) Diploma in Business Administration

- f) Diploma in Computerized accounting
- g) Diploma in Banking Technology & Accounting
- h) Diploma in Public Relations

### **1.10.7 LANGUAGE PROFICIENCY PROGRAMMES**

Accra Technical University offers you a unique opportunity to learn to write and speak functional languages including; **English, French, Spanish, German, and Chinese (For Education, Work and Business, etc.)** on a part-time basis, in an ultra-modern language laboratory.

We have the following proficiency levels for all the languages:

- a) Level 1 (Beginners level) - 12 weeks duration
- b) Level 2 (Intermediate) - 12 weeks duration
- c) Level 3 (Advanced - 12 weeks duration
- d) Certificates are issued at the end of each level.

## **2.0 ACADEMIC CALENDAR**

Normally, the academic year runs from August/September to May/June. The first semester commences about the second week of August and end in December. It will usually last for 16 weeks. There is a break of three to four weeks between the end of the first semester and the beginning of the second semester. The second semester commences in February and ends in May. It will also last for 16 weeks, exclusive of one week for the Easter holidays, when these fall within the semester.

## **4.0 ADMISSIONS**

### **4.1 REGISTRATION**

Students both freshmen and women and continuing students are required to do the following:

- a) Pay their fees for the academic year as advertised either at the bank or by bank draft
- b) Proceed to the cash office of the Finance Directorate to obtain a receipt as proof of payment
- c) Login to ***icampus.atu.edu.gh*** – the school management system and register your courses for each semester. Note that iCampus registration is only possible after payment of **60%** of fees for HND and **40%** for BTech for first semester and full payment to allow for second semester registration.
- d) Students have **Two (2) weeks** after reopening to complete the online registration
- e) Students who are unable to register within the two (2) week period can do so after, by the

payment of late registration fee. **Note: late registration fee is subject to change**

- f) Students who fail to register before registration closes **cannot** be registered for that academic year. Any student therefore who is unable to register within the registration period shall in writing through the HOD to academic affairs request to defer the programme.
- g) Students who are unable to pay their fees in-full must submit negotiated terms of payment through their HOD to the Director of Finance within the registration period. No payment terms will be received when registration closes.
- h) No additional fees would be allowed to be levied without reference to the appropriate statutory body.
- i) Only students who duly satisfy the entry requirements for their programme of study can be admitted to the university. Any student found not to be qualified would be withdrawn immediately.
- j) ID cards will only be issued to registered students

#### **4.2 INTERNATIONAL STUDENTS**

International students are required to first register with the Directorate of International Programmes and Institutional Collaboration before they proceed to their respective academic departments for registration. International students shall pay their fees in the currency specified in the Admissions Letter.

#### **4.3 ORIENTATION OF STUDENTS**

- a) At the beginning of the academic year, fresh students are required to undergo orientation and counseling. The initial orientation programme shall be organised by the University Administration. Subsequently, each Faculty shall organize an orientation exercise for their fresh students.
- b) All students are expected to register in their departments immediately upon arrival at the University.

#### **4.4 MATRICULATION OF STUDENTS**

A matriculation ceremony is held in the first semester for the purpose of formally admitting into the University fresh students as *Junior Members in Statu Pupillari* of the University. The occasion enables the fresh students to take the Accra Technical University oath that enjoins them

to be of good behavior and to remain obedient to constituted authority during the period of their studies. Students who are not matriculated are not members of the University.

#### **4.5 ATTENDANCE REGULATION**

- a) Students are required to attend lectures, tutorials, practical and other activities prescribed for any course of study and all such Examinations as the University, Faculty or Department may from time to time require and to perform all written and practical works assignments.
- b) Students who may be absent because of participation in approved University activities such as field trips, sporting events, etc. will be permitted to make up the work missed during their absence.
- c) All requests for absenteeism must be written and submitted to the Head of Department.
- d) Students who are absent from lectures, tutorials, and practical classes for a total of 25% attendance or more in a semester **SHALL NOT** be allowed to take part in the end of semester examination.

#### **4.6 PENALTY FOR ABSENTEEISM**

Students are expected to attend classes regularly and on time. Attendance sheets shall be kept by the Lecturers/ Instructors and students are required to sign in at every lecture.

Lecturers/Instructors will report promptly any excessive absenteeism to the Head of Department for the necessary action to be taken.

### **5 EXAMINATIONS**

#### **5.0 MODES OF ASSESSMENT**

##### **5.1 CONTINUOUS ASSESSMENT**

- a) Mid-Semester Examination shall account for 20% of the overall marks for the course. The Mid-Semester Examination is organized in the middle of the semester.
- b) Class Assignments, Quizzes and Tests will carry 20% of the overall marks. It will comprise of miscellaneous assignments, quizzes and class tests which the lecturer/instructor may give to the class during the semester. As a rule; at least four of such assignments/quizzes/tests should be given in any one semester.

##### **5.2 END OF SEMESTER EXAMINATIONS**

The last three weeks of the semester shall be devoted to the end-of-semester examinations. The end of semester examinations carries 60% of the overall marks.

### 5.3 REQUIREMENT FOR TAKING PART IN END OF SEMESTER EXAMINATIONS

A student shall be debarred from taking the end of semester examination in a course under any of the following conditions:

- a) Absent from lectures for more than 25% of the period assigned to the course in the semester.
- b) Inability to complete one or both components of the continuous assessments without the permission of the course lecturer/instructor.

A student so debarred shall be deemed to have failed the course. Such a student shall be made to sit for the course as and when it is available.

### 5.4 GRADING SYSTEM

At the end of each semester students will be graded on the basis of their performance in each course. The Raw Score (Mark %) obtained in a course will be converted into Letter Grades (LG) with their corresponding Numerical Equivalents (NE). The following is a description of the criteria used in assigning letter grades.

Letter Grade	Numerical Mark (%)	Numerical Equivalent	Interpretation
A+	85-100	5.00	Outstanding
A	80-84	4.50	Excellent
B+	75-79	4.00	Very Good
B	70-74	3.50	Good
C+	65-69	3.00	Above Average
C	60-64	2.50	Average
D+	55-59	2.00	Pass
D	50-54	1.50	Weak Pass
F	Below 50	0.00	Fail

### 5.5 GRADE POINT AVERAGE (GPA)

A student's Grade Point Average may be computed by dividing the total grade points earned by the total credit hours.

### 5.6 CLASSIFICATION OF AWARDS

The classification of the award is based on the value of the Cumulative Grade Point Average (CGPA) as indicated below.

**CLASS OF AWARDS**

**CGPA**

First Class (Honours)	- 4.00-5.00
Second Class Upper Division (Honours)	- 3.00 – 3.99
Second Class Lower Division (Honours)	- 2.00 – 2.99
Pass	- 1.50 – 1.99
Fail	- Below 1.50

### **5.7 PRE-REQUISITE COURSES**

A pass in a Prerequisite course is a requirement for taking a more advanced level of the course. It is the student's responsibility to check for pre-requisites in the department in which he/she is registered.

### **5.8 CREDIT HOUR**

The Credit Hour is a unit of academic credit. The number of credit hours earned in a given semester is the measure of the student's semester load. The Total Credit Hours for a semester ranges from 15 to 21 credit hours. The hours of credit of various courses will be explained to students at their respective departments during the departmental orientation.

### **5.9 UNIVERSITY EXAMINATION RULES AND REGULATIONS**

Examinations constitute a very important aspect of the University activities. Students are therefore advised in their own interest, to read the rules and regulations governing examinations.

- a) Students are permitted to bring the following materials into the examination room: Pen, pencil, eraser, sharpener, ruler, mathematical set (when necessary), calculator, drawing instruments (where applicable), drawing boards (if requested) and any other material specified by the Examinations Officer or course instructors.
- b) It is an offence for students to lend or borrow any of the examination's materials in the course of examinations.
- c) No programmable calculators or instructional manuals of any kind shall be allowed in examination rooms. Where materials such as in (i) above are allowed, there shall be no writings on any of the examination material.
- d) Each student will be searched before or during the examination.
- e) Each student is required to be present at the examination room 30 minutes before the commencement of a paper.
- f) A student arriving at the examination room 30 minutes after the commencement of a paper may not be allowed to take the examination.
- g) Students are **not allowed** to take bags, files, books and any paper into the examination

room or its vicinity, except their University Identity Card.

- h) All rough work shall be done in the University Answer Booklet provided for the examination but should be neatly and legibly cancelled. Students are **NOT allowed** to write on the question papers.
- i) Where a student is in doubt as to what he is allowed to take into the examination room, he should find out from the Course Instructor or University's Examination Officer at a reasonable time before the start of the paper.
- j) All forms of interactions between students such as conversation, exchange of materials during examinations are considered as offence.
- k) A student shall raise the hand up to attract the attention of the invigilator on any emergency.
- l) Involvement in leakage of examination papers and possession of leaked examination papers constitute an offence.
- m) Candidates shall be guilty of misconduct if found destroying or swallowing any material that can be used as evidence.
- n) Mobile phones and other forms of communication gadgets are **not allowed** in the examination room.
- o) The use of correction fluid or blotting is **prohibited**.
- p) Students are required to sign attendance sheet.
- q) It is misconduct for a student to take out of the examination room any answer booklets, sheet, (filled or empty) and any other materials provided by the University.
- r) A student may submit his answer script any time not earlier than one hour from the commencement of the examination if he so wishes but must leave the examination room immediately. Such a student should leave his question paper with the Invigilator; and may collect the question paper from the invigilator at the end of the examination. On no account would such a student be allowed back into the examination room.

