



**KESSEBEN**  
**(UNIVERSITY) COLLEGE**  
**Kuntanase**

---

---

# **Students'** **Handbook**

---

**(STUDENTS' GUIDE AND CODE OF CONDUCT)**

**OCTOBER 2020**

A decorative geometric pattern consisting of overlapping squares and rectangles in shades of gray, located in the bottom right corner of the page.

## **AUDITORS**

Owusu Ansah and Associates  
(Chartered Accountants)  
P. O. Box 16608, Adum, Kumasi

## **BANKERS**

Multi Credit Savings and Loans Ltd., Bantama, Kumasi  
(A/C No. (Tuition): 10 10 04 02 93 621)  
(A/C No. (Accommodation): 10 10 04 04 36 341)  
Access Bank (Ghana) Ltd., Suame, Kumasi  
(A/C No.:01 41 01 20 37 581)

## **SOLICITORS**

Ohene Gyan and Associates (Barristers & Solicitors)  
Adum, Kumasi.

## **CORRESPONDENCE**

Correspondence relating to all general and academic matters including student affairs should be directed to:

## **THE REGISTRAR**

Kessben College, P. O. Box – 16710, Adum, Kumasi, Ghana

## **CONTACT(S)**

Mobile: +233 (0) 501 63 73 83 / (0) 275 63 73 83 / (0) 0264 17 04 05

E-mail: [info@kc.edu.gh](mailto:info@kc.edu.gh) / [registrar@kc.edu.gh](mailto:registrar@kc.edu.gh)

Website: [www.kc.edu.gh](http://www.kc.edu.gh)

# Contents

1.0 Introduction	001
1.1 Objectives Of Kessben College	002
1.2 A Brief History About The Honorary Chancellor Mr. Stephen Boateng (A.k.a. Kessben) And Kessben (University) College.	003
1.3 Administration Of Kessben College	007
1.4 Vision Statement	008
1.5 Mission Statement	008
1.6 Core Values:	009
2.0 Academic Units	011
2.1 School Of Business –Runs The Bachelor Of Science (B.sc.) Business Administration With Options In:	011
2.2 School Of Physical Sciences	012
2.3 School Of Liberal Arts	012
2.4 School Of Business	012
2.5 School Of Physical Sciences	013
2.6 School Of Liberal Arts	014
2.7 Kumasi City Campus	014
3.0 Academic Facilities	016
3.1 The Kessben (University) College Library	016
3.2 The E-Library	017
3.3 The Computer Laboratory	017
3.4 Classrooms	017

4.0 Health Services	018
5.0 Campus Services	019
5.1 Recreational Facilities	019
5.2 College Safety And Security	020
5.3 Cafeteria And Bush Canteen	020
5.4 <b>Aseda Shopping Centre</b>	<b>020</b>
<b>5.5 On-Campus Banking</b>	<b>021</b>
6.0 Accreditation And Affiliation	022
7.0 Student Advising And Support System (Mentoring Cell)	023
8.0 Student Internship Programme (Sip)	026
9.0 General Information On Rules And Regulations	027
9.1 Introduction	027
9.2 Dissemination Of Policies, Rules And Regulations	028
9.3 Enforcement Of Regulations And Sanctions	028
9.4 Misconduct	029
9.5 Probation	030
9.6 Appeal Against Disciplinary Actions	030
9.7 Particulars Of Students	030
9.8 Academic Calendar	031
10.0 Admission, Registration, Orientation And Matriculation	032
10.1 Admission	032
10.2 Registration	033
10.3 Orientation	034
10.4 Matriculation	035
11.0 College Property	036
12.0 College Transport	037

13.0 Student Associations/Clubs/Societies	038
13.1 Membership	038
13.2 Registration Of Student Associations	039
13.4 Communication With Public Officers, Embassies And The Press	040
13.5 Student Public Functions On Campus	041
14.0 Regulations For The Conduct Of Academic Programmes	042
14.1 Structure Of Academic Programmes	042
14.2 Credit Hour Assignment For Programmes	043
14.3 Registration For Programmes	044
14.4 Class Attendance And Etiquette Policy	045
14.5 Auditing Courses	046
14.6 Course Numbering System	047
14.7 Deferment Of Academic Programme	047
14.8 Duration Of Studies	048
14.9 Examination Grading System	048
14.10 Requirements For Graduation	050
14.11 Student Dissatisfaction With Examination Marks (Remarking)	052
14.12 Examination Terminologies	052
14.13 Probation	053
14.14 Repetition	053
14.15 Withdrawal/Dismissal	054
14.16 Abandonment Of Programme	054
14.17 Approval Of Examination Results	054
14.18 Request For Academic Transcript, Letters Of Introduction Or Attestation	055
14.19 Academic Honors/Dean's List	055

15.0 Regulations For The Conduct Of Examinations	056
15.1 Malpractice/Misconduct Of Candidates During Examinations	060
15.2 Supplementary Examinations	061
16.0 College Library And Practical Studio	063
17.0 Student Representative Council (S.r.c.) Constitution	065
17.1.0 Preamble	065
17.8 S. R .C./Hall Activities	106
17.9 S. R. C. /Hall Meetings, Games And Competitions	106
17.10 Residential (Hall) Rules And Rregulations	106
18.0 Student Conduct And Disciplinary Procedures	109
18.1 Noise-Making	109
18.2 Drunkenness	110
18.3 Smoking	111
18.4 Illegal Collection Of Money From Students	111
18.5 Arms/Ammunition/Explosives	111
18.6 Drugs	112
18.7 Violence And Assault	112
18.8 Keeping Kessben College Clean And Tidy	112
19.0 Sexual Harassment Policy	113
19.1. Policy Statement	113
19.2. Definitions	114
19.3 Examples Of Sexual Harassment	114
19.4. Procedures For Lodging Sexual Harassment complaints	115
19.5. Informal Investigation And Resolution	116
19.6. Formal Investigation And Resolution	117

20.0 Amendment To Rules And Regulations In The Student Handbook	119
National Anthem	120
Kuc Anthem	120
Kuc Pledge	120
Declaration	121







## 1.0 INTRODUCTION

---

Kessben (University) College (KUC), a privately-owned tertiary institution, has been established to offer tertiary level education to all qualified applicants irrespective of race, creed, nationality, gender, age or background that will prepare them to contribute to the socio-economic development of Ghana and the broader world. KUC seeks to offer competitive demand-driven programmes of study that will ensure that it becomes a centre of excellence and, therefore a university college of choice for prospective students. It will do this by promoting excellence in the acquisition of knowledge and skills and by ensuring the holistic (physical, mental, ethical and moral) development of all its students. KUC aims to produce graduates who are able to translate their training (head

knowledge) into practical strategies for solving everyday problems of commerce, industry and social development. In pursuit of this laudable aim, KUC realizes the need to recruit and retain high caliber human resources in both the academic and administrative fields and to provide a congenial atmosphere for both teaching and learning.

The location of Kessben (University) College in close proximity to both Kumasi, (the second city and the cultural centre of Ghana) and Lake Bosomtwe provides not only a serene picturesque environment for teaching and learning but also access to some of the best libraries and information communication technology facilities in Ghana.

The information contained in this Students' Handbook is applicable to all junior members (students) enrolled at the Kessben (University) College.

The main focus of this Handbook is to encourage our cherished students to exhibit laudable and acceptable but to inhibit undesirable behaviours and misconduct that could jeopardize both academic and social activities.

Kessben (University) College fully assures all students, staff members and other stakeholders that their safety, security and wellbeing are prioritized and guaranteed.

## **1.1 OBJECTIVES OF KESSBEN COLLEGE**

KUC's ultimate objective is to produce graduates equipped with the necessary knowledge and skills that will make them useful citizens to Ghana and other countries. In this regard, it shares the common vision of universities worldwide; providing high-quality teaching and learning, research and community service.

Specific objectives include:

- i. Challenging and helping students to cultivate dynamic learning habits and developing skills to make them useful professionals and citizens;
- ii. Challenging students to translate theoretical knowledge into solving everyday problems of society;
- iii. Encouraging students to not only develop but also continually improve both their written and oral communication abilities;
- iv. Developing an inquisitive mindset in students so that they will develop innovative means of doing things;
- v. Inculcating in students the need for an integrated approach to problem-solving and the acquisition of entrepreneurial skills;
- vi. Instilling in students strong moral and ethical values that make them honest, trustworthy managers of resources.

## **1.2 A BRIEF HISTORY ABOUT THE HONORARY CHANCELLOR MR. STEPHEN BOATENG (a.k.a. KESSBEN) AND KESSBEN (UNIVERSITY) COLLEGE.**

Kessben (University) College is the brain child of Mr. Stephen Boateng (Kessben), the Chief Executive Officer of Kessben Group of Companies. As a young school boy attending Akosa Primary and Middle schools, Kumasi, he would often gather his friends together and help them with their homework. This earned him the nickname “Teacher Boateng”. Subsequently he trained as a professional teacher at Fosu Training College and taught thereafter for three years. Mr. Stephen Boateng later sojourned outside Ghana to seek greener pastures.

In fact, while abroad, he had the desire to return home to Ghana and manage his own business. Upon his return, he imported secondhand cars into Ghana. During the same period, he imported secondhand fridges to the country and was amongst the first

persons to have imported secondhand fridges and television sets to Ghana. He further diversified and ventured into managing a chemical shop and supermarket chain business in the late 1980s. Between 1990 and 1992, the business of secretarial and communication services was in vogue and with the gift of seeing through the crystal ball of profit oriented businesses, he opened a couple of 'Communication Centers'. Computer Technology was becoming popular in the early 1990s, so then again he took advantage and established Kessben Computer School in 1993 to provide computer training to students and other workers who needed training in computing. He set up Kessben Travel and Tours Limited in 1993. After establishing Kessben Travel and Tour he entered into a franchise agreement with Lufthansa German Airlines and became the first Travel and Tour in the whole of sub-saharan Africa to sign that agreement. He also set up Joe Forex Bureau the same year. Out of the need to meet the housing needs of folks within the Kumasi Metropolis and its environs as well as provide cheap, affordable but quality office spaces and shops to companies, individuals and other groups, Kessben Consult Limited was registered and incorporated in September 1996. In 1999, he established the Kessben Driving School to provide driving lessons and training to persons who wanted skills in driving. That same year, Garden City Savings and Loans Limited (now rebranded to Multi Credit Savings and Loans Limited) was set up. It is one of the first Savings & Loans institutions to be established in Ghana. With a felt urge to assist traders in the areas of shipping, clearing, importation and exportation, he established Kessben Shipping, Forwarding and Trading Limited in 1994.

In 2000, he established Fosuah Hotel Limited; a two (2\*) star hotel facility located on the top floor of Aseda House – Adum, Kumasi, to provide accommodation needs and other leisure facilities to discerning visitors and travelers to Kumasi.

Mr. Stephen Boateng also set up, among others, the following businesses; Kessben Football Club. (2003). He became a co-op Director of CTK Citylink Domestic Airline Services in 2003 which provided executive airline charters, scheduled domestic airline services, medical air charters etc. Aseda Clinic (2003), Kessben FM 93.3MHz (2004) and Kessben Foundation (2005).

In 2006, Kessben Travel and Tour Resort was built to provide accommodation and other ancillary facilities for the comfort of discerning guests to the lake as well as offer an oasis of tranquility to academia, NGOs and government institutions that needed an ideal location from the hustle and bustle of city environment for their meetings and conferences.

He developed a keen desire to set up a tertiary educational institution in the future that would offer training to the youth and prepare them for the job market. Based on a change in business direction, the Kessben Travel and Tours Resort at Kuntanase, was, therefore, converted to a University College with additional academic oriented facilities to enhance learning in a typical intellectual environment. Kessben (University) College, which was formally accredited in 2015, is the culmination of this desire. To create conducive learning and teaching environment, the following facilities were constructed:

1. a modern well-equipped four-storey classroom block with a library;
2. an electronic library;
3. three halls of residence;
4. a nursing skills demonstration laboratory was also completed;
5. a well-equipped media and communication demonstration studio; and
6. additional classroom complex with capacity for 1000 more students.

The following projects are currently being undertaken:

- Chemistry and Biology Laboratories

The initial academic programmes included:

- B.Sc. Business Administration;
- B.Sc. Mathematics;
- B.A. English Studies; and
- B.Sc. Information and Communication Technology.

In partial fulfilment of his desire for equal access to quality education, Mr. Stephen Boateng seeks to create unmatched opportunities to the brilliant but needy sons and daughters of Ghana through his Chancellor's Scholarship Scheme. The selected beneficiaries must satisfy the basic entry requirements of Kessben (University) College, preferably with aggregates six (6) to ten (10). They must be genuinely in need of financial assistance to pursue a tertiary education.

In order to bridge the gap between the numerous companies established by Kessben and its numerous clients, two (2) satellite television channels (Aseda TV and Kessben TV) was established in 2014 with the latest company being Multi Insurance (2017).

In fact, Mr. Stephen Boateng is the only agent responsible for the distribution of all Graphic Communications products in the Ashanti, Brong Ahafo and Northern Regions of Ghana.

As an exemplary entrepreneur and scholar, Mr. Stephen Boateng currently holds a First Class B.A. degree in Economics & Law; a Master of Business Administration (Finance option) and also graduated with a Law Degree (LLB) all from the Kwame Nkrumah University of Science and Technology (KNUST). He is currently pursuing professional Law programme at the Ghana School of Law and he is yet to be called to the Bar.

Mr. Stephen Boateng (a.k.a. Kessben) is a member of some professional associations. Amongst these are KNUST alumni

association (Ashanti Chapter) and a former member of Lufthansa City Center International. The largest travel and tour network in the world. The network is affiliated with about 66,000 leading hotels in the world which is spread over sixty-six (66) countries.

Former Board Member – Kumasi Asante Kotoko Football Club and a former member of the maiden edition of National Peace Council (2006-2012).

### **1.3 ADMINISTRATION OF KESSBEN COLLEGE**

The Principal Officers of Kessben College are the Chancellor, the Chairman of the College Council and the President.

1. **Chancellor:** Mr. Stephen Boateng (Kessben), CEO Kessben Group of Companies, B.A., MBA, LLB (KNUST).
2. **Chairman of College Council:** Prof. Kwasi Kwafo. Adarkwa, BSC (Kumasi), MSc/PhD (Michigan).
3. **President:** Prof. Keshaw Singh, Ph.D., D.Sc (h c), CPhys (UK), FInstP (UK), FGhInstP The President is the administrative and academic head as well as the chief disciplinary officer of the College.
4. **Ag. Registrar:** Mr. Samuel Osei-Poku: MBA (HRM, KNUST), B.A. (Economics and Sociology, UCC) HND (Sec. & Mgt., K-Poly), Certificate in Office Management (GIMPA); The Registrar serves as the Chief Administrative Officer of the College.
5. **Governing Authority of Kessben (University) College:** The College Council is the governing authority of the College. The College Academic Board, however, has the overall responsibility under the College Council, for regulating all academic programmes of the College. Specific functions include but are not limited to the following:
  - i. devising and executing the academic policy of the College;

- ii. formulating and regulating all academic programmes and courses and supervising research;
  - iii. making rules/regulations to govern the conduct of all College examinations and the conferment of degrees, diplomas and certificates;
  - iv. advising the College Council on matters relating to student admission requirements and the granting of scholarships;
  - v. acting and reporting on all issues referred to it by the College Council.
  - vi. performing other functions conferred on it by the College Statutes.
6. **Academic Board:** The Academic Board has several Committees which deliberate on issues addressed to them. These Committees are normally advisory to the Academic Board and their decisions can only be implemented with the approval of the Academic Board.