#### 5.10 SANCTIONS AND PUNISHMENTS FOR EXAMINATION MALPRACTICES

	MALPRACTICE	PENALTY
<b>Rule 1</b>	<b>MALPRACTICES IN RELATION TO COURSEWORK</b>	

	<p>It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.</p>	<p>Caution/cancellation of his/her coursework/ rustication for a period not exceeding one academic year</p>
<p><b>Rule 2</b></p>	<p><b>IRREGULARITIES IN RELATION TO COURSEWORK / DISSERTATION / PROJECT</b></p> <p>It shall be an offence for a student/candidate to:</p> <ol style="list-style-type: none"> <li>i. Submit coursework not prepared by him/her.</li> <li>ii. Substantially plagiaries the work of any other person</li> <li>iii. Solicit/purchase any coursework from any other person</li> </ol>	<ol style="list-style-type: none"> <li>i. Cancellation of his/her Coursework/dissertation/project</li> <li>ii. Cancellation of his/her Coursework/dissertation/Project</li> <li>iii. Cancellation of his/her coursework/dissertation /Project</li> </ol>
<p><b>Rule 3</b></p>	<p><b>MALPRACTICES IN THE CONDUCT OF EXAMINATIONS</b></p> <p>It shall be an offence for a student/candidate involved in an examination/test to</p> <ol style="list-style-type: none"> <li>i. Sit an examination without valid documentation.</li> <li>ii. Enter the examination hall/room later than half an hour after the examination/test has commenced</li> <li>iii. Leave the examination hall/room earlier than half an hour after the examination has commenced except in emergencies or with the express permission of the Invigilator</li> <li>iv. Enter an examination venue not assigned to him/her</li> <li>v. Carry out a conversation or any other communication with another student/ candidate once the examination has commenced.</li> <li>vi. Indulge in any disruptive conduct including, but not limited to, shouting, using abusive and or threatening language.</li> </ol>	<ol style="list-style-type: none"> <li>i. Cancellation of the relevant examination</li> <li>ii. Cancellation of the relevant examination</li> <li>iii. Cancellation of the relevant examination</li> <li>iv. Cancellation of relevant examination</li> <li>v. Cancellation of the relevant examination</li> <li>vi. Caution/ cancellation/rustication /withdrawal</li> <li>vii. Rustication for one year and sue charge/ withdrawal/ prosecution</li> </ol>

<ul style="list-style-type: none"> <li>vii. Indulge in any disruptive conduct including, but not limited to assault of another student/candidate, destruction of University property or the property of another student/candidate.</li> <li>viii. Take out of the examination room/hall answer booklet(s), used or unused.</li> <li>ix. Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.</li> <li>x. Physically assault an Invigilator or any University Official involved in the conduct of the examination.</li> </ul>	<ul style="list-style-type: none"> <li>viii. Withdrawal</li> <li>ix. Cancellation of the relevant examination</li> <li>x. Withdrawal</li> </ul>
<ul style="list-style-type: none"> <li>xi. Being rude to an Invigilator or any University Official involved in the conduct of the examination</li> <li>xii. Failure to appear before the examination malpractice committee</li> <li>xiii. Failure to write your statement and sign examination malpractice form</li> <li>xiv. Caught collecting material (e.g. Calculator, eraser, pen, pencil etc.) from a candidate.</li> <li>xv. Refusing to be searched by invigilator before examination</li> <li>xvi. Refusing to be searched by invigilator during the examination</li> </ul>	<ul style="list-style-type: none"> <li>xi. Rustication for a period not exceeding one academic year</li> <li>xii. Penalty for the offence provided under the rules for which the person was invited</li> <li>xiii. Penalty for the offence provided under the rules for which the person was invited</li> <li>xiv. Cancellation of the relevant examination</li> <li>xv. Should not be allowed to enter the examination room</li> <li>xvi. Cancellation of the relevant examination.</li> </ul>

<p><b>Rule</b> <b>4</b></p>	<p><b>CHEATING IN AN EXAMINATION</b></p> <p>It shall be an offence for any student/candidate involved in an examination to:</p> <ul style="list-style-type: none"> <li>i. Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.</li> <li>ii. Copy from any other candidate/student</li> <li>iii. Copy from an unauthorized material</li> <li>iv. Involve oneself in plagiarism, that is: <ul style="list-style-type: none"> <li>a. Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.</li> <li>b. Replicate one's own work which one has presented elsewhere for assessment</li> </ul> </li> <li>v. Aid and/ or abet another candidate/student to copy from a script/ book of another person</li> <li>vi. Exchange answers with another candidate/student in or outside the examination room</li> <li>vii. Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment</li> <li>viii. Looking over other candidates' shoulder in order to cheat</li> </ul>	<ul style="list-style-type: none"> <li>i. Withdrawal/rustification</li> <li>ii. Withdrawal/rustification</li> <li>iii. Withdrawal/rustification</li> <li>iv. . <ul style="list-style-type: none"> <li>a. Cancellation of the relevant examination</li> <li>b. Cancellation of the relevant examination</li> </ul> </li> <li>v. Cancellation of the relevant examination</li> <li>vi. Cancellation of the relevant examination</li> <li>vii. Cancellation of the relevant examination</li> <li>viii. Cancellation of the relevant examination</li> </ul>
<p><b>Rule</b> <b>5</b></p>	<p><b>FRAUD IN EXAMINATIONS</b></p> <p>It shall be an offence for a student/candidate involved in an examination to:</p>	<ul style="list-style-type: none"> <li>i. Withdrawal</li> <li>ii. Withdrawal</li> </ul>

	<ul style="list-style-type: none"> <li>i. Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.</li> <li>ii. Substitute/submit an answer script/booklet prepared outside the examination room/hall to the Invigilator/ Examiner.</li> <li>iii. Impersonate another student/candidate</li> <li>iv. Procure or induce another person to sit for him/her.</li> <li>v. Utter false documents in relation to eligibility to sit University examinations</li> <li>vi. Sit or attempt to sit an examination without authority.</li> <li>vii. Deliver to the Examiner’s office or residence an examination script/booklet outside the scheduled time for delivery without due authority</li> <li>viii. Fraudulently receive examination papers/questions which have been illegally procured or made available.</li> <li>ix. Fraudulently access or attempt to access examination questions before the examination is due</li> <li>x. Pay or induce another person to illegally procure or make available examination questions/papers.</li> </ul>	<ul style="list-style-type: none"> <li>iii. Withdrawal</li> <li>iv. Withdrawal</li> <li>v. Withdrawal</li> <li>vi. Cancellation of relevant examination</li> <li>vii. Withdrawal</li> <li>viii. Withdrawal</li> <li>ix. Withdrawal</li> <li>x. Withdrawal</li> </ul>
<p><b>Rule 6</b></p>	<p><b>POSSESSIONS OF FIREARMS AND POTENTIAL DANGEROUS WEAPON DURING THE EXAMINATION PERIOD</b></p> <p>It shall be an offence for a student/candidate involved in an examination/test to:</p> <ul style="list-style-type: none"> <li>i. Bring within the precincts of the examination room any firearm or potentially dangerous weapon.</li> <li>ii. Possession of potential lethal dangerous weapon with the purpose to intimidate, threaten or otherwise deter investigations into any examination irregularity</li> </ul>	<ul style="list-style-type: none"> <li>i. Withdrawal/ rustification</li> <li>ii. Withdrawal/ rustification</li> </ul>

**Rule 7 OFFENCES RELATING TO THE CONDUCT OF IRREGULARITIES HEARING**

It shall be an offence for any student/candidate whether or not he /she has been accused of an irregularity to:

- i. Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- ii. Destroy evidence relating to an alleged irregularity.
- iii. Forge or utter false documents in relation to an alleged irregularity.
- iv. Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- v. Harass or procure others to harass on his/her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

- i) Withdrawal
- ii) Withdrawal
- iii) Withdrawal
- iv) Withdrawal
- v) Withdrawal

**5.11 ILL-HEALTH**

- a) Any student who feels that his/her health may affect his work in the examination room should notify and submit a report signed by a Medical Practitioner to the Dean of the Faculty 48-hours prior to the examination date.
- b) In case a student falls sick during an examination, he should report immediately to the Invigilator, who shall take necessary action.
- c) In case a student falls sick or reports seriously ill prior to, or during examination period the Invigilator at the venue must immediately arrange for such a student to be sent to the University Clinic to be attended to by the University's Doctor. The student may be permitted to take the examination from the clinic based on the advice of the school doctor or medical officer in charge at the time the incident is reported.
- d) In cases where the student is not capable of taking a written paper, a report on the student shall be made by the Doctor or Medical Officer in charge and be forwarded to the Dean of the Faculty of the student concerned within two weeks of attending to the student and a

copy to the University Examinations Officer.

### **5.12 RESIT/SUPPLEMENTARY EXAMINATIONS**

Supplementary Examinations will be conducted at the end of each semester for all trail courses for that semester. Resit Examinations are mandatory.

Registration of such trail courses would be opened two (2) weeks after the release of the results for the semester.

Students are to check the University's website, faculty and departmental notice boards for information on resit examinations.

Students who have deferred their programmes, shall not be eligible to take advantage of the provision of Supplementary Examinations.

Students shall be required to pay and register for the examination for the specific course(s) they wish to write.

- a) Pay their resit fees for the number of courses they wish to take at the bank
- b) Proceed to the cash office of the Finance Directorate to make payment
- c) Login to *icampus.atu.edu.gh* – the school management system and register your resit courses for the semester. Note that iCampus registration is only possible after payment of the resit fee **per Course**.
- d) Students have a **Two (2) week** registration period.
- e) **Students who are unable to register within the two (2) week period cannot take part in the resit examination even if they have paid the fee.**

### **5.13 PROCEDURE FOR PETITION**

- a) Any student having a query or problem with the examination or the results of the examination may channel the complaint in writing to the Academic Board through the Head of Department and copy to the Dean of the Faculty.
- b) A student requesting for remarking of a paper should apply in writing to the Dean of his/her Faculty and copy the HOD.
- c) The student will be required to pay a fee for the remarking and the receipt of payment must accompany the letter with respect to ii above.
- d) If the student is vindicated after the remarking, the fee paid shall be refunded to him/her.

### **5.14 CHANGE OF PROGRAMME**

A student admitted to a programme of study may apply for a change of programme before

registration and not later than matriculation within the Admission Year, subject to the consent of the new Department and approval by the Registry.

### **5.15 TRANSFER OF COURSES**

A student from another tertiary institution who wishes to transfer to Accra Technical University and desires to have credits gained at that institution applied toward a certificate at Accra Technical University must submit an official transcript to the Registrar for evaluation by the appropriate department who would then advise accordingly.

### **5.18 ACADEMIC PROGRESSION**

- a) To progress from one semester to another semester a student should attain a minimum CGPA of 1.50. However, a student who has a CGPA of less than 1.50 at the end of the semester shall be put on probation.
- b) In addition, a student **trails more than four (4) courses after taking resit** at the end of the academic year shall **repeat** the whole academic year.
- c) A student with more than **four trails after resit and a CGPA less than 1.50** would be advised to **repeat** the whole academic year.