## **1.4 VISION STATEMENT**

Kessben (University) College aims to become a centre of excellence for the dissemination of knowledge and skills to produce high quality human resources to meet the ever-changing socio-economic developmental needs of society.

## **1.5 MISSION STATEMENT**

Kessben (University) College provided a congenial environment for teaching, research, entrepreneurship and community service geared towards the socio-economic development of society; KUC also promotes innovative and multidisciplinary and integrated approaches to problem solving, and is an equal opportunity employer as it seeks to recruit and retain high caliber staff and students.



## **1.6 CORE VALUES:**

### **1.6.1 Dedication to society and community**

Kessben (University) College is dedicated to showing exemplified commitment to the critical issues and needs of society and deliver uncompromising work ethics. Kessben (University) College focuses on issues critical to regional development, national interest, and global welfare. Kessben (University) College focuses on human welfare, the betterment of society and on the personal development of the members of the community

### **1.6.2 Collaboration**

Kessben (University) College is committed to developing mutually beneficial collaborative partnerships with like-minded organizations, institutions and individuals as a means of enhancing its own ability to deliver cutting edge teaching and learning as well as research and community service.

### **1.6.3 Culture of excellence**

Kessben (University) College believes in striving to be the best it can be. KUC therefore seeks to keep up to date with developments and innovations in the academic as well as social milieu; KUC also aims to develop and seek innovative ways of doing things. We are guided by the belief that academic sustainability is underpinned by a continuous devotion to improvement in all endeavors.

### **1.6.4 Entrepreneurship**

Kessben (University) College is committed to promoting entrepreneurship both in students and academic staff. KUC will challenge its graduates to become entrepreneurs themselves rather than employees

### **1.6.5 Integrity and Inclusiveness**

Kessben (University) College gives attention to the highest ethical standards in all domains, and its commitment to being a community which welcomes talented minds from diverse backgrounds and challenges them individually and collectively to achieve their best. KUC offers equal opportunities to staff as well students without regard to race, gender, religion, socio-economic background or any other criteria that seek to promote discrimination



## 2.0 ACADEMIC UNITS

---

All academic programmes are organized and conducted under the umbrella of Schools with their respective academic programmes. Currently, there are three Schools as listed below together with the academic programmes listed under them:

### **2.1 School of Business –runs the Bachelor of Science (B.Sc.) Business Administration with options in:**

- Accounting
- Banking and Finance
- Human Resource Management
- Marketing

The School of Business also runs the following 2-year diploma programmes:

- Diploma in Business Administration (DBA)
- Diploma in Public Administration (DPA)

## **2.2 School of Physical Sciences**

- Bachelor of Science (B.Sc.) Information and Communication Technology
- Diploma in Information Technology (DIT)

## **2.3 School of Liberal Arts**

- B. A. Media and Communication (proposed)
- Diploma in Media and Communication

## **2.4 SCHOOL OF BUSINESS**

The School of Business runs the Bachelor of Science degree programme in Business Administration with five distinct options (Marketing, Accounting, Business and Finance and Human Resource Management. Students enrolled in the Business Administration programme take common courses in the first two years and then branch into their options at the beginning of the third year (semester five). In addition to the degree programmes, the School runs 2-year diploma programmes in Diploma in Business Administration and Diploma in Public Administration. The general objectives of the School include:

1. To produce graduates with the entrepreneurial spirit in the field of business management with electives that focus on marketing, international business development, entrepreneurship, project management, human resource management, banking and finance and management information systems;

2. To produce graduates with the requisite knowledge and skills to fit into work places that requires their expertise in manufacturing, commerce, teaching and research;
3. To produce graduates with the requisite entrepreneurial and small business management skills;
4. To train graduates capable of offering technical expertise in the formation of corporate re-structuring, development, marketing, financing, data processing and documentation, product identification, business research, quantitative analysis and decision making at the small business enterprises;
5. To build entrepreneurial ventures with the students and faculty members that are compatible with international standards and expand the export promotion base of the country;
6. To develop income generating activities in the form of outreach academic programmes such as short training courses and workshops; and
7. To provide consultancy services to industry, commerce and education.

## **2.5 SCHOOL OF PHYSICAL SCIENCES**

The School of Physical Sciences currently has one academic department that offers programmes leading to the award of the Bachelor of Science degree in either Information and Communication Technology (ICT) and Diploma in Information Technology. Other programmes will be added as and when appropriate. The School seeks to:

- Provide in-depth training in key areas of software design, development, testing and maintenance so as to turn out graduates who are able to create software solutions that

- solve real-world problems and pass the standards of formality, methodological rigor and good management;
- Equip graduates with requisite IT skills and knowledge to be able to take on leadership positions in the fast changing field of Information Technology upon graduation and to be adequately prepared to pursue research or graduate studies in the field;
  - Prepare ICT graduates with a general understanding of the workings of organizations who thrive to integrate Information and Communication Technologies to help organizations to achieve their goals and objectives.

## **2.6 SCHOOL OF LIBERAL ARTS**

The School of Liberal Arts runs demand-driven programmes that have a beneficial effect on the socio-economic development of the society. For now, Kessben College offers the Diploma in Media and Communication programme. The following programmes are envisaged in the short term: B. A. Media and Communication, B.Sc. Economics, and B.A. Geography and Rural Development.

## **2.7 KUMASI CITY CAMPUS**

Kessben (University) College has built an ultramodern edifice for its Kumasi City Campus, located at the heart of the Ashanti Regional capital, precisely, opposite Aseda House, Adum-Kumasi.

The Kumasi City Campus is basically a non-residential facility for the working class which comprises Weekend and Evening Streams.

The focal direction of our Kumasi City Campus is on certificate, diploma, undergraduate, and postgraduate programmes in the areas of Business Administration, Media and Communication Studies, Information and Communication Technology as well as Health Sciences.

The ultramodern Kumasi City Campus is fully resourced with conducive and student-friendly lecture halls, a campus-wide Wifi-network connectivity, a fully-equipped library, e-learning resource centre, administrative setup, ICT Laboratory, Cafeteria, etc.

Currently, the City Campus is duly accredited by the National Accreditation Board, Ghana, to offer:

- B.Sc. Business Administration with options in:
  - Accounting;
  - Banking and Finance;
  - Human Resource Management; and
  - Marketing.
- B.Sc. Information and Communication Technology

The City Campus also runs the following short courses:

- Certificate in Computer Literacy and Skills;
- Certificate in Web Design and Development;
- Certificate in Digital Marketing;
- Certificate in Cyber Security;
- Certificate in Media and Communication
- Certificate in Money Management;
- Certificate in Business and Entrepreneurial Skills; and
- Certificate in Employability Skills.





## 3.0 ACADEMIC FACILITIES

---

### 3.1 The Kessben (University) College Library

The library can comfortably seat 120 persons at any given time. It is stocked with up-to-date literature. It is a work in progress and efforts will be made on a continuous basis to equip it with the latest books, journals and reading materials expected of any academic library. It is open to all duly registered students of Kessben (University) College who may enjoy lending privileges. For now, lending is only for the weekend (Friday evening to Monday morning).

The Library is also open to all senior members (Academic as well as Administrative) of the College. Persons not members of the College may patronize its services under a special dispensation



granted by the President. There is a Photocopy Unit to cater for limited requests for photocopying at a minimal fee.

### **3.2 The E-Library**

The electronic library (E-Library) can accommodate 45 users at a time. The e-library will provide internet, e-mail and CD-Rom services for students and staff of the College. This library is intended to offer its users the opportunity to search for information on the worldwide web and should be of immense help to lecturers and students seeking current information on topics of interest to them.

### **3.3 The Computer Laboratory**

Our modern computer laboratory is equipped with state-of-the-art computers to suit the needs of teachers and students alike. The laboratory will be used primarily as a learning center for students. Today's globalized world demands skills and knowledge in the use of information and communication technologies. The lab will therefore allow Kessben (University) College to provide the requisite ICT skills to all students irrespective of their academic programmes.

### **3.4 Classrooms**

Kessben (University) College has nine (9) well-equipped teaching classrooms each with a seating capacity of 50. Each is provided with an overhead projector and a screen to facilitate lecture presentations. All lectures are presented using PowerPoint (or similar media), supported with relevant examples and illustrations on white boards or flip charts. Chairs are comfortably stuffed. All classrooms are in the same building complex thus allowing for easy and convenient movement from one class to another.



## 4.0 HEALTH SERVICES

---

There is a small out-patient clinic situated in the basement of the administrative block housing the Registrar and the Finance Officer. There is a nurse at post between the hours of 9a.m. and 5p.m. to administer primarily first aid and basic attention.

However, all serious cases may be referred to the Government Hospital at Kuntanase or Bekwai. Komfo Anokye Teaching Hospital, Kumasi, is also within an hour's drive from the College Campus. Students may also be attended to at the Catholic Hospital at Jachie-Pramso if they so wish. Jachie-Pramso is about 10 km from campus.

All Ghanaian students will be required to register with the National Health Insurance Scheme and should have valid NHIS cards to benefit from medical services.



## 5.0 CAMPUS SERVICES

---

### 5.1 Recreational Facilities

Kessben (University) College seeks to provide facilities to promote student and staff participation in recreational activities. As the adage goes: “all work and no play makes Kofi a dull boy”. After a hard day’s work, it is essential that students can find avenues for replenishing lost energy and re-focus on their academic work. The College’s swimming pool is generally opened on weekends. There is also a clay court tennis facility. For the football-minded a full sized football stadium is available at Abrankese about 10 minutes’ drive from campus. An exercise room is also provided on campus.

## **5.2 College Safety and Security**

Security is one of the key aspects and priorities of university life. Kessben (University) College places high premium on the safety and security of students, workforce, visitors, and residents within its catchment area.

Kessben (University) College Police Station, in collaboration with the College Security Personnel, provide a 24/7 safe and secure environment for students, staff and visitors and ensure that the College is a comfortable and enjoyable place to study, work and visit.

In addition, it is incumbent upon every member of the College Community to be security-conscious and alert to issues that require the attention of the Campus Police Station.

**Emergency Contact Number: 192**

## **5.3 Cafeteria and Bush Canteen**

Kessben (University) College Cafeteria and Bush Canteen offer a variety of dining options that aim at providing healthy food choices to the College Community. Dining facilities ensure high quality, neatness and convenience.

Please Contact: 0244529750

## **5.4 Aseda Shopping Centre**

Based in the heart of Kessben (University) College is the Aseda Shopping Centre, a mini supermarket, which offers wide range consumables/provisions, household items, stationery, toiletries, etc. at considerably moderate prices. It is located at the basement of the Office of the President

## **5.5 On-Campus Banking**

Multicredit Savings and Loans Ltd has a convenient agency located at the College Campus at the basement of the Office of the Registrar. It provides banking services to students, staff and visitors. Personal banking as well as College transactions such as fee payments can conveniently be conducted at the branch.

**Please Contact: 0501257468 / 0501257469**





## 6.0 ACCREDITATION AND AFFILIATION

---

Kessben (University) College is accredited by National Accreditation, Ghana and affiliated to the Kwame Nkrumah University of Science and Technology, Kumasi, Ghana. KUC is also accredited by National Board for Professional and Technician Examinations (NABPTEX) to run Diploma programmes in Business Administration, Public Administration Media and Communication.

## **7.0 STUDENT ADVISING AND SUPPORT SYSTEM (MENTORING CELL)**

---

Academic advising is basically to assist students in their growth and development by building and maintaining meaningful academic and social plans which are well-matched with their life goals. It is a continuous and consistent process which is built upon the basis of frequent, accumulated personal contacts between advisor and advisee. Effective academic advising is considered to be the keystone of the academic programme of Kessben (University) College.

Excellent academic programmes will not accomplish the desired end result if students are not properly guided and counseled. Kessben (University) College is, therefore, expected to provide sensitive and thoughtful support to our students as they go through their social and academic choices open to them. The academic advising system fosters the holistic grooming, growth and development of students of Kessben (University) College who should be self-directed, motivated, and responsible decision-makers.

With Student Advising and Support System, each student of Kessben (University) College is assigned to a faculty advisor/senior member for the purpose of academic and non-academic counseling, guidance and interactions. The advisor's role is an active rather than a passive one and the process of advising requires the following objectives among others to be met for each student/advisee:

- i. Help students define and develop realistic educational career plans through schedule planning for each semester.

Each student should have an up-to-date academic schedule plan through to graduation;

- ii. Meet with fresh advisee during orientation to assist student with initial adjustment to College life;
- iii. Meet at least once each semester with continuing students to plan for the coming semester and to review/revise long range academic programme schedules;
- iv. Assist students in planning a programme consistent with their abilities, skills, passion, ambitions and interests;
- v. Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic programme and to discuss grades and other performance indicators;
- vi. Assist and guide students in the selection of appropriate courses and concentrations/specializations;
- vii. Discuss and reinforce linkages and relationships between academic programmes and occupation/career;
- viii. Help to interpret and provide rationale for academic policies, procedures, and requirements;
- ix. Follow-up with the advisee on any report of unsatisfactory work (notice of probation for poor attendance, trails, incomplete grades from past semester(s), etc.). Special attention should be paid to students who are placed on academic probation;
- x. Try to make informal out-of-class/office contacts to underscore personal interest in the student as an individual;
- xi. Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals;



- xii. Proactively contact and be available for student advisees on a regular basis. Office hours should be posted on the advisor's office door and preferably given to the advisee early in the semester; and
- xiii. Help students with time and financial management guidelines.



## 8.0 STUDENT INTERNSHIP PROGRAMME (SIP)

---

The Student Internship Programme aims at empowering our students with the requisite practical and entrepreneurial skills at the job market as well as introducing students to potential future work environment. In collaboration with the Kessben Group of Companies and other affiliate industries, the SIP provides our students with internship/practical opportunities to help them gain valuable work experience in addition to their classroom/theoretical experience. In other words, the SIP allows students the opportunity to apply their knowledge and skills in a professional setting and working environment.

Student Internship Programme involves the following:

- i. Mandatory full-time work (for not less than 4 weeks) during the long vacation of each Academic Year;
- ii. A case study, which creates real value for the host organisation and a valuable learning experience for the student, will be undertaken by the student; and
- iii. Interaction with an assigned supervisor or mentor within the host organisation.

# 9.0 GENERAL INFORMATION ON RULES AND REGULATIONS

---

## 9.1 Introduction

- i. The General Policies, Rules and Regulations for Students have been enacted to facilitate the work of the College as a center of academic excellence where the freedoms of individuals are guaranteed and that the enjoyment of these freedoms does not infringe other students' right to the same freedoms.
- ii. All College policies, rules and regulations are made in consonance with the provisions of the College Statutes. The term student shall apply to all individuals duly admitted by Kessben (University) College to pursue an academic programme leading to the award of a certificate, diploma or degree.
- iii. In addition to these General Regulations, other units of Kessben (University) College may have their own specific regulations and rules to regulate the way they deal with students although all such regulations will be derived from the provisions of the General Regulations for Students. All such regulations will be null and void unless given the seal of approval by the College Academic Board.

## **9.2 Dissemination of Policies, Rules and Regulations**

- i. All rules and regulations affecting student life on campus will be given the widest necessary publicity and students will be made aware through all available communication channels.
- ii. The General Rules and Regulations for Students will be given to each fresh student on matriculation at no charge.
- iii. It is the responsibility of students to ensure that they keep abreast of all regulations once publicized through the normal channels of communication including notice-boards. In this regard, ignorance of the rules and regulations will not be justifiable grounds for breach of the rules and regulations.

## **9.3 Enforcement of Regulations and Sanctions**

- i. Kessben (University) College vests the maintenance of law and order in staff duly appointed and authorized to do so.
- ii. It shall also be the responsibility of such persons furthermore to mete out all necessary and appropriate sanctions for any student misconduct or misbehavior.
- iii. Where a case of misconduct is proved the following sanctions, individually or in combination, may be prescribed:
  - a) Warning
  - b) Reprimand
  - c) Suspension from the use of College facilities or services.
  - d) Payment or making good the loss of, or damage to, any property

- e) Rustication
- f) Dismissal from the College
- iv. Clauses (c) to (f) above shall be treated as major penalties, which shall be imposed only by the President.
- v. The President shall appoint a Committee of Enquiry to investigate cases likely to attract the imposition of a major penalty against a student. The findings and recommendations of such a Committee shall be forwarded to the President for him to take the final decision.
- vi. The other penalties shall be treated as minor ones and may be imposed on his behalf.

## **9.4 Misconduct**

Under these regulations student misconduct shall be defined to include:

- i. absence from the campus without permission from the appropriate authority or reasonable excuse;
- ii. absence from lectures/classes and/or other required academic assignments (like field trips or internships) without due permission or reasonable excuse;
- iii. participation in any anti-social activity whether on campus or elsewhere which has the potential to bring the name of Kessben (University) College into disrepute;
- iv. possession of fire arms within the Kessben (University) College Campus;
- v. smoking in all public or communal places (e.g., halls of residence, lecture halls and laboratories) and in all offices on campus;
- vi. distribution, sale and consumption of cigarettes, narcotics and alcohol

- vii. possession, distribution or use of narcotic and other illicit drugs
- viii. hazing is strictly prohibited
- ix. nudity or indecent public exposure of any part of the human anatomy as to make it offensive to modesty or propriety is prohibited.

## **9.5 Probation**

It is important for all students to understand that they are on probation for the entire duration of their studies; this means that they may be withdrawn or dismissed at any time for reasons of unsatisfactory academic performance or misconduct.

## **9.6 Appeal against Disciplinary Actions**

A student who is dissatisfied with any disciplinary action/sanctions against him/her has twenty-one (21) days upon the receipt of the notice of the disciplinary action/sanction within which he/she may appeal to the President.

The decision of the College President shall be final and binding.

## **9.7 Particulars of Students**

- i. Kessben (University) College recognizes all students by the names provided while filling application forms for admission, as appeared or indicated on your officially-recognized certificates/results slips and only in the same sequence as written in the admission forms. No changes in names or name sequences shall be accepted;
- ii. Notwithstanding clause (i) above, a female student contracting a marriage, may apply to have a change of name to reflect her marital status. Such an application

shall be supported by a duly signed marriage certificate or equivalent legitimate documentary evidence;

- iii. Kessben (University) College shall not accept any changes in student birth dates; and
- iv. Students are required to provide their active mobile numbers and current contacts of their parents, guardians, caretakers or next-of-kin.

## **9.8 Academic Calendar**

The Academic Calendar is published on the College Website ([www.kc.edu.gh](http://www.kc.edu.gh)) and other designated notice-boards. Every student is required to get informed with all College events and activities.



## 10.0 ADMISSION, REGISTRATION, ORIENTATION AND MATRICULATION

---

### 10.1 ADMISSION

- i. Kessben (University) College has two main admission periods: September and January in each academic year.
- ii. Only students who duly satisfy the entry requirements for their programme of study can be admitted to the College.
- iii. Any student found not to be qualified would be withdrawn immediately.



## 10.2 REGISTRATION

- i. All students are obliged to register every semester. Students would not be permitted to join or continue a programme of study without being duly registered;
- ii. All students shall pay their fees in full and provide evidence of fees paid to a Registration Officer before registration would be permitted;
- iii. All resident and non-resident students shall register IN PERSON at the appropriate departments within the period stipulated;
- iv. Registration by proxy is strictly prohibited. Registration by proxy shall, therefore, be considered null and void, and the parties involved shall be sanctioned accordingly;
- v. If for any extreme difficulty, a continuing student cannot pay his/her full fees, he/she shall pay at least a third of the semester's fees before registration will be allowed. Such a student shall complete payment of the Semester's fees before the End-of-Semester Examination begin;
- vi. Registration forms will be used and must be endorsed respectively by the respective Heads of Departments/ Sections and Dean of Students;
- vii. A one-week late registration period advertised in the Academic Calendar shall be in force after a two-week period of registration, following the date of re-opening;
- viii. Students who register after the first two (2) weeks, as indicated in (vii), shall pay a fine determinable by the Academic Board/College Authority each day within the one-week late registration period;
- ix. Registration shall not be allowed for continuing students beyond three weeks after re-opening. Students who fail to register without justifiable reason will automatically lose their student status for the semester;

- x. A continuing student who fails to register within the registration period shall be prevented from commencing the semester's activities including lectures, practical/field works, etc. Such a student shall be withdrawn from the College. He/she may be re-admitted only after a favorable consideration of his/her application by the College;
- xi. In the event of any difficulty on the part of a continuing student, preventing him/her from registering within the period advertised, the student could resort to a deferment of his/her programme for the academic year; and
- xii. Registration for fresh students shall not be considered complete unless a medical examination by a College-appointed medical officer has been passed. Failure to adhere to this directive may result in dismissal.

### **10.3 ORIENTATION**

- i. All fresh students are obliged to attend the orientation programme organized by the College.
- ii. The purpose of the orientation is summarized as follows:
  - a) To welcome the fresh students and help them adjust and adapt to University life;
  - b) To explain the registration procedure, the grading system and examination regulations;
  - c) To expose fresh students to facilities available at Kessben College to make university education a pleasant and a rewarding experience;
  - d) To explain the roles and responsibilities of the student as provided in the SRC constitution;
  - e) To let students, know their rights, privileges, obligations and responsibilities in the College;

- f) To enable students to know their relationship with other sections of the College; and
- g) To enable international students familiarize themselves with the university community and other key places outside the College.

## **10.4 MATRICULATION**

- i. Matriculation is held to formally admit new students (fresh men/women) to membership of the College as Junior Members.
- ii. All fresh students are required to attend the matriculation ceremony.
- iii. Fresh students shall not be permitted to register after matriculation.

# 11.0 COLLEGE PROPERTY

---

- i. Students shall be charged for any loss of, or damage to, College property (defined to include property of the SRC) of any kind caused by students.
- ii. Unlawful or unauthorized entry into or presence within enclosed and/or out-of-bound College buildings/offices or areas even when unlocked is prohibited. Violations could lead to warning, suspension, or dismissal.
- iii. It shall be an offence to move furniture or fixtures from one College building to another without prior permission from the appropriate Authority.
- iv. Students shall not make any modifications or alterations to College property of any kind, including furniture, fittings, electrical installations, books, computers and laboratory facilities, without written authorization.
- v. Repairs or maintenance works to university property and facilities should be carried out only by College-authorized personnel.
- vi. Tampering with locks to College buildings, unauthorized possession or use of College keys, alteration or duplication of College keys is prohibited
- vii. Students found guilty of clauses (v and vi) shall face sanctions including warning, payment for cost of replacement/repair, suspension or dismissal.

## 12.0 COLLEGE TRANSPORT

---

- i. Request for the use of transport must be made, in writing, to the Registrar and routed through the Dean of Students and the SRC at least 7 (seven) days before the date of the journey. Each request must provide the following details:
  - a) proposed trip destination
  - b) purpose of the journey
  - c) date and time (departure and return) when transport is needed
  - d) the names of students (for student requests only) going on the trip as well as their Faculties. This should be provided at least 48 hours before the trip.
- ii. Students who request for College transport will be required to provide fuel and also take care of the Driver's allowance(s) determinable by the appropriate College authorities.

# 13.0 STUDENT ASSOCIATIONS/ CLUBS/SOCIETIES

---

## 13.1 Membership

- i. Kessben (University) College guarantees the freedom of association and student organizations (within the limits of the Ghana Constitution) for all students irrespective of the religious, ethnic, professional and other backgrounds.
- ii. This notwithstanding, some associations/clubs/societies may have a limited membership due for instance to religious or professional prerequisites.
- iii. Such associations will seek to promote the welfare of members in particular and the College in general.
- iv. The following rules shall apply to all student associations:
  - a) All students clubs, societies/associations must be duly registered with the College before they can operate on campus or use College facilities
  - b) Secretaries of Associations, Clubs and Societies shall at the beginning of each academic year submit to the Dean of Students the particulars of Principal Officers and Committee Members of their Club or Society.
  - c) Associations, Clubs and Societies shall be governed by a guiding constitution formulated by the membership and approved by the College Management
  - d) Clubs and Societies shall be financed by the payment of membership dues.

## 13.2 Registration of Student Associations

- i. All new student associations wishing to be registered shall obtain an application form from the Office of the SRC or the Dean of Students or any such Office as the College may designate.
- ii. The duly completed form shall be submitted to the Office of the SRC together with one soft and three hard copies of the association's constitution for onward submission to the Dean of Students accompanied by The SRC's comments.
- iii. The Dean of Students shall vet the application form and constitution, as appropriate and shall take the following actions as necessary:
  - a) Applications submitted by all secular Clubs or Societies shall be forwarded to the Residence Committee by the Dean of Students for study and approval/recognition.
  - b) Applications from religious groups shall first be submitted to the Chaplaincy Council for their comments/recommendations. The application shall then be returned to the Dean of Students for final submission to the Residence Committee for approval/recognition.
  - c) The applicant association/club shall submit through the Dean of Students the appropriate number of the corrected application and constitution for onward transmission to the Residence Committee.
  - d) The Residence Committee shall issue to each successful applicant association a certificate to commence activities with a copy to Dean of Students and the SRC. Each certificate shall be issued at cost to the association.

- e) It shall be an act of misconduct for any society/club to operate on campus or use any College facility without a certificate of commencement.
- f) All Clubs/Societies which collect dues or receive financial support from the College shall submit an annual statement of audited accounts to the Dean of Students at least three weeks before the handing over of office to a new Executive.
- g) The College Management, acting on the recommendation of the Dean of Students, shall ban any club/society whose activities are deemed inimical to the interest of the College.
- iv. No student publication (newspapers, newsletters, magazines, etc.) shall be allowed on campus unless prior approval has been given by the President in writing.
- v. Every issue of the publication shall clearly provide the names of the Editor as well as the members of the editorial board and the publisher.
- vi. Members of the editorial board shall be held jointly and severally responsible for all the contents of each issue.
- vii. A copy of each issue shall be deposited in the Office of the President and the Library on the day of publication.

### **13.4 Communication with Public Officers, Embassies and the Press**

- i. All formal communication on KUC matters should be submitted in writing through the Dean of Students to the Registrar for his written authorization.
- ii. Students are not allowed to have direct communication with public officials, foreign embassies, the media (electronic or written), or any non-KUC official on matters affecting the College in the form of interviews,



press conferences or press release without prior written authorization by the Registrar.

- iii. Sanctions for non-compliance with these rules and procedures include written warning, suspension or dismissal depending on the gravity of the offence.
- iv. Students, groups, clubs, societies are prohibited from using the College Logo/Letterheads for any official/unofficial correspondence or for other purposes without authorization from the Registrar. A breach of this regulation could lead to rustication, dismissal or other sanctions against the students involved.

### **13.5 Student Public Functions on Campus**

- i. No student public functions shall be held within the College premises without prior approval by the Registrar.
- ii. A request to organize a public function shall clearly state the following:
  - a) Date and time of the function
  - b) Venue for the function.
  - c) Names and briefs of principal participants (lecturers/speakers, artistes, etc.)
- iii. The organizers of the function shall undertake to comply with all College regulations/requirements pertaining to public functions

# 14.0 REGULATIONS FOR THE CONDUCT OF ACADEMIC PROGRAMMES

---

## 14.1 Structure of Academic Programmes

- i. A programme of study leading to the award of certificates/diplomas/degrees is defined to include all relevant courses for which credit hours are signed.
- ii. Each course will normally be taught within a semester period.
- iii. Research projects and thesis writing may however cover more than a semester but not more than two.
- iv. All courses are designed by Academic Departments/Schools but must have prior approval of the College Academic Board before being offered.
- v. Academic programmes are run according to the semester system, with two semesters constituting one academic year. Each semester's courses shall consist of:
  - Core or Required and
  - Electives

Core courses are prescribed by the academic units and include cross-cutting courses required of all students of Kessben (University) College, example, Communication Skills

Elective courses are selected by students (advice of a Senior Member is recommended) and may be taken from any academic unit of the College. Requests for electives offered by sister accredited tertiary institutions will be considered on a case-by-case basis.

## 14.2 Credit hour assignment for programmes

All courses may be assigned 1, 2 or 3 credits on the basis of student contact hours (theory and practical/laboratory work) as follows:

- i. A one-credit course is a course which has either one contact hour theory class per week for one semester, or two or more laboratory/practical contact hours per week for one semester.
- ii. A two-credit course will have either two contact hours of theory per week for one semester or a combination of one hour of theory and two or more hours of practical/laboratory work per week for one semester.
- iii. A three-credit course is a course which has either three contact hours of theory per week or a combination of two theory and two or more hours of laboratory work per week for one semester. A one-hour theory course shall be combined with at least four hours of practical/laboratory work to merit three credits for a course
- iv. The total number of credit hours required by a student to qualify for a certificate/diploma/ degree (including lecture hours, practical/laboratory/field work, seminars, workshops, thesis, etc.) shall be determined by the respective academic units but should fall within the under listed ranges:

Programme	Minimum credits	Maximum credits
1-year Certificate	30	42
2-year Certificate	60	84
2-year Diploma	60	84
3-year Undergraduate degree	90	126
4-year Undergraduate degree	120	168

## 14.3 Registration for Programmes

- i. All students must be properly admitted to a School or academic Department or academic programme in order to pursue any programme of studies and must therefore be registered at the commencement of each semester. Registration periods are clearly defined and there are prescribed penalties for late registration.
- ii. In the event of a student failing to register within the allowed registration period, he/she may defer for a semester. Where the first semester courses are prerequisites for the second semester courses, the deferment shall be for the whole academic year (i.e. two semesters).
- iii. All registration shall cease at the close of work on the last late registration day. This notwithstanding, a student who is unable to register on grounds of ill-health, shall be permitted to register within five working days from the last day of late registration subject to the provision of a Medical Report endorsed by the College's appointed Medical Officer
- iv. Registration by proxy is not allowed under any circumstance

- v. A student may only write the semester examinations after duly registering for the courses. Students failing to write the examination after registering for the courses will be deemed to have failed the courses in the absence of reasons acceptable to the School and College Examiners Boards.
- vi. Where reasons are deemed acceptable the student shall be graded incomplete (I) and be expected to take the course(s) in the next available examination.
- vii. The minimum workload for a full-time student in any programme shall be 15 credits per semester while the maximum normally allowable is 18 credits. In rare cases (to be treated on a case-by-case basis), an exceptional student may be allowed to carry up to 21 credits per semester.

## **14.4 Class Attendance and Etiquette Policy**

- i. Kessben (University) College attaches great importance to adequate exposure of students to course contents and the benefits of classroom interaction among lecturers and students. Accordingly, students are required to attend all classes, studio and laboratory practical sessions.
- ii. To obtain a grade for a course, the student shall not absent himself/herself for more than the equivalent of three weeks contact hours for the course. For a one-credit course, the number of classes missed by the student shall not exceed three (3); for a two-credit course, the number of classes missed by the student shall not exceed six (6); and for a three credit course, the number of classes missed shall not exceed nine (9).