### **5.16 REQUIREMENTS FOR GRADUATION**

A programme is deemed to have been successfully completed if the following conditions have been met:

- a) CGPA is not less than 1.50
- b) Project Work has been successfully completed, submitted and assessed
- c) Successfully completed Industrial attachment requirements.

### **5.19 DEFERMENT OF PROGRAMME**

- a) A student is allowed a total of two (2) years to defer a programme. However a student cannot defer a programme for two consecutive years.
- b) A student wanting to defer his/her programme should apply in writing to Academic Affairs through their respective Heads of Department stating with reasons why he/she wants to defer.
- c) A student must ensure that he/she gets a letter that indicates that his request for deferment has been approved before proceeding on the deferment. The request for deferment takes effect from the time his/her letter for deferment is received.

## **5.20 REINSTATEMENT**

- a) A student requesting to re-join an academic year after deferment/rustication shall apply in writing to Academic Affairs through their respective Heads of Department stating their intention to re-join the academic year.
- b) A copy of the letter should be submitted not later than one (1) month before the commencement of the semester.

## **6.0 STUDENTS SERVICES**

### **6.1 OFFICE OF THE DEAN OF STUDENTS' AFFAIRS**

The Office of the Dean of Students' Affairs is responsible for the general welfare and discipline of all students and gives meaning to the role of Senior Members as acting in *loco parentis* for students. The office works in close collaboration with the Registry, Hall authorities, and the Students Representative Council (SRC) to ensure the welfare of students. The office in conjunction with the Hall Master is in charge of the management of the Residential Student Facilities.

### **6.2 HEALTH SERVICES**

The University Clinic is located behind the Electrical Engineering Block and is opened to both Students and Staff. It has a resident Medical Officer who is assisted by Senior Nursing Officers and administrative staff. It serves as a first point of call for all medical emergencies that may arise on campus. It has a well-equipped Laboratory, a Dispensary, X-Ray Department and a number of beds for patients as well as an ambulance for emergencies. All freshmen and women of the University are given a thorough medical examination at the beginning of their first year.

### **6.3 COMMERCIAL SERVICES**

There are a number of commercial services such as banks and a bookshop available at the ATU Stores-Office Complex along the Amu Wristberg Road. The SCR Complex is a commercial center made up of the Junior Common Room (JCR) and several service outlets for photocopy, secretarial services, internet café, photo studios, etc.

### **6.4 COMMERCIAL FOOD SERVICE PROVIDERS**

There are several food service providers on campus and these are the restaurant at the ATU Lodge near the East Gate, the ATU Cafeteria behind the Auditorium, and the various food stalls at the Canteen Block.

## **6.5 INTERNET FACILITIES**

The University has secure Internet facilities available throughout the campus via Wi-Fi in all its buildings i.e. halls of residence, Faculty, departments, computer laboratories and libraries.

## **6.6 BOOK BINDING CENTER**

The Book Binding Center located behind the Electrical Engineering Block provides book binding services especially for the project work reports of final year students.

## **6.8 ATU HOTEL AND ATU LODGE**

The 32 room ATU Hotel and 4 room ATU Lodge are both located near the East Gate and are open to the University and the general public.

## **6.9 AUTOMOBILE WORKSHOP**

The Automobile Workshop offers the repair and servicing of vehicles at a fee. The workshop is in front of the Electrical Engineering Block and is open from 8.30 am to 4.00 pm from Monday to Friday.

## **6.10 DIRECTORATE OF INTERNATIONAL PROGRAMMES AND INSTITUTIONAL COLLABORATIONS (DIPIC)**

The Directorate of International Programmes and Institutional Collaborations (DIPIC) provides support services to:

- a) International students studying at Accra Technical University
- b) Accra Technical University students studying abroad
- c) International scholars and guests at Accra Technical University
- d) Accra Technical University staff on international assignments

The services cover:

- a) International linkages with universities worldwide
- b) Faculty exchange programmes
- c) External programmes

### **6.10.1 IMMIGRATION INFORMATION**

To study in ATU, the prospective student should first have an offer of admission from ATU. Students other than those coming from ECOWAS countries are required to obtain visas or entry permits before proceeding to Ghana.

The following additional requirements will have to be met irrespective of nationality before the issuance of a residence permit: Should

- Enter with a valid travel document i.e. (passport, ECOWAS Travel Document) and an

evidence of admission letter from ATU.

- Have an offer of approved course from ATU.
- Show proof of exemption or payment of required course fees.
- Present a guarantee of accommodation.
- Provide evidence of financial support.
- Pay the prescribed fees for residence permit.
- Complete an application form together with two (2) passport size photographs.

### **6.10.2 RENEWAL OF RESIDENCE PERMITS**

Students seeking renewal of their residence permits are to provide the following to DIPIC:

- An introductory letter from the school.
- A completed application form.
- Four passport size photographs.

### **6.10.3 REGISTRATION OF FOREIGN NATIONALS LIVING IN GHANA FOR NON-CITIZEN GHANACARD IDENTITY CARDS**

- a) All eligible foreign nationals living in Ghana are required by law to register and be issued with a Non-citizen Ghana card. The registration of foreign nationals is part of the process to register all people living in the country. The Non-citizen Ghana card is the national identity card for foreign nationals.
- b) The Non-citizen Ghana card shall be used for all transactions which require identification. Foreign nationals who do not have the Non-citizen Ghana card may not be allowed to register SIM cards, open bank accounts, acquire driver's license or even have access to other essential services in the country.

### **6.11 THE LANGUAGE LABORATORY**

The Language Laboratory assists staff, students and the general public in gaining proficiency in the English, French, Spanish and German languages. The duration of the course for any language is 12 Weeks and is available in three categories namely: Beginners Level – A1, A2, Intermediate Level – B1 and Advanced Level – C1.

### **6.12 STUDENTS REPRESENTATIVE COUNCIL (SRC)**

The SRC serves as the official mouthpiece of the entire student body and promotes their welfare.

It co-ordinates the activities of students clubs and societies on campus, and provides a link with outside organizations concerned with the welfare of students. The Students' Representative Council executive is elected annually by a ballot of all students during the second semester to serve the following academic year. It is a constituent organization of the Ghana National Union of Technical Students (GNUTS).

### **6.13 PUBLIC FUNCTIONS AND EXTRA CURRICULAR ACTIVITIES**

- a) Permission to hold public functions within the University shall be obtained from the Dean of Students' Affairs. The applications must provide information relating to:
  - i. Date and time of the function,
  - ii. Venue where the function is to be held,
  - iii. Names and description of lecturers, speakers or artistes at the function, and
  - iv. Fulfill any requirements prescribed by the University Statutes and Regulations in relation to the holding of such public functions.
- b) The application shall be communicated in writing through the SRC to the Dean three days before the function takes place. The Dean may impose such other requirements and conditions as may be deemed necessary.
- c) For the purpose of this section, a public function is one to which persons other than the University staff and students are invited or entitled to attend.
- d) The Auditorium and other facilities within the University are available under certain conditions for use by Clubs and Societies. In all cases permission for use shall be obtained in writing from the Dean of Students' Affairs.
- e) Organizers of programmes commit a major offence if they violate any of these rules; and such programmes shall be stopped by the Dean/Registrar.
- f) A breach of any of the terms and conditions imposed renders the organizers personally liable for the consequences.
- g) If the breach leads to damage to property, the organizers shall be personally charged with the cost of replacing or repairing the damage as the case may be.
- h) If the breach leads to violence, the sanctions applicable to people who cause, instigate, incite, conspire and abet or otherwise contribute to commission of violence shall apply to the organizers.

## **6.14 STUDENTS CLUBS AND ASSOCIATIONS**

- a) Students have freedom of Association.
- b) However, only Associations, Clubs and Societies duly registered with the University shall be entitled the use of University facilities.
- c) Every Society or Club, which collects or receives official funds must account for its financial operations in accordance with the University Financial Regulations.
- d) Clubs and Society Secretaries are required at the beginning of each academic year to submit to the Housing and Residence Committee through the Dean of Students' Affairs office a certified copy of their approved constitution and the particulars of Principal Officers and committee members of their Associations, Clubs and Societies.

### ***List of Registered Associations, Clubs and Societies***

Find below the list of Associations, Societies and Clubs that are currently registered with the office of the Dean of Students' Affairs:

- a) Accra Technical University Air Cadet Corps
- b) Accra Technical University Civic Education Club
- c) Accra Technical University Parliament House
- d) Okuapeman Old Students
- e) Akuapim Students Union
- f) Anlo Old Students Association
- g) Assemblies of God Campus Ministry
- h) Association of HND Secretaryship/Bilingual Secretaryship and Management Students (AHSMAS)
- i) Association of Technical University HND Accountancy Students (ATUAS)
- j) Chaplaincy Board
- k) Christ Apostolic Students and Associates
- l) Christian Methodist Old Students Association
- m) Convention Peoples Party (CPP) Student Chapter
- n) DANGME Students Union- DANSU
- o) Databank Universal Economic School (DUES)
- p) Deeper Life Campus Fellowship
- q) Dzolali Tertiary Network
- r) Eagle Club

- s) Engineers Without Borders
- t) Entrepreneurship Club
- u) Executive Association of Technical University HND Accountancy Students (EATUPHAS)
- v) FAWOPSAG
- w) Foundation for Future Leaders International
- x) Ghana Association of Statistics Students (GASS)
- y) Ghana Methodist Student Union (GHAMSU)
- z) Ghana Muslim Students Association
- aa) Ghana National Association of Teachers on Campus (GNATOC)
- bb) Ghana Red Cross
- cc) Hotel Catering and International Management Association (HCIMA)
- dd) International Central Gospel Church
- ee) International Movement of Catholic Students (IMCS), PAX ROMANA
- ff) International Students in Free Enterprise (SIFE)
- gg) Kinbu Old Students Association
- hh) Lighthouse Chapel International
- ii) National Association of Black Engineers
- jj) Tertiary Education Institution Network – ATU Chapter
- kk) National Union of Anglican Students
- ll) National Union of Baptist Students
- mm) National Union of Technical Students
- nn) National Union of Presby Students
- oo) Tertiary Students Confederacy – ATU Chapter
- pp) Northern Students Association
- qq) Pentecost Students and Associates (PENSA)
- rr) Technical University Association of Construction Students of Ghana (TACONS)
- ss) Technical University Association of Science Laboratory Technologist and Technicians (TUASLAT)
- tt) Technical University Engineering Students Association of Ghana (TUESAG)
- uu) National Union of Presbyterian Students of Ghana (NUPSG)
- vv) Professional Marketers Association of Ghana Students (PROMAGS)
- ww) Purchasing and Supply Students Association of Ghana (PASSAG)
- xx) ROTARACT Club of Accra Technical University

- yy) Success Foundation International
- zz) The Apostolic Church Students (APOSA)
- aaa) Victory Students and Associates
- bbb) Wesley Grammar Old Students Association

## **6.15 PROVISION OF TRANSPORT FOR STUDENTS**

Provision of transport shall be for purposes of examinations and educational trips. Application for transport shall be written through the Dean of Students' Affairs in consultation with the HOD or the member of staff in-charge, to the Registrar and copied the Transport Officer at least one week before the programme.