- iii. If for medical or any other reasons, a student cannot meet the class attendance requirements, he/she may defer the course with medical report from a qualified physician.
- iv. Faculty members are not required to administer substitute assignments or examinations for students who have missed class without prior approval of a medical doctor and the Dean of School in question.
- v. Students are expected to switch off cell phones and other devices that could distract attention during class sessions.
- vi. Students must decently dress – for example, no slippers and knickers/short, mini-skirts, dresses that expose the breasts or depict indecency, tattered/“crazy” jeans, will be allowed in the classroom by teaching staff.
- vii. Students are expected to come to class well-prepared, having read the assigned chapters/articles/notes and be ready to discuss.

## **14.5 Auditing Courses**

- i. To audit a course, the student must obtain the consent of the Lecturer and the approval of his/her Dean of School.
- ii. The student must complete a Course Audit Application Form obtainable from the Registrar's Office and have it signed by his/her Dean of School and Lecturer concerned.
- iii. One copy of the form will be retained in the School and the other will be forwarded to the Dean of Students by the School.
- iv. He/she shall pay the appropriate auditing fees. A student auditing a course must attend all required classes and laboratory sessions (if any).

## 14.6 Course Numbering System

The course numbering system at KUC consists of a three-letter code (such as ICT) and a three-digit number such as (136). The letter codes reflect the School and/or Department while the digits reflect level and sequence. The system of digits used is as follows:

Diploma Courses	001 – 099
-----------------	-----------

### Degree courses:

Level 100 (First Year)	100 – 199
------------------------	-----------

Level 200 (Second Year)	200 – 299
-------------------------	-----------

Level 300 (Third Year)	300 – 399
------------------------	-----------

Level 400 (fourth Year)	400 – 499
-------------------------	-----------

## 14.7 Deferment of Academic Programme

- i. A student may defer his/her programme of study for any tangible reason for one academic year at most. Such deferment shall however be approved by the Dean of School.
- ii. Except in exceptional cases, all requests for deferment shall be approved only within the first four weeks of each semester.
- iii. Where students defer their programme for a semester only, they shall not proceed to the next semester until they meet the requirements of the deferred semester
- iv. A first year student shall normally not be allowed to defer, except for medical reasons, until the first year requirements have been met. Any such medical conditions shall be endorsed by a Doctor chosen by the College.

## 14.8 Duration of Studies

- i. All students enrolled in certificated programmes may avail themselves of the permissible extra maximum number of semesters (grace period) beyond the normal prescribed period to complete all requirements for the award of the certificate/diploma/degree as follows:

Normal Programme Duration	Permissible Extra Semesters
4-or more years (Degree)	4
3-years (HND/Degree)	4
2 years (Diploma/Topup)	2
1 year (Certificate)	2

- ii. A student failing to make the pass grade after completing the grace period will be withdrawn from the programme and College.

## 14.9 Examination Grading System

- i. KC's system of examination grading consists of a combination of continuous assessment and end-of-semester examination with the following weightings:

Degree Programmes:	Diploma Programmes:
Continuous Assessment–30%	Continuous Assessment–40%
End-Of-Semester Examination–70%	End-Of-Semester Examination–60%

- ii. Continuous assessment includes any or all of the following: take-home assignments, class quizzes and tests, term papers, permissible group work, practical/field work and mid-semester examinations. Mid-semester examinations constitute the minimum.



- iii. Total raw scores (combination of continuous assessment and end-of-semester examination) are converted to letter grades and interpreted as follows:

<b>Degree/Certificate Programmes – KNUST</b>		
<b>Total Marks</b>	<b>Letter Grade</b>	<b>Interpretation</b>
70 – 100	A	Excellent
60 – 69	B	Very Good
50 – 59	C	Good
40 – 49	D	Pass
0 – 39	F	Fail
-	I*	Incomplete (Medical)
-	I	Incomplete(other reasons)

<b>Diploma Programmes – NABPTEX</b>			
<b>% Score</b>	<b>Letter Grade</b>	<b>Grade Points</b>	<b>Interpretation</b>
85 – 100	A+	4.5	Distinction
80 – 84	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3.0	Good
65 – 69	C+	2.5	Above Average
60 – 64	C	2.0	Average
55 – 59	D+	1.5	Below Average
50 – 54	D	1.0	Pass
0 – 49	F	0.0	Fail

- iv. The pass mark for all degree courses is 40% but a student shall maintain a Cumulative Weighted Average (CWA) of 45% at the end of each academic year or he/she shall be put on probation.
- v. Similarly, a final year student who fails to maintain a CWA of 45% at the end of the second semester (even though not trailing any course) shall not be awarded a degree but may use the permissible extra semesters to

better the CWA to qualify for a degree for which he/she is registered.

- vi. A student failing to obtain a CWA of 45% at the expiry of the permissible period shall be withdrawn from the College.
- vii. The pass mark for all diploma courses is 50% but a student shall maintain a Cumulative Grade Point Average of 1.5 at the end of the first academic year or he/she shall be put on probation. Similarly, a final year student who fails to maintain a CGPA of 1.5 at the end of the second semester (even though not trailing any course) shall not be awarded a diploma but may use the permissible extra semesters to better the CGPA to qualify for a diploma for which he/she is registered.
- viii. A student failing to obtain a CGPA of 1.5 at the expiry of the permissible period shall be withdrawn from the College.
- ix. The duration of end-of-semester examinations shall be determined by the credit hours attached to each course as follows:

One-Credit Course	1-1½ hours
Two-Credit Course	1½ – 2 hours
Three-Credit Course	2-3 hours

## **14.10 Requirements for Graduation**

### **14.10.1 Undergraduate Degree Programmes:**

In order to graduate, candidates for an undergraduate degree must satisfy the following requirements:

- i. Pass all compulsory core courses–College, faculty or departmental;
- ii. Meet Inter-faculty course requirements, if any;

- iii. Accumulate a minimum of 120 credits;
- iv. Attain a minimum Cumulative grade point average 45%;
- v. Settle all financial and other obligations to KUC; and
- vi. The student should be in good standing, not barred for disciplinary reasons.

The class of degree for all undergraduate programmes shall be determined by a student's Cumulated Weighted Average as shown below:

First Class	≥70
Second Class Upper	60 – 69.99
Second Class Lower	50 – 59.99
Pass	45 – 49.99

### 14.10.2 Undergraduate Diploma Programmes:

In order to graduate, candidates for undergraduate diploma must satisfy the following requirements:

- i. All courses are compulsory;
- ii. Students must pass all courses;
- iii. Students must have a minimum Cumulative Grade Point Average of 1.5;
- iv. Settle all financial and other obligations to KUC; and
- v. The student should be in good standing, not barred for disciplinary reasons.

The class of diploma for all undergraduate programmes shall be determined by a student's Cumulative Grade Point Average (diploma) as shown below:

First Class	≥4.00
Second Class Upper	3.00-3.99
Second Class Lower	2.00-2.99
Third Class	1.5-1.99
Fail	<1.5

## 14.11 Student Dissatisfaction with Examination Marks (Remarking)

Where a student is dissatisfied with his/her examination scores, KUC upholds his/her fundamental right to query the marking. It is, however, recommended that such a student may initially wish to discuss the issue with the respective Internal Examiner(s). If still dissatisfied, the student may ask for a re-marking. He/she shall follow the following steps;

- i. Address the request for re-marking to the College President through the Head of Department (where applicable) and Dean of School;
- ii. Pay a re-marking fee to be determined from time to time by the College Academic Board. The re-marking fee is refundable if the re-marking mark improves a student's grade; and
- iii. Requests for re-marking shall be entertained only if lodged within 30 days after results have been approved and published by the College Academic Board.

## 14.12 Examination Terminologies

The following terms, whenever used in connection with examinations, shall have the meanings attached:

**TRAIL:** a student is considered as trailing a course when he/she:

- a) obtains a fail mark in an examination(F)
- b) defers a course with permission(Def)
- c) obtains an incomplete grading (I or I\*)

A fail mark is any mark short of the College's pass mark for all examinations (40% – degree students) and (50% – diploma students). Where a student registers for a course but fails to take the examination in that course he/she shall be given a fail mark of zero.

A student defers a course when he/she is given permission not to register for a required course for any reason

A student may be given an incomplete grade (I) when he/she is unable to take an examination on medical/health grounds or (I\*) for any other reason acceptable to the College Academic Board.

### **14.13 Probation**

A student shall be considered to be on probation in any of the following situations:

- i. First, second and third year students who trail from two to four courses at the end of the Re-sit examinations period.
- ii. First, second and third year students who obtain a CWA between 40.00 and 44.99% at the end of the re-sit examination.

### **14.14 Repetition**

1. Repetition shall be required in any of the under-listed circumstances:
  - i. Second or third year student who fails more than six courses in any semester at the end of re-sit examination period.
  - ii. Second or third year student who obtains six Incomplete (I) grades at the end of the first semester or a cumulative total of six at the end of second semester examinations.
  - iii. A student put on probation for two successive years.
  - iv. A student on probation who fails to raise his/her CWA to 45% or better within the period of probation.
  - v. A student who defers his/her studies for one semester
2. A student who is required to repeat a year or semester shall be required to register and take all courses of the

year again. In this situation, the student's marks or grades for the failed year shall be expunged from the records.

### **14.15 Withdrawal/Dismissal**

A student shall be withdrawn or dismissed from any programme of study under the following conditions:

- i. First year student trailing more than four courses at the end of the re-sit examinations period or a cumulative total of more than four after the re-sit examinations.
- ii. First year student whose CWA falls short of 40% after the re-sit examinations
- iii. Second or third year student who has to repeat the programme for the second successive time.
- iv. A student who repeats a programme but fails to achieve a minimum CWA of 40%.

### **14.16 Abandonment of Programme**

A student who absents himself/herself from the examinations for all registered courses for one semester shall be deemed to have abandoned the programme unless prior permission has been granted by College authorities. The same penalty shall apply where the student fails to register for courses in any semester.

### **14.17 Approval of Examination Results**

- i. The approval of examination results takes place at three levels: Department, School and College Academic Board.
- ii. All examination results are initially discussed by the Departmental Board.
- iii. The Head of Department shall compile all results and subsequently forward them to the School Board for further study.

- iv. The Dean of School must submit all results to the College Academic Board.
- v. Final approval of all examination results lies with the Academic Board

### **14.18 Request for Academic Transcript, Letters of Introduction or Attestation**

- i. Request for Academic Transcript, Letters of Introduction or Attestation must be made, in writing, to the Office of the Registrar.
- ii. Such requests require at least three working days to process and will be ready for collection on the fourth working day.
- iii. Letters of Introduction or Attestation may not be issued when students are not in good academic, conduct and/or financial standing with the College.

### **14.19 Academic Honors/Dean's List**

Students with excellent academic performance with CWA of 70% or above for degree programmes and GPA of 3.5 or above for diploma programmes at the end of the semester examinations will be honored in writing and placed on the Dean's list via the official website of the College.

# 15.0 REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

---

- i. Kessben (University) College upholds academic excellence and integrity, hence, it expects both faculty members and students to abide by maximum standards of intellectual conduct.
- ii. These regulations are made with the primary purpose of making students aware of the need to observe examination regulations with due diligence.
- iii. Ignorance shall not be a good reason for falling foul of the rules. In particular, these regulations aim to promote and enforce the spirit of honesty and hard work.
- iv. Any student obtaining a certificate/diploma/degree from following a programme of studies should be proud that their honest efforts have earned them a qualification.
- v. Examination Time tables for all College examinations shall be posted on respective School/ Departmental and Student Notice Boards at least four weeks before the examinations for the study of all candidates and Examiners.
- vi. Any concerns (like clash of examinations) shall be promptly brought to the attention of the School Examinations Officer for redress.
- vii. Where necessary final time tables shall be posted two weeks to the examinations.
- viii. In exceptional cases, the College may make changes to the posted examination schedules in which case affected candidates shall be duly informed.



- ix. Misreading the time table shall not be good grounds for missing an examination.
- x. Candidates for any examination shall present themselves at the Examination centre twenty minutes to the commencement of the examination.
- xi. Candidates shall abide by the seating arrangements made by the Examination Officer or the invigilators for the examination.
- xii. All candidates shall show their Student Identity, Examination Cards and Fees Clearance Chit to the Invigilators before being allowed into the Examination room.
- xiii. Candidate shall not leave the Examination Room within THIRTY MINUTES of the start of the Examination; nor shall any candidate leave the examination centre in the last THIRTY MINUTES of the examination.
- xiv. Clause xii (above) notwithstanding, candidates may be allowed by the Invigilator to leave the Examination Room for a short while to respond to the call of nature. Such candidates shall be escorted in all cases. The Invigilator has the right to search such candidates before they leave or return to the Examination Room.
- xv. No candidate shall start the Examination until the Invigilator explicitly gives the permission to do so.
- xvi. No candidate shall bring into the examination centre any unauthorized extraneous materials including reading materials, mobile phones, computers of all kinds, listening devices, programmable calculators or any other devices deemed to be inappropriate by the invigilators including bags or purses, hats and caps, pencil cases, etc.
- xvii. Any such unauthorized materials shall be seized and destroyed as appropriate. Defaulting candidates shall

be guilty of examination malpractice and sanctioned accordingly

- xviii. Under no circumstance shall a candidate communicate (verbally or otherwise) with other candidates in the course of an examination. Communication shall be defined to include, but not limited to, the following:
  - a) Attempting to pass or passing information to other candidates
  - b) Copying from fellow candidates
  - c) Leaving answer books/scripts in a way that allows another candidate to copy or read
- xix. Candidates shall attract the attention of Invigilators, if needed, by raising a hand
- xx. Candidates shall not borrow or attempt to borrow pencils, erasers, pens, calculators or other materials from other candidates. All candidates shall make sure that they have all required and allowed materials before entering the examination room or hall
- xxi. Candidates shall not write their names on any supplied examination materials including answer booklets or supplementary sheets, unless expressly required. The use of names shall attract sanctions by the Examiner, including loss of marks.
- xxii. Candidates shall not take away any material supplied for the examination (whether used or unused) including answer booklets/supplementary sheets, scannable forms, graph books, etc.
- xxiii. Any candidate completing the examination more than 30 minutes before the stipulated duration may leave the examination room after handing in all examination materials to the Invigilator. Once examination materials

are handed in any such candidate shall not be allowed back into the examination room.

xxiv. Smoking and eating are strictly prohibited in all examination rooms.

xxv. Candidates must decently dress – for example no slippers and knickers/short, mini-skirts, will be allowed in the examination room.

xxvi. Any breach of common sense is also a breach of the examination regulations

xxvii. A College Examination Malpractice Committee shall be constituted by the President to investigate and make necessary recommendation(s) based on (xxviii).

xxviii. Any violation of these regulations shall be treated as an examination malpractice/misconduct and shall attract any one or a combination of the following sanctions, depending on magnitude and severity:

- a) Warning
- b) Reprimand
- c) Cancellation of results for the affected examination paper(s)
- d) With-holding of results for the affected examination paper(s) for a period
- e) Rustication from the College for Stated Period
- f) Suspension from the College
- g) Dismissal

## **15.1 MALPRACTICE/MISCONDUCT OF CANDIDATES DURING EXAMINATIONS**

- i. Student(s) caught in breach of Examination Regulations or student(s) allegedly involved in examination malpractice(s) should be allowed to continue with the examination or writing of the paper in question;
- ii. However, the Invigilator shall submit a written report (signed by both the Invigilator and the culprit) of the incident including exhibit(s), if any, to the College Examinations Officer. The College Examinations Officer shall forward the reports and available exhibit(s) to the Dean of the School concerned, with copies to the candidate(s), the Invigilator, Registrar and the President;
- iii. The Dean of School concerned should, in consultation with the President, promptly appoint a committee to investigate the matter and present a report to the Dean of School who shall promptly forward the report including his recommendations to the President;
- iv. The Committee, in consultation with the College Lawyer, shall investigate the alleged breach of examination regulations. A student representative shall be appointed to be a member of the committee chaired by a Senior Member;
- v. The President shall take appropriate action before the results of the candidate(s) is/are declared; and
- vi. The results of the paper in question shall be held until the Committee's recommendation(s) are acted upon by the President.