## **6.16 RECREATIONAL AND SOCIAL ACTIVITIES**

Students shall organize their own social activities subject to appropriate approval. Application for approval for such social activities shall be in writing to the Dean of Students. It is unlawful for any student to indulge in anti-social activities such as occultism or membership of a secret society.

## **7.0 ACCRA TECHNICAL UNIVERSITY LIBRARY**

The Accra Technical University (ATU) Library is located on the Top floors of the N-Block and the B-Tech Block and provides high-quality, up-to-date and relevant information resources in the most appropriate formats to support the curricular, research, professional and intellectual needs of ATU community.

### **7.1 LIBRARY MEMBERSHIP**

Library membership may be granted to:

**Staff:** All permanent, temporary and contract employees of the University.

**Registered students:** All registered full-time and part-time students for a particular year or part of a year.

**Selected categories of external members: External members include but are not restricted to:**

- a) Members of Council: All members of Council of the University.
- b) Higher Education Institutional Members, Research staff and enrolled Masters and Doctoral students from other libraries in higher education in Ghana who produce an introductory letter from their respective institutions.

- c) Guest Lecturers, Research Staff, Post-Doctoral Fellows or research staff who are not permanent staff members of ATU, but who deliver lectures on invitation and Exchange Students.
- d) For **Registered Students** Library membership is valid for the duration that students are registered at the University.
- e) For **External Members** the period of membership as approved by the University Librarian.
- f) Library membership is **free** of charge.

### **7.1.1 OTHER SPECIFIC REQUIREMENTS**

For **External members**: An introductory letter from the relevant academic institution/department.

For **Exchange Students**: An introductory letter from the relevant academic department.

### **7.2 RIGHTS AND PRIVILEGES**

All library members have certain rights and privileges based on their particular membership category. These include but are not restricted to:

- a) **Access to the University Libraries**: Staff, registered students and external members have access to all libraries of the University.
- b) **Borrowing of Information Resources**: No borrowing is allowed without the student/staff ID card. It must be shown whenever a material is to be borrowed from the library. It should also be surrendered when requesting for items from reference & reserved collections, theses and past examination questions. It should be produced as identification when requested by a Library Staff
- c) **Photocopying Facilities**: Staff, registered students and external members have access to photocopying facilities subject to the availability of such facilities in the various libraries of the University.
- d) **Study Facilities** Staff, registered students and external members have access to study facilities subject to the availability of such facilities in the various libraries of the University.
- e) **Information Literacy Training**: Information literacy training is provided free of charge for Staff registered students and external members.

### **7.3 BORROWING PRIVILEGES**

All patrons of the Accra Technical University Libraries may borrow materials from any ATU Libraries and subject to the limitations of their library membership category.

A valid ATU identification card is required for borrowing of library material(s) purposes.

Patrons are liable for all information resources checked-out on their ATU identification cards.

<b>Type of Membership</b>	<b>Number of items</b>	<b>Duration of loan</b>
Student	Three (3)	Two weeks
Staff	Six (6)	Four months

- a) Failure to return resources on or before the due date will result in the imposition of a late return fine/charge per day and suspension of library privileges.
- b) All borrowers are subject to overdue fines as set by ATU Library, and penalties for resources kept beyond the loan expiry date without renewal.
- c) Three (3) printed or electronic reminders, shall be sent to defaulters, after which all materials not returned shall be regarded as lost items and replacement charges shall be levied accordingly.
- d) If a student member fails to pay the replacement fee charged against him or her, the Academic Affairs Directorate will be informed to block the member's examination results on the iCampus until the outstanding amount is paid to the University Accounts office.
- e) If a staff member fails to pay the replacement fees, the Pro Vice-Chancellor will be informed for further action to be taken accordingly.
- f) Lecturers may place library resources on reserved/short loan through the ATU library system for access by students in their departments.
- g) The University Librarian reserves the right to suspend library membership until all checked-out materials have been returned and all charges paid.
- h) The University Librarian reserves the right to recall checked-out materials from borrowers.
- i) Borrowers may renew loans provided those resources have not been placed on hold.
- j) Reference works may only be used in the library.
- k) All lost or stolen ATU identification cards must be reported immediately to the Librarian.
- l) Queries about fines levied should be made to the Librarian.
- m) Visitors or other persons who are not library members shall not be allowed to borrow any library material.

### **7.3.1 PROCEDURES FOR BORROWING**

#### **Borrowing from Open-Shelves and Reserved / Short-loan Collections**

- a) Valid ATU identification cards must be produced at the Circulation and Reserve counters of the Library before any material(s) can be checked-out.

- b) Borrowers must contact Circulation and Reserve counters of the Library in person or by telephone (where applicable) to request an extension of the loan period of the resource(s) in their possession. They must furnish the Library staff with their ATU identification number and the item number(s) of the material(s) in their possession.
- c) To check-in any material(s), clients must return the material(s) to the Circulation and Reserve counter where the items were checked out.

#### **7.4 CARE OF BOOKS**

- a) No book is to be written in, soiled, torn, cut, or damaged in any way. Any defect in or damage to a book prior to borrowing should be reported to the library staff.
- b) Users must not trace any picture or figure from any book/material. Readers and borrowers will be held responsible for any damage to a book in their care and will be required to pay the appropriate cost for such damaged books.
- c) Borrowers should report at once the loss of any book, and if it is not found, the borrower shall pay for the lost book.

#### **7.5 GENERAL RULES**

- a) Silence is to be observed at all times within the precincts of the library.
- b) Smoking is forbidden in all parts of the library.
- c) No food or drink is allowed in any part of the library. This includes toffees, fruits, candies etc.
- d) Bags, gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc., must be deposited with the library staff at the entrance and a tag collected.
- e) It must be noted that such items are deposited at the owners' own risk and the Library disclaims responsibility for any loss of or damage to any items so deposited.
- f) Firearms and other offensive weapons are not allowed into the Library.
- g) Pets are not allowed in any part of the Library.
- h) No seat shall be reserved by or for any reader. Any seat so reserved shall be cleared by the library staff for use by others.
- i) Any book recalled shall be returned within 72 hours or fines will be imposed after three days.
- j) Library staff will inspect any item being taken out of the library.
- k) All users must enter and leave the library through the main entrance.
- l) Users may not enter staff offices except invited by a staff member.
- m) All borrowed materials are to be returned three days before the end of each semester.

n) Orderly conduct must be maintained at all times in all part of the library.

## **7.6 LIBRARY OFFENCES AND SANCTIONS**

**Offence:** Failure to return borrowed materials on due date.

**Sanctions:**

- a. General Collection – offender shall pay a fine of 25 Gp per day up to 7days; thereafter 50 Gp a day plus loss of borrowing rights till books are returned.
- b. Reserved/Reference Collection – hourly charge of 50 Gp plus loss of borrowing rights until books are returned.

**Offence:** Loss or misplacement of books and related materials.

**Sanction:** Offender will pay twice the current price of the book including shipping and handling charges, plus a processing charge of GHc 100.00

**Offence:** Unlawful acquisition of library materials/stealing

**Sanctions:**

- a. Ordinary books – Rustication for 21 days. In addition, the member shall lose borrowing rights for one semester.
- b. Reference books – As in (a) above plus possible dismissal (Students).
- c. Rare books – Dismissal from University (Students)

**Offence:** Mutilation of books and related materials

**Sanctions:** Dismissal from University (Students)

**Offence:** Failure to return books when recalled.

**Sanction:** Loss of borrowing rights plus any overdue fines.

In the case of a Senior Member who commits any of the above offences, a report shall be made to the Vice-Chancellor and the Registrar through the Pro Vice Chancellor for appropriate sanctions to be instituted against him/her.

For non-university users, use of the library will be denied and other appropriate actions taken.

## **7.7 PATRON'S CONFIDENTIALITY**

The Library shall not reveal the names of individual borrowers or their borrowing history unless it is required by law to do so.

## **7.8 COPYRIGHT**

The Accra Technical University Library complies fully with all the provisions of Ghana's Copyright Law under the Act 680. The library strongly supports the Fair Use section of the Law.

## **8.0 COMPUTER CENTRES**

There are number of modern computer laboratories. The laboratories cater for the training and research needs of students and staff. Periodically, the technicians also undertake minor repair works and installations for staff and students.

### **8.1 ICT INFRASTRUCTURE**

There is wireless connectivity on campus. Students can access the internet outdoors and elsewhere on campus via wireless. Accra Technical University has developed a local site: [http://apoly\\_library](http://apoly_library) where students can access books electronically; this is simply called E-library. This digital library contains over five thousand (5000) books from a wide range of disciplines including Science, Engineering, Technology and Business.

The hotspots where wireless reception is good are:

- a) The Catering Building and its environs,
- b) The BTech Building and its environs,
- c) The Mechanical Engineering Building and its environs,
- d) Staff residence and its environs, and
- e) The student hostel and its environs.

The ICT facility in the Electrical Engineering Block is available as a browsing centre for students. The centre can accommodate eighty (80) at a time. The browsing centre is intended for students to get easy access to the internet for teaching and learning purposes.

#### **8.2.1 BASIC RULES ON THE USE OF THE ICT FACILITIES**

- a) Do not take food or water into the browsing centres and computer laboratories.
- b) Do not remove or steal computer parts from the browsing centres. Doing so is punishable and you may be dismissed as a consequence. We monitor such activities very closely.
- c) Do not monopolize the use of the computers.
- d) Do not use the computers for playing games or engaging in frivolous activities such as pornography, scam etc.

### **8.3 STUDENTS ACCOMMODATION**

Accra Technical University does not have adequate residential facilities for all students. Majority of the students are non-resident and commute from their various homes. There are however, a few private hostel near the campus where some of our students reside. Campus accommodation is allocated on the basis of first come first served and tied to the registration for the academic year.

Students seeking on campus hostel accommodation will have to apply online through iCampus. All students are however assigned to any of the four halls of residence and can thus participate in any activity for his/her hall of residence.

*Please refer to the Students Hostel Regulations and Rules for more details.*

#### **8.4 SPORTS, RECREATION AND LEISURE**

The office of Sports recreation and Leisure is under the Office of the Dean of Students and is responsible for the management of all University sporting and recreational activities.

The Department registers and trains student athletes in the following disciplines:

- a) Athletics
- b) Badminton
- c) Basketball
- d) Chess
- e) Cross Country
- f) Football
- g) Handball
- h) Hockey
- i) Judo
- j) Netball
- k) Scrabble
- l) Swimming
- m) Table Tennis
- n) Taekwondo
- o) Tennis
- p) Volleyball

#### **9.0 INDUSTRIAL ATTACHMENT**

It is mandatory for all first and second year HND students and BTech Students to undertake the industrial attachment. A student who finds an organisation for attachment must contact the Industrial Liaison Office for an official letter from the University to be submitted to the organisation. Each BTech student shall undertake one industrial attachment during the duration of the programme. Each HND student shall undertake two industrial attachments during the duration of the programme. Students shall be supervised and assessed during the attachment. Students who fail to do their attachment with industry will be offered the opportunity of doing the Virtual

Internship Programme (VIP) on campus. The attachment report will be marked and the grade obtained will be used to compute the students CGPA.

Each student is expected to complete 6 months of industrial attachment before graduation. The period for industrial attachment for BTech students is six (6) months. The period for industrial attachment for HND students is three (3) months during the year one and three (3) months in year two.

### **9.1 CODE OF CONDUCT DURING THE INDUSTRIAL ATTACHMENT**

Students shall be governed by the rules and regulations of Accra Technical University as well as those of the organisation where the attachment is being done.

### **9.2 FEES FOR THE INDUSTRIAL ATTACHMENT**

Students shall pay an industrial attachment fee annually which will be approved by Academic Board.

### **9.3 PLACEMENT FOR INDUSTRIAL ATTACHMENT IN GHANA**

The Industrial Liaison Office shall find placements for students in organizations throughout the country. However, students who find their own placements shall contact the Industrial Liaison Office for a Form to be used to formalize the placement. The student shall submit the acceptance letter from industry to the Industrial Liaison Office to complete the process.

### **9.4 FOR INDUSTRIAL ATTACHMENT OUTSIDE GHANA**

The student shall submit the official contact details of the organisation outside Ghana to the Industrial Liaison Office not later than four weeks before the commencement of the programme. The Industrial Liaison Office shall submit the Form on behalf of the student to the organisation. When the Industrial Liaison Office receives official notification of acceptance of the request, the student shall then be notified.

### **9.5 STUDENTS APPRAISAL FORM (FORM A)**

This shall be completed by the industry supervisor. Areas to be appraised include Specific Skills, General Employment Skills, and Attitude to work and Human Relationship. The report shall be sealed in an envelope, and the seal endorsed by the stamp and signature of the industry supervisor. The report shall be returned to the Industrial Liaison Office.

### **9.6 LOGBOOK**

Each attaché will be supplied with a logbook by the Industrial Liaison Office. Logbooks must be completed on a weekly basis and endorsed by Industry Supervisors and finally by the Industrial Liaison Officer at the end of the attachment programme.

## **9.7 ATTACHMENT REPORT**

In addition to the Appraisal report and the students Logbooks the students shall also submit a comprehensive report of the activities undertaken during the attachment. A guideline for writing the report has been developed to help student write the report.

## **10.0 FINAL YEAR STUDENTS THESIS AND RESEARCH PROJECT WORK REPORT**

All final year students' thesis and research project work reports shall conform to Academic Boards Guidelines for Writing and Presentation of Thesis/Research Project Work Report in Accra Technical University.

### **10.1 SUBMISSION OF PROJECT REPORT FOR BINDING**

The final Project Report approved by the supervisor(s) should be sent to the Binding Unit (in triplicate) together with the softcopy branded on a CD in both MS-WORD and PDF formats.

The Binding colour scheme for BTech and HND programmes are green and blue black respectively.

### **10.2 CERTIFIED FINAL COPIES**

After the retrieval of the Bound Project Reports (in triplicate) from the Binding Unit, the three (3) hard copies shall be duly signed and certified by the respective supervisor and be distributed as follows.

- One copy to the Department/Faculty Library,
- One copy for the Supervisor
- The student keeps the remaining copy.

## **11.0 FIELD TRIPS**

- a) University approved Field Trips are regulated by the University Policy on Field Trips.
- b) For the avoidance of doubt, a Field Trip is defined as any Faculty sponsored activity which occurs off school grounds for any period of time. It is an academic course-related activity that serves an educational purpose and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught.
- c) An application for the approval of a field trip must be submitted to the Dean of Faculty not later than four weeks to the event. All applications for international field trips shall be submitted to Academic Board for consideration.
- d) Detailed information about field trips must be provided to Academic Board through the Dean of Faculty before the start of the semester and must provide the date, time, locations,

means of transportation, and any fees to be incurred by the institution and the student.

- e) Students on academic field trips are governed by the University rules and regulations. Any violation of the rules and regulations may result in disciplinary action or sanctions by the University.
- f) Students, who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk. Whenever possible, University-owned vehicles or chartered buses shall be used for transportation on an academic field trip. Students who choose to take alternative transportation aside from that provided by the University do so at their own risk. Students are not to transport other students.

## **12.0 STUDENTS CODE OF CONDUCT AND ETHICS**

### **12.1 INTRODUCTION**

Accra Technical University requires all students to act as responsible citizens and members of a higher education academic community. Each student is responsible to know, observe, abide by, and adhere to the code of conduct, policies, rules, and regulations of the University.

The Student code of conduct has been written to help guide the behavior of students as members of the University community. ATU strives to be a center of academic excellence and therefore makes every effort to ensure:

- The opportunity for students to learn and inquire freely;
- The protection of intellectual freedom and the rights of lecturers to teach;
- The advancement of knowledge through scholarly pursuits and relevant dialogue.

Those who are elected to participate in the ATU community accept the responsibility of sharing in the effort to achieve the University's mission as an institution of higher learning. These behavioral expectations include behavior both on- and off-campus as defined herein. Additional policies and practices or changes may evolve and the Student Handbook may be amended, modified, or suspended at any time. Written notice of such changes will be distributed as soon as possible.

### **12.2 STATEMENT OF ETHICS**

- a) To preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty;
- b) To treat others with respect and dignity;
- c) To respect the rights and property of others;
- d) To act with concern for the safety and well-being of all stakeholders.

Inquiry, discourse, and dissent, within the framework of an orderly academic environment, are essential elements of a University community. Members of the University community recognize this and are consequently supportive of democratic and lawful procedures, and dedicated to rational approaches to solving problems. This assumes openness to change as well as a commitment to historical values.

### **12.3 ACCESSING THE STUDENTS HANDBOOK AND CODE OF CONDUCT AND OTHER UNIVERSITY RULES AND REGULATIONS, POLICIES, DIRECTIVES, OR NOTICES**

- a) Copies of the Student Handbook, the Code of Conduct and other University rules, regulations, directives, and notices shall be made available both in print and electronic form to the Registrar, Dean of Students, Pro Vice-chancellor, Deans, Hall Authorities, Heads of Department, SRC and other relevant administrative heads, and shall be brought to the attention of students including their placement on the university website.
- b) Students shall acquaint themselves with all regulations, rules, policies as well as official directives or Notices, which affect them, and ignorance of them shall not be an acceptable excuse for breach of discipline.
- c) Students therefore should take note of print and paperless notices including electronic communication but not limited to bulk SMS, Facebook, E-mails, etc.

### **12.4 ENFORCEMENT OF REGULATIONS**

The Vice-chancellor is the administrative head and chief disciplinarian of the University and shall ensure discipline by enforcing of this Student Handbook, the Code of Conduct and other University rules regulations including directives and notices in accordance with due procedure where applicable.

### **12.5 PROHIBITED CONDUCT**

All students in Accra Technical University have rights. These rights come with corresponding duties and responsibilities. It is the responsibility of the University to ensure the full protection and enjoyment of student rights. In the same measure, non-compliance by students to these duties and responsibilities may result in formal discipline. The goal of all discipline in the university is to ensure good behavior and to deter students from engaging in bad behavior. The university expects students to conduct themselves (both on and off campus) in accordance with the required standards. The university may discipline any student who in its judgment displays conduct or attitudes unworthy of the standards of the university.

## 12.6 PERSONAL CONDUCT

Accra Technical University strives to foster an environment in which its members may live and work productively together, making use of the rich resources of the University, in individual and collective pursuit of academic excellence. To that end;

*All students must:*

- a) treat all employees, honorary appointees, consultants, contractors, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- b) maintain a cooperative and collaborative approach to inter-personal relationships;
- c) act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, any other members of the public and other students;
- d) respect the privacy of employees, honorary appointees, consultants, contractors, any other members of the public and other students;
- e) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, any other members of the public and other students to carry out their study, research or work at the University, including the libraries, lecture halls, workshops and laboratories; and ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, any other members of the public or other students.

## 12.7 PROBATION

All students are considered to be on **probation** for the entire period of their programme of study, and may be withdrawn at any time for unsatisfactory academic work or misconduct.