## 15.2 SUPPLEMENTARY EXAMINATIONS

The College shall conduct its Supplementary Examinations at the end of every Academic Year for all students have trailed both first and second semester courses. Such students are required by the College to follow these procedures:

- i. Registration of such trail courses is normally opened in July after the release of Second Semester examination results.
- ii. The Supplementary Examinations are normally conducted in the first week of August.
- iii. Students are required to contact their Schools and College Notice Boards as well as the College's website for further details with regard to the conduct of the Supplementary Examinations.
- iv. The following category of students are eligible to write the Supplementary Examinations:
  - a) All first year students are eligible to take part in the Supplementary Examinations regardless of the number of trail courses they may have obtained.
  - b) A student who was unable to write the semester examination i.e. first or second or both semesters on grounds of ill health, and the medical report was issued or endorsed by a recognized medical practitioner or medical doctor. Such a student must have registered for the course(s), attended all lectures, tutorials, practical sessions, participated in all class assignments etc.
  - c) Students who have written and failed the examination. Students who are tagged as Deferred (Df) either for a course(s) or for the programme shall not be eligible to take advantage of the provision of Supplementary Examinations.

- iv. A student who fails to write the Supplementary Examinations after registration without any tangible reason shall be deemed to have failed the course and shall be graded zero percent (0 %) in the computation of the CWA.
- v. Students who are unable to make use of the Supplementary Examinations may register the trail (F) courses and write at the next Supplementary Examinations in accordance with the College's maximum number of trailed courses that can be registered and written.
- vi. Students shall be required to register formally and pay the requisite fee for the examination for the specific course(s) they wish to write. Such payments must be done not later than two weeks prior to the date of the commencement of the Supplementary Examinations.



## 16.0 COLLEGE LIBRARY AND PRACTICAL STUDIO

---

The regulations below must be observed with the use of library resources and practical studios.

- i. Students shall at all times maintain the noiseless and serene environment which is required to ensure learning and research activities while in the Library or Practical Studio.
- ii. It is an offence for any student to take any material(s) and/or gadgets/equipment out of the Library or Practical Studio. A breach of this regulation shall attract sanctions including a fine or suspension.

- iii. Any student who mutilates, tears portions or destroys any library or studio material shall be surcharged with five (5) times the current cost of that material. A stiffer sanction may be applied should the student fail to pay the fine.
- iv. Final year student, who fails to return any library material(s), shall have his/her final semester results withheld and surcharged with three (3) times the current value of the material (s).
- v. The following activities are prohibited in the Library:
  - a) Littering of the Library or Studio;
  - b) Use of mobile phones (especially for receiving calls) or any other sound-emitting gadget that may affect the quiet environment of the Library or Studio;
  - c) Conversations, group discussions, whispering and whistling; and
  - d) Eating of any food, candies and drinking, smoking, etc.



# 17.0 STUDENT REPRESENTATIVE COUNCIL (S.R.C.) CONSTITUTION

---

## 17.1.0 PREAMBLE

**ACKNOWLEDGING** the LORD ALMIGHTY who is our strength and refuge.

**HONOURING** those who founded and established Kessben College.

**RECOGNIZING** the need to promote the welfare of students and foster chosen bonds of solidarity, friendship, and fraternity amongst the sister institutions of Ghana and all nations.

**AND IN SOLEMN** declaration and affirmation of our commitment to the rule of law;

WE, THE STUDENTS OF KESSBEN (UNIVERSITY) COLLEGE, DO HEREBY ADOPT, ENACT AND ESTABLISH TO OURSELVES AND OUR FUTURE GENERATIONS. THIS CONSTITUTION on this day .....of 2018

## ARTICLE ONE

### Section 1.1 – Status

---

This constitution is the supreme authority when dealing with student matters within the competence of the Student Body. All other constitutions and/or documents within the Student Body, which fall under the SRC, are subject to the provision of, and derive their authority and jurisdiction from this constitution.

## **Section 1.2 – Name**

---

The legitimate student representative body shall be known as the “Students’ Representative Council of Kessben (University) College (herein after called the SRC)

## **Section 1.3 – Enforcement of the Constitution**

---

- a. Any student who alleges that –
  - i. Any act or omission of any person or groups; is inconsistent with others, or is in contravention of a provision of this Constitution, may bring an action in the Judicial Committee for a declaration to that effect.
  - ii. The Judicial Committee for the purposes of such declaration under clause (i) of this article make such order(s) and give such direction(s) as it may consider appropriate for giving effect or enabling effect to be given, to the declaration so made.
- b. Any person or group of persons to whom an order or direction is addressed under clause (ii) of this article by the Judicial Committee, shall duly obey and carry out the terms of the order or direction.
- c. Failure to obey or carry out the terms of an order or direction made of this article constitutes a violation of this Constitution and shall, in the case of an SRC officer, constitute a ground for removal from office under this Constitution and in the case of any other student governed by the SRC not be eligible for election or for appointment to any office under the SRC.

## **Section 1.4 – Defense of the Constitution**

- a. Any person who –
  - i. by himself or in concern with others, by any unlawful means suspends or abrogates this constitution or any part of it or attempts to do such act;
  - ii. aids and abets in any manner any person referred to paragraph (I); commits an offence of this constitution and shall in the case of an SRC officer constitute a ground for removal from office and in the case of any student governed by the SRC not be eligible for election or for appointment to any office under the SRC.
- b. All students governed by the SRC shall have the right and duty at all times-
  - i. to defend this Constitution and in particular, to resist any person or group of persons seeking to commit any of the acts referred to in clause (a) of this article; and
  - ii. to do all in their power to restore this Constitution after it has been suspended, overthrown or abrogated as referred to in clause (a) of this article.

## **ARTICLE TWO**

### **STRUCTURE AND FUNCTION OF THE SRC**

#### **Section 2.1 – Composition of the SRC**

---

- a. The SRC shall be composed of three working bodies:
  - i) The Executive Council
  - ii) The Parliamentary Council
  - iii) The Judicial Council
- b. The entire SRC shall meet at least at the beginning and end of every semester. This meeting shall be known as the General Council Meeting.
- c. Each working body as stipulated in clause (a) above as well as other offices recognized under this constitution shall have a work document to guide its operations.

#### **Section 2.2 – Functions of the SRC**

---

The functions of the SRC shall be to:

- a) Serve as the mouth piece of the entire student body of this College.
- b) Advice on matters relating to the general welfare of students as well as being responsible for the planning and coordinating of major social, cultural, recreational and intellectual activities of the students in this College.
- c) Collaborate with the Sports Committee in the promotion of sports and games of this College.
- d) Co-operate with representative student bodies from other university and Institutions of higher learning in the country and abroad in matters of mutual interest for the promotion of peace and unity.
- e) Foster the maintenance of the right academic atmosphere for the student of this College to pursue their studies.

- f) Formulate such rules and regulations which will promote the cordial relationship between students and/ or groups of students without discriminations on grounds of sex, nationality, religion, creed, ethnic origin, physical disability or programme of study.
- h) Work towards the maintenance of good and healthy staff-student relations based on mutual trust and respect.
- i) Promote cordial relations among all sections of the College and maintaining good relations with past student of this College.

## **ARTICLE THREE**

### **STUDENT BODY**

#### **Section 3.1 – Membership and Voting Rights**

---

- a) All registered students, including full-time, part-time, shall be voting members of the Student Body.
- b) All students registered with the College that fall outside of the limits set in (a) are non-voting members of the Student Body who shall not be counted in determining a quorum, but shall be entitled to request the SRC to represent their interests from time to time should they so desire.
- c) Members of the Student Body shall be entitled to attend and participate in discussions during general meetings, meetings of student governance sub-structures, organizations and student political organizations of which they are members, in accordance with the respective standing rules of order of the relevant meeting.
- d) Voting in terms of Student Governance sub-structures shall be limited to those members who are entitled to vote.

### **Section 3.2 – Electoral Commission**

---

There shall be an electoral commission under the SRC chaired by the commissioner appointed by the Parliamentary Council. Members of the Commission shall include;

- a) Electoral commissioners of the Halls of Residence
- b) Electoral commissioners of the classes
- c) One representative from the non-residential constituency

### **Section 3.3 – Functions of the Commission**

---

- a) The Commission shall be responsible for conducting all SRC elections, referenda, opinion polls etc. through secret ballot.
- b) The Commission shall make additional rules and/or regulations of procedures without prejudice to this constitution in the performance of its functions.
- c) The Commission shall remain as objective, neutral and independent as humanly possible and shall announce the results of any election within twenty-four (24) hours.
- d) The Commission shall educate the students on the electoral process and its purpose.

### **Section 3.4 – Independence of the Commission**

---

- a) The Electoral Commission shall be independent in the performance of its duties as stipulated in this constitution.
- b) The Commission and its Commissioner shall not be subject to any external authority from the SRC Council or the Parliamentary Council in the performance of its duties.

### **Section 3.5 – Conduct of General Elections**

---

- a) Elections and handing over shall be held from the 5th to the 11th week after the beginning of the second semester in an academic year.

- b) The Executive Committee of the SRC under article (4) sub-section (1a) shall be elected by secret ballot by the general student body. Such elections shall precede all JCR's Social and Academic Body's Elections.
- c) The Vice President shall be designated by the candidate for the Office of the President before elections.
- d) The Women's Commissioner shall be a female, whom shall be duly elected by the popular votes of the female population of the University Campus at a special election that shall be held concurrently with the other elections.
- e) The Local NUGS President, the Treasurer and the Secretary who form the Executive committee under the Local NUGS Secretariat shall be elected through secret ballot by the general student body after filling of forms duly accompanied with CV and two passport sized picture. With the exception of the Executive Committee and the Women's Commissioner all other positions to be contested under the Secretariat shall be done in accordance with the bye-laws of the Secretariat.
- f) All offices shall normally be held for one academic year and any retiring officer shall be eligible for re-election subject to satisfying Article 3.6 (a) of this constitution.
- g) The old Executives shall hand over office to the newly elected Executives two (2) weeks after the election.

The following regulations shall apply to all SRC sponsored elections;

- a) A simple majority is required to win an election.
- b) Candidates who stand unopposed shall require at least fifty percent (50%) plus one (1) of the total votes cast to win the election thereof.
- c) In the event of a tie, fresh elections shall be held for the candidates involved in not less than seven (7) days.

- d) Pursuant to Article 3.2 (b), the electoral commission shall be empowered to formulate other rules that it deems necessary to ensure smooth running of the election. Such rules shall be binding in subsequent elections unless amended.

### **Section 3.6 – Qualification**

---

- a) Any student of this College is qualified to stand and contest elections to any office provided that he shall have been a student of this College for at least one academic year and is not in the final year of his programme.
- b) Any student intending to contest an election for any of the positions advertised shall make available two recent passport size photographs of himself accompanied with a duly filled application form and CV to the electoral commission not later than the specified date.
- c) Any student contesting for a position shall not have been impeached, suspended, or dismissed as an officer of anybody, association, JCR and club.
- d) Any student who has been proven guilty of embezzlement and for misappropriation of students or university funds and/or has behaved in a manner as can be described as detrimental to the good reputation of the SRC or this University as a whole by the findings of a committee of enquiry shall not qualify to stand and contest any election to any student position in this University Campus.
- e) The following CWA shall apply to all SRC offices;
  - i. Any student contesting for SRC President shall have a minimum of 70% or better.
  - ii. Any student contesting for SRC Vice-President shall have a minimum of 65% or better.



- iii. Any student contesting for SRC position(s) apart from clauses (i) and (ii) shall have a minimum of 60% or better.
- iv. Any student who shall be appointed to any office by the SRC shall have a minimum of 55% or better.

### **Section 3.7 – Screening**

---

- a) Any student who wishes to stand and contest any election conducted by the SRC shall submit himself to the Electoral Commission for thorough screening in accordance with this constitution. The Electoral Commission shall be required to give full reports of all candidates so screened at least three (3) days before the Election Day. Such a report shall give rankings of the candidates.
- b) The screening committee shall have the power to recommend or otherwise any candidate so screened or otherwise any candidate so screened subject to the constitution.

### **Section 3.8 – Irregularities**

---

- a) Any candidate, who shall be guilty of an election malpractice, shall be asked to withdraw from the elections by the electoral commission; failure to do so, he shall be forcefully evicted from the election race.
- b) Where irregularities are detected at any polling station during voting, the polling in that polling station shall be declared null and void by the electoral commission and fresh elections shall be organized for that polling station within four (4) days.
- c) Notwithstanding the above, where irregularities are detected in more than half of the polling stations, the elections shall be re-organized.

## **ARTICLE FOUR**

### **THE EXECUTIVE COUNCIL**

#### **Section 4.1 – Composition of the Executive Council**

---

The Executive Council shall be composed of:

- a) An Executive Committee, consisting of:
  - i. The President
  - ii. The Vice President
  - iii. The General Secretary
  - iv. The Financial Secretary
  - v. Entertainment Commissioner
  - vi. Welfare Commissioner
  - vii. Sports Commissioner
  - viii. Organizing Secretary
  - ix. Women's Commissioner
- b) In consultation with members of the Executive Committee for approval by the Parliamentary Council, the President shall nominate a candidate for the position of the Public Relations Officer.
- c) The Local NUGS President

#### **Section 4.2 – Functions of the Council**

---

- a) The Council shall be a policy initiating body of the SRC.
- b) The Council shall ensure the performance of the functions of the SRC.
- c) The Council shall enforce the principle of rule of law as enshrined in the constitution.

## ARTICLE FIVE

### FUNCTIONS OF THE OFFICERS

#### Section 5.1 – The President

---

- a) He shall be the leader and chief spokesperson of the student's body in all matters coming under his jurisdiction.
- b) He shall preside over meetings of the general student's body (forum), SRC meetings and the Executive Council.
- c) He shall in consultation with the other executive officers unless otherwise stated in this constitution, nominate Chairperson(s) or Other Members of the SRC Committees.
- d) He shall call for an emergency meeting when the need arises.
- e) His authority shall extend to the execution of and adherence to all provisions concerning the functions of the SRC.
- f) He shall be the commander in-chief-of the University Cadet Corps (if any).
- g) He shall in consultation with the Executive Council and acting on their advice:
  - i. At the first week of the beginning and at the end of each semester, deliver at the SRC meetings on the state of affairs of the SRC.
  - ii. At the third week of the beginning and at the end of the semester deliver at the general students meeting an address on the state of affairs of the SRC.
  - iii. Within two weeks before handing over to the incoming SRC, deliver at the general students meeting address of the state of affairs of the Parliamentary Council where the general assembly shall have the right to attend and observe.

## **Section 5.2 – The Vice President**

---

- a) In the absence of the president or his inability to act, his duties as stated in Article 5.1 shall devolve upon the Vice-President
- b) He shall liaise between the Halls of Residence and the Executive Council.
- c) He shall be in charge of the general supervision of student's activities by coordinating the works of the SRC, except independent committees.
- d) He shall act as an ex-officio member of all committees of the SRC, with the exception of independent committees.
- e) He shall perform such other functions as may be assigned to him by the President, the SRC or by this Constitution.