## 12.8 ACADEMIC CONDUCT

*All students must:*

- a) ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rules and regulations of the University. It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines;
- b) read all official correspondence posted on notice boards, the official website and social media platforms of the University;

- c) act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations;
- d) use University resources, including information in a lawful and ethical manner and for University purposes only, unless express permission has been granted for non-University or private usage.
- e) other forms of Academic misconduct are found in the examination malpractice rules and students are expected to apprise themselves with the rules.
- f) it shall be misconduct for any student:
- g) to be absent from the campus without permission from the appropriate authority or reasonable excuse. For legal purposes, when the university is in session, students in their own interest are to sign in and out voluntarily in a logbook at their Hall of residence including the hostels when they leave/return to campus for/from places in and around Accra.
- h) to travel outside Accra without permission, when students intend to travel outside Accra, they shall write to seek permission from the Dean of Students for social purposes well ahead of time. However, for academic purposes, students shall do same from their Pro Vice-Chancellor. All group travel needs a signed list to accompany the request for permission.
- i) to embark on an international travel without the approval of the Vice-Chancellor. All international travels can only be approved through the hierarchy by the Vice-Chancellor.
- j) it shall be a misconduct to indulge or to be involved in anything deemed as an anti-social activity by the university while in residence or outside the campus which tends to bring the name of the university into disrepute. Such activities that may be treated as a misconduct and attract disciplinary response may include but not limited to the following which are banned:
- k) possession of Fire Arms and any offensive weapons
- l) smoking in all public or communal places of the university. Such places include cubicles in halls and hostels, in and around the Halls of Residence, Lecture Theatres, and Classrooms.
- m) to sell and consume alcoholic beverages and cigarettes on campus.
- n) to indulge in the use, possession, exchange, distribution, manufacture, sale of any narcotic drugs or drug paraphernalia. This includes but not limited marijuana, cocaine, heroin and

any illegal drugs. This misconduct is a **criminal offence** under the laws of Ghana and a breach of University regulations.

- o) indecent exposure: The act of exposing any private part of the body especially the genitals, *publicly or any lewd act is prohibited. This includes any legal procession in which such nakedness is exhibited. These acts both anti-social and reprehensible and thus proscribed.*
- p) to sub-let rooms in the Hall of Residence and hostels. For legal purposes, the university in an emergency should be able to match the occupants of a room to the names in the record book. Therefore, sub-letting of rooms in the Halls of Residence and hostels is illegal. Rooms can only be swapped under authorization from the residential authorities.
- q) The following actions are defined by the University as unacceptable forms of behavior and therefore prohibited, constitute a misconduct and are subject to disciplinary response. These general behaviors include, but not limited to, the following:
  - i. acts of dishonesty, including but not limited to the following
  - ii. cheating, plagiarism, or other forms of academic dishonesty.
  - iii. furnishing false information to any university official, faculty member or office.
  - iv. forgery, alteration, or misuse of any university document, record, or instrument of Identification.
  - v. facilitating academic dishonesty by assisting or attempting to assist any person to commit any act of academic dishonesty, such as allowing someone to copy a paper or test answers.
  - vi. tampering with the election of any university recognized student organization.

## **12.9 12.10 DISRUPTION OR OBSTRUCTION**

The following actions are defined by the University as unacceptable forms of behavior and therefore prohibited, constitute a misconduct and are subject to disciplinary response:

- a) disruption or obstruction of teaching, research, office work, meetings, examinations and other university activities, including its public-service functions on or off campus, or other authorized non – university activities when the act occurs on the university premises.
- b) participation in campus demonstrations that disrupt the normal operations of the University and/or infringe on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus, whether inside or outside.

- c) any student or students wishing to organize a procession/demonstration in the University shall notify the Dean of Students' Affairs in writing with a copy to the Registrar at least three days before the procession/demonstration is due to take place.
- d) the notification shall state the purpose of the procession/demonstration and the name(s) of the organizer(s).
- e) students may not demonstrate or go on procession in or outside campus without the prior written approval of the Dean of Students Affairs
- f) students are free to assemble and express themselves publicly in a peaceful, orderly manner.
- g) public rallies, demonstrations (either by individuals or groups), and assemblies held on campus should be registered 24 hours in advance with the Dean of Students Office indicating the desired date, time, place, expected attendance, and type of demonstration planned. Public demonstrations not registered may violate this provision or any disruption/obstruction policy in force as may be amended from time to time.

#### **12.10 VERBAL ASSAULT, HARASSMENT, INTIMIDATION, BULLYING, DEFAMATION, AND THREATENING OR ABUSIVE BEHAVIOR**

Accra Technical University strives to maintain a safe and secure environment for all members of the community and thus does not tolerate physical violence or threats of physical violence used by or against the members of the community. Students are expected to avoid all physical conflicts, confrontations, and altercations unless their own safety or that of another is at extreme jeopardy. Failure to do so will ordinarily result in disciplinary action, including, but not limited to, requirement to withdraw from the University. The following actions are defined by the University as unacceptable forms of behavior and therefore prohibited, constitute a misconduct and are subject to disciplinary response:

- a) physical abuse, verbal assault, written assault, threats, intimidation, coercion and-any other conduct that are derogatory to another member of the University Community or threatens or endangers the health or safety of any person or member of the university community.
- b) threatening or causing physical harm to another person. Physical abuse includes, but is not limited to: personal injury, physical restraint against a person's will, and holding or transporting an individual against his will.
- c) harassment (including sexual and gender based harassment in line with the Universities' Sexual and Gender based harassment policy)

- d) bullying. “Bullying” is defined as inappropriate, unwelcome behavior (through various means of communication or physical contact) which targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may also be the result of repeated behavior of an intimidating nature. Or, if direct, may also meet this definition and can occur through verbal, physical, electronic or other means.
- e) conduct constitutes prohibited “Bullying” when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.
- f) prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:
- g) verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- h) verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- i) sabotaging or undermining an individual or group’s work performance or education experience;
- j) inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person’s work area or property, and
- k) inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner.
- l) “Defamation” is defined as the oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person’s reputation as to deter others from associating with her or him.

The following actions are defined by the University as unacceptable forms of behavior and therefore prohibited, constitute a misconduct and are subject to disciplinary response:

### **12.11 THEFT, DAMAGE, OR UNAUTHORIZED USE OF UNIVERSITY PROPERTY**

Attempted or actual theft of, unauthorized use of, and /or of or damage to property of the university or property of a member of the university community or other private or public property or other personal or public property. This includes the intent to destroy or vandalize property.

### **12.12 UNAUTHORIZED ENTRY OR USE OF UNIVERSITY PREMISES**

- a) Unauthorized possession, duplication, or use of keys and/or access codes to any University premises or unauthorized entry to or use of University premises.
- b) Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of University owned or leased facilities, their roofs, or the residential space of another without permission.

### **12.13 NON COMPLIANCE**

Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to provide proof of identity to these persons.

### **12.14 HAZING**

- a) Hazing is defined as an act or method of initiation which willfully or recklessly endangers the mental or physical health or safety of a student or other person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization).
- b) Hazing also applies to the voluntary or coerced use of narcotics, which is illegal under the laws of Ghana, for personal or group recreation.
- c) Hazing includes but is not limited to whipping, ponding of all forms, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- d) Consent shall not be available as a defense to any disciplinary action under this section.

The failure to report hazing also constitutes a misconduct.

### **12.15 NON ADHERENCE TO FIRE SAFETY STANDARDS**

Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel

## **12.16 ABUSE OF THE STUDENT CONDUCT SYSTEM**

Abuse of the student conduct system, including but not limited to:

- a) Failure to obey the summons of a student conduct body or University official
- b) Falsification, distortion, or misrepresentation of information before a student conduct body
- c) Disruption or interference with the orderly conduct of a student conduct body prior to, and/or during the course of, the student conduct proceeding
- d) Initiating a student conduct proceeding without justification
- e) Attempting to discourage an individual's proper participation in, or use of, the student conduct system

## **12.17 DISORDERLY CONDUCT**

- a) Engaging in violent, abusive, lewd, profane, boisterous behaviour.
- b) Assisting another person to breach the peace in such a way on university premises or at functions relating to the university.
- c) Disorderly conduct also includes any unauthorized use of electronics or other device to make an audio or video recording of any person while on university premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

## **12.18 MISUSE OF UNIVERSITY PROPERTY OR FACILITIES**

- a) All students are required to respect private and public ownership; instances of theft, misappropriation, or unauthorized use of or damage to property or materials not one's own will ordinarily result in disciplinary action, including requirement to withdraw from the University.
- b) Using or attempting to use university property in a manner inconsistent to its designated purpose and/or incurring financial obligations on behalf of a person, organization or the university without consent or authority. This includes the telephone system, mail system, computer system, bathroom/restrooms, and public areas.

## **12.21 RIGHT TO INFORMATION**

Students have the right to information pertaining to academic standing, course requirements, and graduation requirements.

### **13.0 PARTICIPATION IN UNIVERSITY GOVERNANCE**

Students have the right to participate in University governance through the Student Representative Council, other student organizations, and through University-wide committees, as set forth in University policy.

### **14.0 HALLS OF RESIDENCE**

Every student admitted into the University is admitted into a Hall. The hall system is stated in the relevant articles of the University Statutes

### **15.0 GRIEVANCES**

Students have the right to make their concerns or grievances known through the appropriate administrative channels as prescribed under the policies of the University. All types of issues on students' conduct and discipline are either reported directly to the office of the Dean of Students or referred from other faculties, Directorates, Departments, or Halls of Residence to the office.

It is advisable for Students who have complaints on any issue for whatever reason to report first to the office of the Dean of Students before seeking redress elsewhere.

The Heads of Departments, Directorate of Guidance and Counselling and the Office of the Dean of Students serves in advisory capacities for students seeking information about processes governing alleged violations of students' rights by others or by the University itself.

### **16.0 RESEARCH**

In research, students shall not:

- a) Falsify data
- b) Indulge in plagiarism
- c) Handle animal subjects in an inhumane manner or in a manner not in conformity to appropriate codes of practice.
- d) Improperly handle or dispose of harmful chemicals, micro-organisms, and radioactive agents, which may pose a risk to the researcher, the community, or the environment.

### **17.0 ACADEMIC INTEGRITY AND PLAGIARISM**

#### **17.1 DEFINITION OF PLAGIARISM**

Plagiarism is the presentation of another person's work, ideas, words, images, opinions, discoveries, artwork, music, recordings or computer-generated work such as computer programmes, software, websites, the Internet or other electronic resources, either published

or unpublished, as one's personal work, or alternatively claiming all the above mentioned of others, without duly acknowledging the original source, with or without the permission of the source

Plagiarism can also denote the re-presentation of one's own published or unpublished work, ideas, images, opinions, inventions, music or recordings, artistic works, or computer-generated work, methods, results, and the words or language used to describe these ideas, methods and results. without appropriate acknowledgement. This is generally known as self-plagiarism, text recycling and salami publishing.

Plagiarism is also alleged in a situation where one's ideas, expressions, words, methods, results, are used to describe these ideas, methodologies and outcomes are similar or expressed in the same way without appropriate acknowledgement.

There are four interacting elements of plagiarism identified thus far: '(1) *publication* (the public presentation (or publication) of another's work); (2) *content* (the presentation of the contents of another's work); (3) *appropriation* (the passing off of another's work as one's own); and (4) *lack of credit given* (passing of another's work without the appropriate attribution to the original source)'

Retrospective punishment may apply in cases where the plagiarism is discovered at a much later date than its initial occurrence.

### **Examples of plagiarism:**

- a) Direct replication of one's work without duly acknowledging the original source.
- b) Reproducing or transcribing work from one language to another without acknowledging the source.
- c) Rewording of your own work or that of another without appropriately acknowledging the source.
- d) Piecing together sections of the works of others or one's own into a new whole.
- e) Resubmitting work that has hitherto been graded.
- f) Presenting a jointly produced work (in whole or in part) as one's own independent work.
- g) Presenting the works of students with or without their consent as one's own.
- h) Making use of professionals or professional agencies in producing one's work or submitting works which has been written on one's behalf

Plagiarism is a serious academic fraud, intellectual dishonesty, theft, which is unethical and immoral, or the fraudulent use or theft of intellectual property and a consequential manifestation of academic impropriety can lead to dismissal from an institution such as the University.

Depending on the extent and the enormity of the plagiarism as well as the institutional requirements, the plagiarist may be disciplined according to rules stated in the relevant Statutes of the University or be forced to apologize publicly and withdraw the plagiarized materials.

In a situation where plagiarism is not detected early, appropriate sanctions shall still be applied when discovered later.

## **17.2 TYPES OF PLAGIARISM**

According to Turnitin.com and Research Resources, two types or categories of plagiarism are identified. These are Intentional and Unintentional

Intentional plagiarism consists of Sources not cited plagiarism and Sources cited (but still plagiarized).

### **17.3 13.4.1 SOURCES NOT CITED PLAGIARISM:**

#### **Examples of this include the:**

- a) Turning in another's work, word-for-word, as if they are one's own.
- b) Copying significant portions of text straight from a single source, without alteration.
- c) Trying to disguise plagiarism by copying from several different sources, modifying the sentences to make them fit together while retaining most of the original phrasing.
- d) Retaining the essential content of the source whilst altering the paper's appearance slightly by changing key words and phrases.
- e) Paraphrasing most of the paper from other sources and making it all fit together.
- f) 'Borrowing' generously from one's own previous work which violates policies concerning the expectation of originality adopted by most academic institutions

### **17.4 SOURCES CITED BUT STILL PLAGIARIZED**

These include the following:

- a) Obscuring source locations of consulted materials. For instance, providing an author's name for a source and neglecting certain important metadata of the referenced material

- b) Providing insufficient information on the sources of referenced material, making it impossible to trace.
- c) A situation where text is directly copied text is not put in quotation marks although the source has been appropriately cited. In such situations, the writer falsely infers ownership of original information on himself.
- d) When an author appropriately rewords, correctly use quotations and cites all sources but the work is entirely not original.
- e) A situation where the writer properly quotes and cites sources in some places but goes on to paraphrase other arguments from those sources without citation. This way, the writer tries to pass off the paraphrased material as his/her own analysis of the cited material.

### **17.5 NON-INTENTIONAL PLAGIARISM**

Non-intentional plagiarism is the situation where an author does not conform to orthodox standards for referencing. It is also a situation where the writer imitates a source text written in a language that the writer does not understand the technical and conceptual meaning and thus lacks the ability to present the ideas in his/her own words.

### **17.6 STUDENT OR AUTHOR RESPONSIBILITY**

It is incumbent on students of the University to adhere to their responsibilities to ensure sanity in the academic environment by helping to reduce or prevent plagiarism.

### **17.7 PLAGIARISM IN A COURSE ASSIGNMENT**

- a) Any student suspected of academic misconduct in a given assignment shall be reported to the Head of Department. He shall in turn, adhere to the provisions stated in paragraph 5.1 and 5.3 above to resolve the matter through the appropriate authority.
- b) The processes of investigation and punishment of any student accused of plagiarism shall be in conformity with disciplinary provisions in the statutes.

### **17.8 PLAGIARISM IN A SUBMITTED PROJECT WORK**

Alleged plagiarism in a thesis shall be reported to the Head of Department who shall immediately report to the Dean and an investigative committee will be set up by the Dean to examine the case. A report shall be submitted to the Vice-Chancellor on the findings detailing their recommendations.

The provisions made in the plagiarism penalty table below shall be adhered to in the process of examining and prescribing punishment on students.

### **17.9 INVESTIGATION OF ALLEGED CASES OF PLAGIARISM**

Plagiarism is not acceptable and shall be categorized as highly offensive by the University. Faculties are therefore obliged to observe the requirements and conditions set in this Policy. It is the responsibility of faculties to ensure students, and other staff receive the required training to prevent plagiarism.

All materials suspected to have been plagiarized shall be a requirement for investigations.

When a faculty member responsible for a course suspects possible plagiarism by a student, the faculty member shall:

- a) Investigate
- b) Organize a meeting with the student in question
- c) Present documented suspicions and available proof for discussion with the student
- d) Solicit the student's opinion or defense on the alleged plagiarized offense
- e) If the lecturer is satisfied that no offence has been committed, the student may be discharged, and the matter closed

If the student is able to provide a satisfactory and reasonable explanations of the accusation, and is discovered to have unconsciously plagiarized, it may be concluded that the student committed an academic misdemeanor by referencing wrongly. A written warning is given.

However, if any suspicions about the originality of the work are confirmed, the issue can then be;

- a) Settled at the departmental level or
- b) Referred to the Dean of the particular Faculty, who shall then present a formal complaint to the Pro Vice-Chancellor. An initial investigation will be conducted by the said Dean at the request of the Pro-Vice Chancellor and a report submitted to the Vice-Chancellor through the Pro Vice-Chancellor.
- c) For further investigation, the Vice-Chancellor shall then refer the case to the suitable
- d) Disciplinary Committee
- e) Upon conclusion of its hearing, the Disciplinary Committee shall report to the Vice Chancellor on arrived conclusions and make propositions which he/she may implement per his/her considerations. Possible sanctions may include rustications or outright dismissals from the university.

## **17.10 SANCTIONS FOR PLAGIARISM BY STUDENTS**

- a) The Penalty Scale for plagiarism applies to all works submitted for assessment.
- b) One essential benchmark for assessing the gravity of an offence is “quantity”; however, sanctions should be suitable for the level of severity of the incident.
- c) The quantity, in this instance refers to the unaided professional judgment of the lecturer/supervisor and not the percentage generated from the Plagiarism-Checker’s originality report generated.
- d) When the incidence of plagiarism is being investigated, it is important to take cognizance of the following provisions:
  - i. How significant the plagiarized content is on the grading of the work
  - ii. To what extent is the submitted work plagiarized
  - iii. The student’s year and level
  - iv. The student’s background
  - v. Whether the student at any point, participated in the mandatory activities provided by the University to enhance students’ understanding of plagiarism
  - vi. Any previous incidence of plagiarism the student engaged in
  - vii. Any apparent intention by the student to mislead

### 17.11 PLAGIARISM PENALTY SCALE

Degree of Seriousness	1 <sup>st</sup> Year / 1 <sup>st</sup> Incident	1 <sup>st</sup> Year 2 <sup>nd</sup> Incident	Other Undergraduate / 1 <sup>st</sup> Incident	Other Undergraduate / 2 <sup>nd</sup> Incident	3 <sup>rd</sup> or Further Incident	Post Graduate
<b>SERIOUS</b> (More than 20% of text copied)	Cancellation of mark  Opportunity for resubmission, where the highest mark that may be awarded is 50%  Note on student's record  Student has to participate in library training	Cancellation of mark  No opportunity to resubmit  Note on student's record	Cancellation of mark  No opportunity for resubmission  Note on student's record  Student has to participate in library training	Disciplinary investigation	Disciplinary investigation	Disciplinary investigation
<b>MODERATE</b> (More than 10%, but less than 20% of text 'copied')	Cancellation of mark  Opportunity for resubmission, the highest mark that may be awarded is 50%  Student has to participate in library training	Cancellation of mark  No opportunity to resubmit  Note on student's record	Cancellation of mark  Opportunity for resubmission, the highest mark  Mark that may be awarded is 50%  Note on student's record  Student has to participate in library training	Disciplinary investigation	Disciplinary investigation	Disciplinary investigation
<b>MINOR</b> (Less than 10% of text 'copied')	Warning (marks must be deducted)  Note on student's record  Student has to attend library training	Cancellation of mark  Opportunity for resubmission, the highest mark that may be awarded is 50%  Note on student's record	Warning (marks must be subtracted)  Note on student's record  Student has to attend library training	Disciplinary investigation	Disciplinary investigation	Disciplinary investigation

## **18.0 OTHER FORMS OF MISCONDUCT**

This involves any act that violates the laws of the Republic of Ghana or brings the image of the University into disrepute and includes but not limited to the following:

### **18.1 CONTEMPT**

- a) Failure to comply with a written directive issued by a designated authority of the University
- b) Willingly violating the terms of any disciplinary sanction imposed including failure to complete sanctions by the deadline

### **18.2 CONCEALING OF IDENTITY**

This is the failure to submit identification upon lawful request.

### **18.3 HARASSMENT**

This covers a wide range of intentional, offensive, and repetitive behaviours by a person or group of persons that threaten or disturb or upset or are intended to threaten or disturb or upset another person or group of persons.

### **18.4 IMPROPER USE OF UNIVERSITY PROPERTY**

- a) Students shall be liable to pay for any loss or damage to University property of any kind caused by students. This includes S.R.C. property.
- b) Students shall not make attachment to nor transfer furniture or fixtures of any kind from any part of the University buildings including Hostels, Auditorium without prior permission from the appropriate authority. This includes S.R.C. property.
- c) Students must not interfere with electrical installations in their cubicles, hostel or any other part of the University.