## **Section 5.3 – The General Secretary**

---

- a) He shall under the direction of the President, summon Executive Council and any general meeting stating the agenda.
- b) He shall read and keep minutes of all Executive Council meetings and take note of all general student body meetings (forum).
- c) He shall in consultation with the Executive Council handle all general correspondence.
- d) He shall be responsible for the day-to-day running of the SRC office and shall have custody of all the documents of the SRC.
- e) He shall deputize for the Financial Secretary in his absence.
- f) He shall perform any other functions as may be assigned to him by the Executive Committee.

## **Section 5.4 – The Financial Secretary**

---

- a) He shall have custody of all SRC cheques and cashbooks, and keep all monies in the bank.
- b) He shall have responsibility of all financial accounts and keep true records of all financial transactions and assets of the SRC.
- c) He shall present to the Parliamentary Council the audited financial statement of accounts and Bank statement of the SRC at the end of every semester.
- d) He shall keep an imprest as shall be decided upon at the beginning of every semester by the SRC.
- e) He shall receive financial estimates and expenditure from various committees or individuals for Executive Council consideration and Parliamentary Council approval or disapproval.
- f) He shall present all receipts; preferably VAT receipts and other generally approved receipts to be scrutinized during auditing.
- g) He shall paste audited Statement of Accounts and Bank Statement on all notice boards.

## **Section 5.5 – The Local NUGS President**

---

- a) He shall be the chairman of the Local NUGS Secretariat.
- b) He shall inform policies of the SRC in line with the aims and objectives of NUGS.
- c) He shall be the liaison officer between the SRC and NUGS.
- d) He shall lead delegations to all congresses and other programmes organized by NUGS.

## **Section 5.6 – The Women’s Commissioner**

---

- a) She shall promote the interest and rights of women on campus.
- b) She shall encourage active participation of female students’ leadership positions and inculcate in the female students a sense of inclusion, solidarity and active participation in activities on campus.
- c) She shall create a link between female students on campus and women’s group with the aim of sharing ideas and strategies on related issues.
- d) She shall perform any other function assigned to it by the SRC.

## **Section 5.7 – The Public Relation Officer**

---

- a) There shall be a PRO who shall be in charge of press releases and ensure the running of SRC FM station and all other outfits of the SRC media.
- b) He shall present financial estimates of the editorial board to the Executive Council.
- c) He shall be the chairman of the editorial board of the SRC newsletter.
- d) All notices and advertisements of the SRC notice boards shall pass through him before being displayed.

## **Section 5.8 – Entertainment Commissioner**

---

- a) He shall organize and coordinate all entertainment activities of the SRC.
- b) He shall be responsible for the formation of the SRC Week Planning Committee.
- c) He shall be the sole commissioner responsible for presenting the report on the state of entertainment

activities of students and student groups to Parliamentary Council once every semester.

### **Section 5.9 – Sports Commissioner**

---

- a) He shall liaise between the sports commission and the Executive Council.
- b) He shall be the chairman of the sports commission.
- c) He shall present financial estimates of the sports commission to the SRC.
- d) He shall in conjunction with the SRC organizing secretary organize sporting activities.
- e) He shall be the sole custodian of all sports kits and equipment.

### **Section 5.10 – Welfare Commissioner**

---

- a) He shall investigate cases relating to students welfare, boarding and lodging problems, laundry, health and sanitation services, financial problems etc and report its findings to the SRC Council for necessary actions to be taken.
- b) He shall be responsible for the health and sanitation of students and develop strategies to curb pertinent sanitation problems.
- c) He shall be the Chairman of the board who shall chair all meeting of the board and present periodic report to the Parliamentary Council.
- d) He shall be a liaison between the SRC and the Halls of Residence in terms of students' welfare.

### **Section 5.11 – Organizing Secretary**

---

- a) He shall be responsible for the organization of all SRC sponsored entertainment activities on this university campus such as the SRC week.

- b) He shall coordinate the entertainment activities of the SRC, clubs and societies and the various halls of residence.
- c) Nobody or Committee shall organize any entertainment programme without the prior consent of the Organizing Secretary.
- d) He shall present to the SRC, programmes of activities for each semester.
- e) He shall work hand in hand with every department of the SRC in terms of organization.

## **ARTICLE SIX**

### **THE PARLIAMENTARY COUNCIL**

#### **Section 6.1 – Establishment**

---

There shall be an established Parliamentary Council under the SRC which shall perform duties assigned to it under this constitution.

#### **Section 6.2 – Composition**

---

The Council shall compose of;

- a) The Speaker
- b) The Deputy speaker
- c) The Clerk
- d) The President of International Students Association (if any)
- e) The Presidents of the Halls of Residence
- f) The Secretaries of the Halls of Residence
- g) One representative from each year class
- h) One representative from the Non-Residential constituency
- i) One representative from the Women Commission



- j) One representative from the Chaplaincy and Religious Board
- k) The President of GRASAG (if any)

### **Section 6.3 – Functions of the Council**

---

- a) Vet and approve all nominees for positions under the SRC.
- b) Receive and discuss budgets of bodies under the SRC.
- c) Perform other functions as may be referred to it by the SRC.
- d) Debate issues concerning the interest of students and may pass resolutions on them.
- e) Have the right to call upon an Executive Officer or Member of the Parliamentary Council to explain issues concerning students.
- f) Shall decide on allowances and monuments for the Executive Council members.

### **Section 6.4 – The Speaker, the Deputy, and the Clerk**

---

- a) The Speaker shall be nominated by the President in consultation with the Executive committee subject to the approval of the Parliamentary Council.
- b) The Deputy speaker and the Clerk shall be elected by the voting members of the Parliamentary Council.
- c) Only voting members of the Parliamentary Council shall qualify to be elected Deputy Speaker and Clerk.
- d) The Deputy Speaker shall assume the position of the Speaker in the latter's absence and shall on such situations waive his voting right.
- e) The Deputy Speaker shall chair a Parliamentary committee set up by the Speaker in consultation with the members of the Council which shall vet nominees for all appointment positions.

- f) The Clerk shall be the Secretary of the Parliamentary Council and shall perform such other administrative functions as the speaker may request.
- g) The Clerk shall be a voting member of the Parliamentary Council.

### **Section 6.5 – Mode of Operation**

---

- a) The Council shall on its first meeting decide on the appointment of Speaker and election of Deputy Speaker and Clerk.
- b) The Council shall meet seven (7) days after the President elect has nominated candidates to hold positions under the SRC vet them to approve or disapprove it
- c) The Council shall form:
  - i. Appointment committee
  - ii. Budget and finance committee

### **Section 6.6 – Right to Observe**

---

All students shall have the right to attend and observe Parliamentary sittings.

## **ARTICLE SEVEN**

### **THE JUDICIAL COUNCIL**

#### **Section 7.1 – Establishment**

---

There shall be an independent student body known as the Judicial Council, who's vested power in the exercise of their functions shall be subjected to the provisions of this Constitution, the University Act and the General Rules and Regulations of this University and the Constitution of Ghana.

## **Section 7.2 – Composition**

---

The Council shall compose of;

- a) The Chairperson of the Judicial Council
- b) Judicial Recorder
- c) Representatives from each Hall of Residence
- d) Representatives from each year class
- e) A representative from the non-residential student's constituency.
- f) The Cadet Commanding Officer of the University Cadet Corps (if any).

## **Section 7.3 – Qualifications**

---

- a) The Chairperson of the Judicial Council shall be nominated by the President in consultation with the Executive Council with approval or disapproval by the Parliamentary Council.
- b) No student shall be qualified to be appointed as a Judicial Chairperson unless he is actively serving or has actively served in any former Judicial Committee or of any substantive Judicial Committee of the JCR or Academic bodies.
- c) In the event of a chairperson being appointed from the substantive chairpersons of the Judicial Committee he shall resign his post at his constituency.

## **Section 7.4 – Jurisdiction of the Judicial Council**

---

- a) The Council shall have the mandate to resolve conflicts between students or group of students and shall have the powers to summon a student or group of students or any member of the SRC to appear before it to give evidence.
- b) For the smooth exercise of its functions the Council shall have the power to do such things as shall be reasonably

necessary, including the issuing of Prerogative writs or orders such as mandamus, certiorari, habeas corpus, quo warranto, prohibitions, injunctions and declarations.

- c) The Council shall have the power to create sub-committees to deal with specific issues and issue directions for the purposes of securing or enforcing the powers conferred on it under this constitution.
- d) The Council shall have appellate jurisdiction over all electoral disputes lodged with the Electoral Commissioner. All such petitions shall be addressed within seventy two hours (72) of receipt.
- e) Shall have the power to hear all impeachment proceedings against officers of the SRC.
- f) The Judicial Council shall have the power to prescribe any appropriate punishment having regards to the provisions of this constitution. The Executive Council of the SRC and the Parliamentary Council shall as the case may be, have the power to enforce any ruling of the Council with the approval of the University authorities.
- g) The Council shall have the power to co-opt members without voting rights on ad hoc-basis, and to summon a student or a group of student or any member of the SRC to appear before it.
- h) Notwithstanding any provision to the contrary, the judicial Council shall where necessary recommend decisions to the appropriate University Authority for consideration and implementation.
- i) The Judicial Council shall have the power to prevent any SRC Officer from receiving his honoraria if found guilty of a breach.

## **Section 7.5 – Independence of the Council**

---

- a) In the performance of its function the Council shall be subject to this Constitution, the Rules and Regulations of this University and the Constitution of Ghana only, and shall not be subject to control or direction of any person or authority.
- b) Neither the Parliamentary Council nor the Executive Council nor any other person shall interfere with the Judicial Council in the exercise of its functions and all students shall accord the Council.
- c) Except where the Council finds it advisable to dissent, all sittings of the Council shall be in public, and unless specifically provided in this Constitution, a simple majority shall determine the decision of a properly constituted sitting of the Council.
- d) A Member of the Council shall not be personally liable to any action or suit or for any act or omission by the council in the exercise of its judicial power.
- e) In proven cases of misdemeanor on the part of a member or the whole Council, the SRC shall recommend to the Dean of Student/ Registrar for disciplinary action.
- f) The Council shall be wholly responsible to the student body, and can only be dissolved upon approval by two-third (2/3) majority of the entire student body during an extraordinary meeting called purposely for that.

### **Section 7.6 – Functions of the Judicial Chairperson**

- a) He shall be the head of the Judicial Council.
- b) He shall have the right to empanel members of the Judicial Committee to hear cases.
- c) He shall perform other duties provided for under this constitution.

## **ARTICLE EIGHT**

### **COMMISSIONS, COMMITTEES AND BOARDS**

#### **Section 8.1 – Commissions, Committee and Boards.**

---

- a) The SRC shall have power to create standing or ah-hoc committees to deal with any matter in the pursuant of its aims and objectives.
- b) The quorum of standing committees shall be two third (2/3) of the membership.
- c) The Chairpersons of all such committees shall submit semester and annual reports to the SRC for consideration.
- d) The tenure of the standing committees shall be counter minus with the tenure of the appointer SRC until new ones are appointed.
- e) No single person shall belong to more than two (2) committees of the SRC simultaneously.
- f) The following standing Commissions, Committees and Boards shall be established within the SRC;

#### **Section 8.2 – Sports and Games Commission**

---

The commission shall be composed of:

- a) A commissioner, whom shall chair the commission
- b) A representative from all halls of residence
- c) A representative from each year class

- d) A representative from the non-residential constituency

### **Section 8.3 – Functions**

---

- a) They shall be responsible for all SRC sponsored sporting activities both internally and externally.
- b) They shall present to the executive council, sporting programmes for each semester.

### **Section 8.4 – Welfare Board**

---

There shall be a welfare board of the SRC which shall be composed of;

- a) A Chairman whom shall chair the board
- b) All Class Welfare representatives
- c) All Welfare Chairpersons of the halls of residence
- d) One Representative from GRASSAG (if any)
- e) One Representative form I.S.A (if any)
- f) One Representative from the non-residential constituency

### **Section 8.5 – Functions**

---

- e) The Board shall investigate cases relating to students' welfare, boarding and lodging problems, laundry, health and sanitation services, financial problems, etc. and report its findings to the SRC Council for necessary actions to be taken.
- f) The Board shall be responsible for the health and sanitation of students and develop strategies to curb pertinent sanitation problems.
- g) There shall be a Chairman of the board who shall chair all meeting of the board and present periodic report to the Parliamentary Council.

## **Section 8.6 – Women’s Commission**

---

The commission shall be composed of;

- a) The Commissioner.
- b) All female students in the College.

## **Section 8.7 – Duties of the Commission**

---

- a) She shall be the main spokesperson for and on behalf of all the women on this campus.
- b) She shall serve as the focal person on the campus and shall collaborate with other female groups and institutions both local and international for the enhancement of women.
- c) She shall serve as the link between female students and the SRC vis-à-vis the National Women’s Commissioner of the NUGS to draw strategies to promote women’s agenda.
- d) She shall represent the female population of the campus on the parliamentary council and NUGS.
- e) She shall make known to the Parliamentary Council, any problems facing the women on this campus and their consequent solution.
- f) She shall undertake any other activities and functions as shall be determined by the SRC

## **Section 8.8 –Faculty Commission**

---

The Committee shall be composed of;

- a) A Chairman who shall be duly nominated by the SRC president in consultation with the Executive Committee and approved or disapproved by the Parliamentary Council shall head the committee.
- b) One member from each hall of residence.
- c) A representative from each year class.
- d) A representative from the non-residential constituency



## **Section 8.9 – Functions and Independence**

---

- a) The committee shall work under the jurisdiction of the SRC and see to the smooth running of the faculty.
- b) They shall present their programme of activities to the Parliamentary Council for approval or disapproval at the beginning of each semester.
- c) The SRC shall in under no circumstances impede the activities of the faculty committee rendering them inactive, but where the activities of the faculty committee conflict with that of the SRC, that of the SRC shall stand supreme.
- d) All students of this university campus shall pay faculty dues as shall be estimated by the committee from time to time by the Parliamentary Council in consultation with the entire student body.
- e) An independent account shall be opened for the faculty dues; the signatories of this account shall be the SRC president and any one of either the committee chairman or his financial secretary.

## **Section 8.10 – The Editorial Board**

---

- a) The Public Relations officer in accordance with relevant provisions of this constitution shall have power to appoint members of the board provided all halls of residence and classes are duly represented.
- b) The board shall be responsible for all SRC sponsored publications such as newsletters, handouts and so on.

## **Section 8.11 – Organizing Committee**

---

There shall be an Organizing Committee of the SRC, which shall be composed of;

- a) A Chairman, whom shall be the Organizing Secretary
- b) The various Hall Organizers

- c) Two other members who shall be appointed by the Organizing Secretary.

### **Section 8.12 – Functions**

---

- a) The Organizing Committee shall be responsible for the organization of all SRC sponsored entertainment activities on this university campus such as the SRC week.
- b) The Committee shall coordinate the entertainment activities of the SRC, clubs and societies and the various halls of residence.
- c) Nobody or Committee shall organize any entertainment programme without the prior consent of the organizing committee.
- d) The Committee shall present to the SRC, programmes of activities for each semester.

### **Section 8.13 – Audit Committee**

---

There shall be an audit committee of the SRC, which shall be composed of;

- a) A Chairman, who shall be duly appointed by the Parliamentary Council, to chair the committee
- b) One Elected Member from each hall or residence
- c) A Representative from each year class
- d) A Representative from the non-residential constituencies.

### **Section 8.14 – Functions**

---

- a) The committee shall audit the finances of the SRC and all other bodies that fall within the jurisdiction of the SRC.
- b) All receipts; preferably VAT receipts and other generally approved receipts acquired by the SRC shall be scrutinized during auditing.
- c) Under no circumstances must the SRC or any committee or persons interfere in the activities of the audit

committee rendering them inactive or impossible to perform their duties.

- d) They shall act independently and submit to the Judicial Council Chairman any irregularities detected during auditing for further actions to be taken.

### **Section 8.15 – Clubs and Societies**

---

- a) A new club or society shall be required to submit through the SRC to the Dean of Students, an application accompanied by two (2) copies of its constitution for approval/recognition by the school authorities.
- b) No club or society shall be inaugurated without the official approval as provided in (a) above. The SRC Officers of the SRC shall ban any club or society that has not been duly approved which will be formed on campus.
- c) The constitution of a club or society, aims and objectives should not conflict with any provisions in this constitution.
- d) All clubs and societies shall submit a copy of their constitution to the SRC after approval by the school authorities.
- e) For the purposes of coordination, programmes or major functions opened to the general student body shall be submitted to, and approved by the SRC organizing secretary.
- f) All recognized/approved clubs or societies shall have the right to use the university's facilities. Applications for the use of such facilities e.g. meeting place shall pass through the SRC to the appropriate authorities by giving not less than fourteen days notice.
- g) All recognized/approved clubs or societies, which collect or receives official funds must account for its financial operations and must submit a written notice to that effect to the SRC at the end of every semester.

- h) All clubs and societies shall operate within the provision of this constitution and the general university regulations.
- i) All clubs and societies must comply with the SRC if the need arises for a financial obligation.

## **ARTICLE TEN**

### **NATIONAL UNION OF GHANA STUDENTS SECRETARIAT**

#### **Section 9.1 – Composition**

---

There shall be established a Local NUGS Secretariat under the SRC headed by the Local NUGS President.

The Local NUGS Secretarial shall comprise of;

- i. The Executive Committee
- ii. The Executive Council
- iii. The Women's Commission, who shall be a member of the Parliamentary Council.

#### **Section 9.2 – Functions**

---

- a) The Executive Committee shall present periodic report to the SRC on the activities of the Secretariat. For the purpose of this provision, the committee shall present reports at the beginning, mid and at the end of each semester
- b) The Treasurer shall be a member of the students Welfare Board.
- c) The Secretariat in consultation with the Executive Council shall in charge of student's loan and shall to that extent work in the interest of students.
- d) The Secretariat shall do other things as are necessary for the smooth running of the Secretariat.

### **Section 9.3 – Representation**

---

The NUGS Secretariat and the SRC Executive Officers shall agree on the number representatives to represent students on activities outside the University such as NUGS Congress, USAG Congress, PUSAG Congress, etc.

### **Section 9.4 – Finance**

---

The Secretariat shall obtain funding from the SRC when and where they present their budget to the SRC.

## **ARTICLE ELEVEN**

### **FINANCE OF THE SRC**

- a) All students of this university campus shall each pay SRC dues per annum as approved from time to time by the school authorities on the recommendations of the SRC.
- b) The SRC shall open an account with a recognized bank or financial institution (preferably, Multi Credit Savings and Loans, Kuntanase Branch) where all monies of the SRC shall be deposited.
- c) The disbursement of SRC funds shall be limited to;
  - i. Provision for activities and functions as the SRC may approve.
  - ii. Administrative expenditure.
- d) The signatories to the accounts shall be President, Financial Secretary and the Finance Officer (Principal signatory) of the Campus.
- e) The SRC shall submit an audited Statement of Accounts to the Finance officer and also publish the Statement of Accounts for the information of the general student body within three (3) weeks of the beginning of the semester and three (3) weeks before the semester ends. Failure on the part of the SRC to comply with the foregoing, the

Finance Officer shall call for the accounts of the SRC to be audited within fourteen days.

- f) Any student can challenge the Statement of Accounts presented by the Financial Secretary within fourteen (14) days after it is presented, after this time all complaints shall be ignored except at a forum.
- g) Any student intending to challenge the Statement of Accounts shall present concrete evidence in the form of writing, signed by at least ten (10) supporting students to the Chairman of the Judicial Council.

## **ARTICLE TWELVE**

### **CODE OF ETHICS FOR SRC OFFICERS**

Any Officer of the SRC who contravene the provisions of this article is subject to the provisions of article 8.5 of this constitution. The following behaviours shall constitute ethical contrivances.

- a) Misappropriation of SRC funds or any other funds that shall be entrusted to you.
- b) Being openly drunk
- c) Fighting in public
- d) Cheating in exams
- e) Showing disrespect to university authorities
- f) Abusing office, i.e. over-directing, bullying fresher's etc.
- g) Pounding of colleagues.
- h) Using abusive words and jargons in public.
- i) Dressing shabbily.
- j) Falling short of general comportment as enshrined in the university's general rules and regulations.
- k) Leading a lifestyle that will bring the name the SRC to disrepute.

Any officer(s) who shall be charged with any of these ethical contrivances shall have the right defend himself to the judicial council that shall be tasked to deal with such matters.

## **ARTICLE THIRTEEN**

### **REMOVAL, RESIGNATION AND SUSPENSION**

#### **Section 13.1 – Removal from Office**

---

##### **Grounds**

The Executive Officer shall individually or severally be removed from office if found in accordance with the provision of this article to have:

- a) Acted in violation of the oath of office set out in the schedule or in violation of any provision of this constitution.
- b) Misappropriated or embezzled funds of the SRC
- c) Grossly misconduct himself
- d) Suspended or dismissed from this University
- e) Conducted himself in a manner which brings or is likely to bring the name of the SRC into disrepute.
- f) Deferred his course of study.
- g) Be incapable of performing the functions of his office by reason of infirmity of mind or body.

#### **Section 13.2 – Resignation**

---

- a) Any SRC member shall communicate his resignation to the respective heads of the three working bodies of the SRC in writing seven days before the date of resignation.
- b) The executive council shall make such resignation known the general students body within four days on the receipt of this letter of resignation.

- c) In a case of en bloc resignation of the executive officers they shall communicate their resignation to the judicial council and copied to the parliamentary council seven days before the date of the resignation.
- d) The chairperson of the judicial committee shall convey an SRC emetic within seven days on the receipt of such resignation and shall form an interim management committee from SRC until fresh elections are held.
- e) Any officer relinquishing his post shall hand over all documents and property of the SRC in his possession to the judicial council three days before the official date of resignation is due.
- f) Any officer of the SRC shall relinquish his position before vying for any other political position, NUGS or SRC sponsored office.

### **Section 13.3 – Suspension**

---

- a) An Executive Officer of the SRC may be suspended for not more than four (4) weeks by a two-third (2/3) majority of the entire membership of the SRC at a meeting specially called for that purpose
- b) Any other Officer may be suspended for proven cases of misconduct for not more than four (4) weeks by 50% majority of the entire membership of the SRC at a meeting specially called for that purpose
- c) Without prejudice to any provision of this constitution, any Officer of the SRC who shall be involved in any misbehavioral activities, which will bring the name of the SRC into dispute, shall be suspended for not less than four (4) days and shall only be reinstated upon formal apology in writing to the executives. However, if such an Officer fails to write such a formal apology to the



Executive after six (6) weeks of the suspension, such an officer relinquishes his position in the SRC.

- d) Any Officer of the SRC who indulges in any of the ethical contrivances as enshrined in Chapter 12 of this constitution shall be suspended for four (4) weeks.
- e) Any member of the SRC who shall absent himself from meetings for a consecutive number of times shall be suspended for a period not exceeding 4 weeks.

### **Section 13.4 – Impeachment**

---

Any student shall by notice in writing addressed to the Judicial Council, and stating grounds for removal, commence impeachment proceedings against an Executive Officer.

Such a proceeding shall be authenticated by the signatories of fifty (50) students.

- a) A copy of the proceedings shall be served on the Executive Officer whom such a proceeding has been preferred against at least two days before the hearing of such a case.
- b) The Chairperson of the Judicial Council shall within seven days on the receipt of such a notice of impeachment, convene a judicial council meeting and ascertain the merits of such proceedings.
- c) The outcome shall be copied to the SRC and to the entire student body.
- d) If there is a merits as per the decisions of the Judicial Council then the Judicial Chairperson shall within two (2) days call a general assembly meeting for deliberations after which votes may be cast.
- e) An officer so impeached shall forthwith cease to be a member of the SRC.

- f) Any vacancy created by virtue of any provision in this constitution shall be filled within twenty one (21) days after such vacancy is created.
- g) A review lies as of right to the judicial council from any officer so removed.
- h) An application for review in (i) above shall be made within seventy two hours.

### **Section 13.5 – Vote of No Confidence**

---

- a) Without prejudice to any provision in this constitution an Executive Officer(s) shall be removed from office on the passing of a vote of no confidence by at least two-thirds (2/3) majority of the entire student body, during an extraordinary emergency general meeting which shall be summoned by the Chairperson of the Judicial Council.
- b) During such a meeting, the Executive Officers shall be given the opportunity to defend himself/themselves. In such a situation, where the student has passed a vote of no confidence, the Executive Officer shall relinquish their positions immediately and handover all SRC documents and properties in their possession to the Judicial Committee. The Committee shall in turn act as in place of the dismissed Officers and shall within fourteen (14) days hold fresh elections in consultation with the Electoral Commission.
- c) All dismissed Officers of the SRC shall be held in ransom until a thorough financial audit has been conducted into their financial dealings. If detected that the dismissed Officers have misappropriated the SRC funds, they shall be made to refund the money in full with interest. Failure to do so, legal action shall be taken against them.

## ARTICLE FOURTEEN

### ADOPTION AND AMENDMENT OF THE CONSTITUTION

- a) The constitution shall become operative upon a critical study by the student body and approval by the SRC.
- b) No addition, subtraction or alteration of any form to this constitution shall be made except at a general meeting of the SRC or at an extraordinary meeting of the entire student body specifically called for that purpose at the request of not less than one third (1/3) of the total student body or at a special meeting of the Judicial Council.
- c) Any notice for a revision or amendment of this constitution shall be made to the chairman of the Judicial Council and published to the student's notice boards. In case of a total review, a Constitutional Review Committee shall be set up by the SRC in consultation with the Judicial Council to collate views of students.
- d) Notice for the review or amendment of any provision of this constitution may be made by any student in writing and submitted to the chairman of the Judicial Council. Such a notice shall be supported by at least fifty (50) students whose signature shall be appended hereto.
- e) The Judicial Council shall sit within fourteen (14) days of the receipt of any valid notice of amendment or revision.
- f) All amendments and revisions shall be subject to the approval of the quorum forming number of the entire student body.

# ARTICLE FIFTEEN

## MISCELLANEOUS

### Section 15.1 –Honoraria

---

- a) The vacation resident fees and the cost of meals of members of the SRC of or any other student on SRC assignment shall be paid out of SRC funds.
- b) Certificates of Office shall be presented to the SRC Officers on the day of handing over to their successors.
- c) Certificates of Membership shall be presented to members of the SRC at the end of their term of office.
- d) Certificates of Membership shall be presented to members of the various SRC standing bodies and committees.
- e) All SRC Officers shall have a badge depicting their pictures, names and rank and when on official duties.
- f) Sitting allowances either (item 13 or cash) shall be paid from the SRC funds to honourable members of the SRC

## 17.1.2 SCHEDULES

### Schedule 1 – Interpretation

---

- a) 'He', 'His', 'Him', 'Himself' as used in this constitution shall refer to any students, both male and female.
- b) 'Chairman' or 'Chairperson' as used in this constitution shall refer to any student, both male and female.
- c) The Council shall have power to rule on matters on which the constitution is silent or ambiguous and such rulings shall be expressed in precise terms and shall, subject to the approval of the quorum forming number of the entire student body serve as precedence for similar matters in future until the constitution is reviewed and provisions made for.

## **Schedule 2 – Standings Orders for SRC Meetings**

---

### **-Conduct of Meetings on the floor of the house;**

- a) A speaker shall direct his speech to the issue on the floor. Every member shall address himself solely to the chair.
- b) No member shall be allowed to speak more than once on a motion as long as a member who has not spoken on that motion desires the floor. No member shall speak for more than ten (10) minutes at one time without permission of the chair.
- c) The chairman shall interpret the standing orders. He shall be free to take part in all discussions.
- d) Any more standing orders may in case of urgency, or after notice duly given, be suspended or changed at any meeting so far as regards business at that particular meeting provided that there is two-third (2/3) majority in favour.

### **-Orderliness During Meetings**

- a) The Public Relations Officer shall act as the porter to maintain orderliness and calm during SRC and general meetings.
- b) Any student wishing to be on the floor of the house shall do so by raising the hand, and can only talk when he is recognized by the porter or the chair.
- c) Any student who wishes to come to the floor of the house on the points of order, correction and information shall do so by making the appropriate “signs” and shall only address the house when given the floor.

### **-Interpretations of Interventions**

The following interventions shall be allowed during meetings;

- a) Point of order

Points of order shall deal with the conduct or procedure of the debate. A student rising to put the point of order shall prove one or more of the following;

- i. That the speaker is travelling outside the scope of the motion under discussion.
- ii. That he is using an improper language.
- iii. That he is infringing upon the constitution or standing orders.

The President or Porter shall always allow a point of order except during the act of voting.

b) Point of Correction.

A point of correction shall be a factual presentation seeking to correct a statement made by that last speaker and must be heard at all time, except during the act of voting.

c) Point of information.

When in the course of a meeting, a student wishes to seek or give information from or to a speaker or the chairman; he may do so on a point of information. The president shall have the prerogative to comply with or ignore the request.

### **-Motion**

All accredited members have the right to file motions/proposals.

- a) All motions shall be submitted in writing and must be handed to the chairman.
- b) No matter shall be discussed until it concerns the matter under discussion.
- c) A motion shall only be opened for discussion or amendment after the proposer and seconder have had the opportunity to speak on the motion. The debate must be limited to the motion pending question by the Chair. The Chairman shall have the prerogative to rule out of order any speaker failing to adhere to the subject of discussion.

- d) No motion or amendments, which have been accepted by the house, shall be withdrawn without the consent of the proposer; neither shall any addendum be made to a motion once accepted by the house without such consent.

#### **-Voting**

- a) Voting shall be by registered students only. Each registered student shall be entitled to one vote.
- b) Voting privileges shall include the right of members to make or second motions of nominations.
- c) In voting, motions shall be carried by simple majority, unless otherwise provided for by the constitution. The casting of votes shall be in the following order; vote for, against, and abstention. If the votes for and against on issues are equal in number the Chairperson for the meeting shall exercise the veto. Members abstaining shall be considered as non-voting.
- d) Voting shall be by a show of hands or as determined the chairman, unless otherwise stated by the constitution.

#### **-Administration of Halls of Residence**

- a) The administration of the halls of residence shall be autonomous from the SRC, but where the rules and regulations of the halls are inconsistent with that of the SRC, the halls of residence rules and regulations shall to the extent of that inconsistency be rendered null and void.
- b) All halls of residence shall have SRC officers who shall be duly elected by popular votes of their hall members.
- c) Each hall of residence shall also elect officers into the various SRC Council and Committees viz. the Judicial Council, the Electoral commission, Sports committee, Audit committee, welfare Committee, Faculty committee

and any other ad-hoc committee that shall be set up by the SRC.