### **18.5 THEFT**

This includes the unlawful taking or use of University or personal property.

### **18.6 PROCLAMATION OF FALSE INFORMATION**

- a) Intentionally furnishing false oral or written information about the University for a member of the University community to the public.
- b) Writing anonymous letters with the intention to give a bad image to the University.
- c) Forgery or deliberate misrepresentation, unauthorized alteration, unauthorized use of Accra Technical University document or instrument of identification including but not limited to, letterheads, reports, certifications, ID cards, etc.

## **18.7 BAD CLASSROOM BEHAVIOUR**

- a) Disturbing when lectures are on-going
- b) Disrupting lectures
- c) Disrupting academic or administrative functions.

## **18.8 ALCOHOL ABUSE**

- a) Consumption of alcohol by persons under the age of 18 is illegal. Individuals under the age of 18 who are found consuming alcohol will be subject to discipline and/or sanctions.
  - i. If a person under the age of 18 is found consuming alcohol at an approved event of students association, the association may be subject to sanctions.
  - ii. If an individual is found selling or serving alcohol to persons under the age of 18 they will be subject to sanctions imposed under the Student Code of Conduct and/or under Laws of Ghana.
  - iii. No person is to be served alcohol on campus who appears to be intoxicated.
  - iv. No person who is apparently intoxicated may be permitted to leave the venue until reasonable steps have been taken to ensure the person's safety and well- being.
  - v. Alcohol shall not be consumed in public areas of the campus except in designated "licensed" areas.
  - vi. Events on campus with student participants, at which alcohol will be served, must have prior approval of the Dean of Student Affairs. Requests for approval should be initiated 10 working days in advance of the event.
- b) No individual shall use the name of the University for any of its departments or association in an application for a special occasion or license to operate an event off campus.
- c) All University organizations wishing to host or organize dances, banquets, and other events at which alcohol will be served are encouraged to consider one of the on-campus venues available for these functions. No activity shall be permitted that would promote immoderate consumption of alcohol.
- d) No group associated with the University shall sell tickets that give the holder access to an unspecified number of alcoholic beverages.

- e) The appropriate disciplinary process will deal with problems that arise with respect to the Campus Alcohol policy. Additionally, the University may revoke event privileges if appropriate.
- f) Bus trips to bars or drinking establishments or other events where alcohol is the primary focus will not be permitted.
- g) Any unauthorized vehicle sent to the campus by any off-campus bar for the purpose of transporting individuals to their privately owned club or bar will not be permitted on campus. No alcohol is to be sold on campus except by the institution and in accordance with the institutions policies. Companies are prohibited from selling and/or delivering alcohol on campus except as arranged by the institution.

### **18.9 DRUG ABUSE**

The unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by students and employees on the premises of Accra Technical University or as part of any of the institutions activities is prohibited.

### **18.10 ‘PONDING’, BULLYING, NOISE MAKING AND ANTI-SOCIAL ACTIVITIES**

The University shall not tolerate the ‘Ponding’ of any individual and it shall be a punishable offence for any student or group to indulge in. The University does not accept liability for any/or injuries from ‘Ponding’ and shall hold the student or group of students liable to any such offence. Bullying is prohibited and students who indulge in it would be sanctioned.

It would be unlawful for any student to indulge in any anti-social activities such as occultism, or membership of a secret society.

Noise making of any kind is prohibited; and it shall be unlawful for any student/students to make noise or play music in such a manner as to disturb teaching or disrupt administrative work or be a nuisance to other residents of the University.

### **18.11 DEMONSTRATIONS AND PROCESSIONS**

Any student or students wishing to organize a procession/demonstration in the University shall notify the Vice Chancellor in writing. Such notice shall be given to the Vice Chancellor and the Dean of Students’ Affairs seventy-two (72) hours before the procession/demonstration is due to begin. The notification shall state the purpose of the procession/demonstration and the name(s) of

the organizer(s). No procession/demonstration shall be held between the hours of 6.00 p.m. and 6.00 a.m.

If the procession/demonstration is outside the campus, Police permit must be sought.

The procession/demonstration shall follow a route approved by the Police and keep as close to the left side of the road as to facilitate free passage of vehicular and pedestrian movement; it shall do nothing to obstruct traffic.

During the procession/demonstration, nothing shall be done and said that might occasion violence or cause a breach of the peace.

The organizer(s) shall be held responsible for any acts of violence and/or breach of University, Hostel or other regulations that may occur during the procession/demonstration.

Notwithstanding the above, any individual who commits an act of violence or breach University/Hall of Residence regulations during any procession/demonstration shall be held responsible for his/her act.

The Vice Chancellor may prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstances.

If in the Vice Chancellor's opinion, the procession/demonstration shall likely to lead to a breach of the peace or cause serious interference with the work of the University he may forbid the procession/demonstration.

The Vice Chancellor shall alert the Police as soon as an emergency occurs. If the situation gets out of hand or threatens to get out of hand and/or violence is resorted to, the Vice Chancellor shall ask the Police to assist to restore order.

The fact that a procession/demonstration is not prohibited does not in any way imply that the University has either approved of or is in sympathy with its objectives.

### **18.12 PENALTY FOR UNAUTHORIZED PROCESSION/DEMONSTRATION**

The penalty for unauthorized procession/demonstration ranges from rustication for a period not exceeding one academic year or expulsion. If it should appear that the student body generally is involved in an unlawful demonstration/procession, the University shall be closed down forthwith by the Vice Chancellor.

### **18.13 FISCAL MISCONDUCT**

Fiscal misconduct is the deliberate action by an individual to misrepresent or conceal the facts of a business transaction. Fiscal misconduct includes fraud, embezzlement, the theft of goods or

services, and the abuse of Accra Technical University resources (including funds and property from internal and outside bodies and individuals for purposes such as sponsored student or academic events) to secure an unfair or personal gain.

Fiscal mismanagement that results in a material financial risk to the University may also constitute fiscal misconduct. Failure to reasonably safeguard University assets, properly supervise budgets under one's control, and duly adhere to applicable University policies may also constitute fiscal misconduct, if such failure leads to financial loss to the University.

#### **18.14 SANCTIONS FOR FISCAL MISCONDUCT**

Disciplinary action up to and including withholding of certificate, or expulsion from the Institution will be imposed and appropriate civil and/or criminal action may be pursued if an investigation reveals fiscal misconduct through misappropriation of Accra Technical University funds or resources or other security breaches in the Institution, including its financial and operating systems. The contents of the 'Students Guide and Code of Conduct' constitutes part and parcel of the University Statutes. A breach of any provision therein shall attract a disciplinary action by the Vice Chancellor or any authorized person.

### **19.0 SEXUAL HARASSMENT POLICY**

#### **19.1 POLICY STATEMENT**

ATU is committed to maintaining a safe and healthy educational and work environment in which no member of the University is, on the basis of sex, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from University programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements. It does not preclude application or enforcement of other University or School policies.

It is the policy of the university to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the University's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

Violations of this Policy may result in the imposition of sanctions up to, and including, rustication, termination, dismissal or expulsion, as determined by the appropriate officials at the School or unit. Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University's educational mission.

## **19.2 DEFINITIONS OF SEXUAL HARASSMENT**

- a) Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favours, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when:
- b) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or
- c) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities (hostile environment).
- d) Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.
- e) A hostile environment can be created by persistent or pervasive conduct or by a single severe episode.
- f) The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:
- g) Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties:
- h) Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- i) Sexual advances, whether or not they involve physical touching

- j) Commenting about or inappropriately touching an individual's body
- k) Requests for sexual favours in exchange for actual or promised positions, grades, financial assistance, etc.
- l) Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- m) Stalking
- n) Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe to deny a person equal access to the University's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

### **19.3 UNWELCOME CONDUCT:**

- a) Conduct is unwelcome if a person:
- b) Did not request or invite it and
- c) Regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion. Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors.
- d) The following types of information may be:
- e) Helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behaviour after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.
- f) In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome,

provided that the respondent knew or reasonably should have known of the person's impairment or incapacity.

- g) The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the respondent's responsibility for sexual or gender-based harassment under this Policy.

#### **19.4 GENDER-BASED HARASSMENT**

Gender-based harassment is verbal, non-verbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

#### **19.5 15.2.4 JURISDICTION**

- a) This Policy applies to sexual or gender-based harassment that is committed by students, faculty, staff, appointees, or third parties, whenever the misconduct occurs:
- b) On ATU property; or
- c) Off ATU property, if:
  - i. the conduct was in connection with a University or University-recognized programme or activity; or
  - ii. the conduct may have the effect of creating a hostile environment for a member of the University community.

#### **19.6 MONITORING AND CONFIDENTIALITY**

- a) A variety of resources are available at The University and in the area to assist those who have experienced gender-based or sexual harassment, including sexual violence. Individuals considering making a disclosure to University resources should make sure they have informed expectations concerning privacy and confidentiality. The University is committed to providing all possible assistance in understanding these issues and helping individuals to make an informed decision. It is important to understand that, while the University will treat information it has received with appropriate sensitivity, University personnel may nonetheless need to share certain information with those at the University responsible for stopping or preventing sexual

or gender-based harassment. For example, University officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the Dean of Students or the University's Guidance and Counseling Directorate about possible sexual or gender-based harassment, regardless of whether a complaint is filed.

- b) Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the University can track incidents and identify patterns; and that, where appropriate, the University can take steps to protect the ATU community. This reporting by university officers will not necessarily result in a complaint; rather, the university or academic counselor, will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the University who, in the judgment of the Dean of Students or the University's Guidance and Counseling Directorate or have a need to know.
- c) Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask University officers for information about such resources, which are available both at the University and elsewhere.
- d) University officers are available to discuss these other resources and to assist individuals in making an informed decision.

### **19.7 SEXUAL HARASSMENT DURING THE VIOLATIONS OF OTHER RULES**

The University encourages the reporting of all concerns regarding sexual or gender-based harassment. Sometimes individuals are hesitant to report instances of sexual or gender-based harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the University has a paramount interest in protecting the well-being of its community and remedying sexual or gender-based harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

### **20.0 CLOSURE OF THE UNIVERSITY**

Where activities of the University have been disrupted for seventy-two (72) consecutive hours, the Vice Chancellor, in consultation with the Council Chairman shall close down the school.