- d) All halls of residence shall charge the same hall dues as agreed upon by the finance officer of the university campus, except on special situations where two-thirds of the hall members must have agreed to pay an extra fee for a specific purpose. This must be made known to the SRC and the finance officer of the University campus for approval before its implementation.
- e) All non-resident students shall be affiliated to the various halls of residence.
- f) Each hall of residence shall have its own rules and regulations with copies lodged at the library and the SRC offices.

### **Schedule 3 – Rules Governing Elections**

---

- a) A determined number of posters per hall of residence and the rest at vantage points selected by the electoral commission.
- b) The size of a poster shall not exceed the size of an A3 sheet.
- c) Only masking tape and staple (and no other adhesive) should be used in pasting posters.
- d) All posters must be removed by midnight on the eve of voting.
- e) All acts of intimidation that influence voters right to exercise franchise constitute an offence, if it is sufficiently proven that a particular candidate or any person(s) acting on his behalf is involved in any acts of intimidation, the number of votes obtained by the said candidate shall be declared null and void.



- f) Any electorate shall be allowed to vote only upon producing his or her student's identity card to the officer in charge of the polling station.
- g) With respect to voting by proxy, an official letter signed by the said student with an attached ID card must reach the Electoral Commission twenty four (24) hours before the voting time.
- h) The Electoral Commissioner shall have the right to disallow any question(s) posted to a contestant during the course of screening if in his opinion such questions are not relevant.
- i) The Screening Committee shall have the right to recommend or not to recommend any candidate.
- j) The provisional results of the elections can be challenged within forty-eight (48) hours after they have been made public to the general student body through the Electoral Commission.
- k) Candidates wishing to present representatives at the various polling stations (as polling agents) on the day of the voting should furnish the Electoral Commission with the names and particulars of such representatives not later than twenty four (24) hours before the voting.

### 17.1.3 OATH OF OFFICE FOR SRC OFFICERS

I ..... President/Secretary etc. of Students' Representative Council of Kessben College do solemnly swear to work faithfully and diligently to promote harmony and success in Kessben College; to promote the interests and general welfare of students; to be faithful and loyal to Kessben College and hold high the flag of the institution. To obey those whom my obedience is required and to rise above all forms of social, religious and political fanaticism.

SO HELP ME GOD.

## **17.2 S. R .C./HALL ACTIVITIES**

- i. Executives of Halls should, at the beginning of the academic year, submit proposed Hall activities, including Hall week celebrations, to the Registrar through the Dean of Students for incorporation into the general College calendar of social activities.
- ii. Hall Week celebrations shall take a maximum of three days within the week. As much as possible, activities and events must occur after lectures. Written permission shall be sought from the Dean of Students, Head of Department or the Dean of School for exceptional cases where programmes must occur during lecture periods. Under such a circumstance, activities must be carried out in moderation in order not to disrupt lectures.

## **17.3 S. R. C. /HALL MEETINGS, GAMES AND COMPETITIONS**

- i. Resident and non-resident students are required to attend all Hall meetings, and fully participate in games, competitions, and all social activities organized by their Halls.
- ii. The permission of the Hall Tutor or a representative must be sought before any of such activities are held.

## **17.4 RESIDENTIAL (HALL) RULES AND REGULATIONS**

These residential rules and regulations are to ensure that a pleasant and comfortable living for each student is fully guaranteed. All residents of Halls of Kessben College shall:

- i. maintain, at all times, clean, serene and conducive environment in the Halls of Residence;

- ii. refrain from making undue noise on the campus and in the Halls, especially between 10.00 p.m. and 6.00 a.m.;
- iii. appropriately dispose of all litters, wastes, rubbish, trash, etc. in provided waste-bins and containers;
- iv. not throw off liquid and/or solid wastes from height in the halls;
- v. not hold club, association, society, religious and political meetings in student's rooms or in the halls of residence without prior approval from Hall Management;
- vi. be responsible for keeping their rooms clean and tidy;
- vii. keep floors, kitchens and other public places in the residence halls clean and tidy especially during weekends when College Cleaners are unavailable;
- viii. not engage in any form of trading including sale of food items, sachet water/drinks and alcoholic beverages in the Halls of Residence without written permission by Hall Management;
- ix. not accommodate "percher(s)" or unofficial roommates. This practice is highly prohibited in the residence halls. Once caught, "percher(s)" will be made to pay the full semester residential fees with a fine for invading a hostel fees. Roommates who admit "perchers" will lose their residential status without refund of their accommodation fees;
- x. not enter the rooms of other students without the knowledge and permission of the occupants;
- xi. not tamper with locks, keys, beds and mattresses, electrical meters, fittings and fixtures, plumbing materials, water supply system, etc. without prior approval by Hall Management;
- xii. switch off all electrical gadgets when not in use.

- xiii. ensure that a member of the opposite sex (male or female) does not stay in a room of the other sex beyond 10p.m. at the inconvenience and discomfort of other roommate(s);
- xiv. not engage in any cooking activities in the rooms;
- xv. not pour or throw solid or liquid wastes over from the balconies;
- xvi. not sublet or rent their residential status to any other student or person;
- xvii. not to use any appliances or equipment in their room, or any other part of the facility whether electrical, electronic or otherwise (e.g. sound television sets, refrigerators, microwave, cookers, dishwashers and washing machines) without the prior authorisation in writing from Hall Management;
- xviii. not swap or switch rooms once they are allocated by Hall Management. Thus, "room swapping" is prohibited.
- xix. all keys must be returned to Hall Porter before leaving for vacation holidays;
- xx. not tamper with or misuse the installed fire-extinguishers. Culprits will pay twice the cost of refilling/repairing.
- xxi. Breach of any of these rules and regulations will attract a fine to be determined from time to time by a Hall Management in the first instance, depending on the venue where the breach was committed. Subsequent breach of same or a different regulation(s) could result in loss of residential status or stiffer sanctions.



## **18.0 STUDENT CONDUCT AND DISCIPLINARY PROCEDURES**

---

### **18.1 NOISE-MAKING**

- i. Students shall maintain, at all times, a kind of environment that is conducive for academic work and comfort on campus and the Halls.
- ii. To maintain a suitable academic environment, it is desirable that Kessben College campus is kept as quiet as possible, at all times. Students shall, therefore, refrain from making undue noise on the campus during lecture periods.

- iii. Radios, sound systems, and musical instruments may be used at the Halls at low volume and subject to such other regulations as may be made by the Hall Councils. Playing of music on gadgets such as radios, phones, laptops, etc. on campus during lecture hours is prohibited, unless written approval has been granted.
  - a. Club, association, society, religious and political meetings shall not be held in student's rooms or in any lecture room. Written permission shall be sought from the Registrar if it becomes necessary to hold any such meetings in any of the venues mentioned.
  - b. Breach of any of these regulations will attract a fine to be determined from time to time by a Disciplinary Committee or the Hall Council in the first instance, depending on the venue where the breach was committed. Subsequent breach of same or a different regulation could result in loss of residential status or stiffer sanctions. A breach of the regulation in Item iii. above, especially on campus would lead to a seizure of the gadget or any other sanctions determined from time to time.

## **18.2 DRUNKENNESS**

- i. Drunkenness and any disorderly behaviour on the campus and in a Hall constitute a serious breach of discipline.
- ii. Habitual drunkenness on campus, in a Hall or in town, resulting in disorderly or scandalous behaviour, shall be considered as bringing KC into disrepute.
- iii. Students shall not be under the influence of alcohol during lectures, games, competitions or any other activities held on the College campus including the hostels.

- iv. Sanctions for these offences include warning, probation, suspension or dismissal.

### **18.3 SMOKING**

- i. Smoking is prohibited on all College premises including classrooms, halls of residence, library, cafeteria, laboratories, hallways, offices, washrooms, etc.
- ii. Breach of this rule will lead to sanctions including loss of hall accommodation without refund of hall fee, warning, fine, suspension, or dismissal.

### **18.4 ILLEGAL COLLECTION OF MONEY FROM STUDENTS**

- i. Permission to make general collection of money, other than for club subscriptions or authorized social programmes, must be obtained from the Registrar, Dean of School, Head of Department, Dean of Students or the Hall Tutor.
- ii. Unauthorized levies or collection of money at departments or halls by student(s) for any purpose is prohibited.
- iii. Student(s) who breach these rules shall be warned, suspended or dismissed depending on the gravity of the offence.

### **18.5 ARMS/AMMUNITION/EXPLOSIVES**

- i. Possession, sale or use of any form of arms or ammunitions on the campus or in a hall, whether licensed or unlicensed, is prohibited.
- ii. Offenders shall be dismissed and/or prosecuted.

## **18.6 DRUGS**

- i. Possession, cultivation, sale or use of any drugs in contravention of Ghana's laws is prohibited in any part of the College premises (Campus and Halls).
- ii. Offenders shall be dismissed and handed over to the police for prosecution under the laws of the country.

## **18.7 VIOLENCE AND ASSAULT**

- i. All forms of violence and physical assaults as well as intimidation are prohibited.
- ii. Offenders shall be dismissed and/or handed over to the police for prosecution under the laws of the country.

## **18.8 KEEPING KESSBEN COLLEGE CLEAN AND TIDY**

It is the responsibility of students to keep Kessben College and its environs clean and tidy. All litters, wastes, rubbish, or trash must appropriately be disposed of in provided waste-bins and containers. Offenders shall be reprimanded or penalised accordingly.





## 19.0 SEXUAL HARASSMENT POLICY

---

### 19.1. POLICY STATEMENT

- i. For productive teaching and learning to occur in a college environment, members of the community – lecturers, staff and students – should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct.
- ii. Relationships developed among lecturers, staff and students may involve power differentials that can carry risks of conflict of interest, breach of trust, abuse of power and breach of professional ethics. Trust and respect are diminished when those in “positions of authority” are perceived as abusing their power. Those

who abuse their powers in such a context, violate a duty to the College Community, undermine professionalism and hinder fulfillment of the vision and mission of the College.

- iii. Sexual harassment by any lecturer, staff member, or student is a violation of both national law and university policy and will not be tolerated at the College.

## **19.2. DEFINITIONS**

- i. KC considers sexual harassment as a very serious offence and shall subject the offender to dismissal or other sanctions following the College's investigation and substantiation of the complaint and compliance with due process requirements.
- ii. Sexual harassment is defined as unwelcome sexual advances, deliberate provocative dressing targeted at an individual(s) to gain favours, requests for sexual favours, verbal or physical advances of a sexual nature when:
  - a. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the College or a factor in the educational programme of a student;
  - b. Such conduct has the purpose or effect of unreasonably interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility or threats stemming from acts of a sexual nature.

## **19.3 EXAMPLES OF SEXUAL HARASSMENT**

- i. Sexual affronts about one's gender.

- ii. Contrived work or study assignments and assigning more onerous or unpleasant tasks predominantly to students of one gender.
- iii. Repeated unwanted touching, patting or pinching.
- iv. Repeated inappropriate social invitations or requests for sexual favours.
- v. Repeated unwanted discussions on sexual matters.
- vi. Use of sexual jokes, stories, analogies or images which are not related to the subject of the course or work situation.
- vii. Touching, fondling or deliberate brushing against another person.
- viii. Ogling, leering or prolonged stares at another's body.
- ix. Display or use of sexual graffiti or sexually-explicit pictures or objects.
- x. Sexually suggestive letters, comments, e-mails, or other written or oral communications.

## **19.4. PROCEDURES FOR LODGING SEXUAL HARASSMENT COMPLAINTS**

- i. Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the College's officials designated to receive these complaints including the President, Registrar, Dean of School, Head of Department, Dean of Students, Guidance and Counselling Officer, Hall Tutor depending on the status of the offender and venue of commission.
- ii. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment. In the

course of a complaint, the College will attempt to maintain confidentiality for all parties involved.

- iii. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigated.
- iv. An aggrieved person, whose complaint is found to be both false and to have been made with malicious intent, will be subject to disciplinary action which may include, but not limited to demotion, transfer, suspension or termination of employment of the lecturer/staff/student, or warning, suspension or dismissal in the case of a student.
- v. Employees or students of the College who believe they have been subjected to sexual harassment are encouraged to use either the formal or informal approach to seek redress.

## **19.5. INFORMAL INVESTIGATION AND RESOLUTION**

- i. Individuals who believe they have been subjected to sexual harassment should report the incident promptly to their immediate supervisor or academic dean or to a departmental supervisor/head.
- ii. The person to whom the complaint is made shall immediately contact the Registrar, Guidance and Counselling Officer, Dean of Students, the Dean of School, the Head of Department or the President depending on the status of the offender. One or more of these administrators will determine the course of the informal investigation and resolution.
- iii. The department head involved and/or the supervisor to whom the complaint was made may be asked to assist in the informal investigation.

- iv. If an informal resolution of the matter is satisfactory to the complainant, respondent and the College Official, the matter shall be considered closed and all parties involved shall be so advised in writing by the immediate supervisor or academic dean with copies to the Registrar and the Dean of Students.

## **19.6. FORMAL INVESTIGATION AND RESOLUTION**

- i. If informal procedures fail to resolve a sexual harassment complaint, the formal process will be pursued. In this case, the complainant will have to file a written complaint with the Registrar with a copy to the President within twenty (20) days. The complainant and respondent shall be entitled to have, to the individual's own expense, an advisor, who may or may not be an attorney, to assist in preparing the formal complaint or defence.
- ii. A Sexual Harassment Investigative Committee appointed by the Registrar or the President, depending on the status of the personalities involved, will notify the parties involved of the sexual harassment complaint, provide copies of the complaint and advise the parties of the procedures for a formal investigation and hearing within three (3) working days of receipt of the formal written complaint. The respondent will then be given five (5) working days to respond in writing to the complaint.
- iii. Within five (5) working days of the Committee's receipt of the complaint and the respondent's response, if any, the Committee will meet separately with the complainant and the respondent. The purpose of these preliminary meetings is to inform the parties about the case, to ensure that the complainant and respondent are fully aware of their procedural rights and to explain the nature of the investigation to the parties.

- iv. Throughout the proceedings, the respondent and complainant shall have the right to be accompanied by an advisor, who may or may not be an attorney. Attorneys will not be provided at College's expense. The legal counsel may be present, but shall act only in an advisory capacity to his client.
- v. Within five (5) working days of the conclusion of the Committee's preliminary meetings with the complainant and respondent, the Committee will hold a formal meeting on the matter. The Committee members may receive any evidence they consider to be relevant.
- vi. The respondent and complainant, and their advisors, shall have the right to be present at any time a testimony is presented and to be provided copies of all evidence considered by the Committee. Neither the respondent nor complainant shall have the right to cross-examine witnesses. Advisors shall not have the right to address or question committee members or witnesses.
- vii. A written record of the minutes of the proceedings and recommendations of the Committee shall be presented to the President within five (5) working days of the Committee's final meeting and copied to both the complainant and the respondent.
- viii. Within ten (10) working days of receipt of the Committee's recommendation (s), the President shall make a final decision concerning what action if any, to take including disciplinary action after considering the recommendation(s) of the Committee, and will notify the complainant and respondent accordingly.

## **20.0 AMENDMENT TO RULES AND REGULATIONS IN THE STUDENT HANDBOOK**

---

- i. Any rules, policies and regulations contained in this Handbook are subject to review. Junior Member(s) collectively or individually can submit written proposals for amendment to this Handbook through the SRC to the Academic Board for its consideration.
- ii. The College, through the Academic Board, reserves the right to amend the rules, regulations and policies contained this Student Handbook.

## **NATIONAL ANTHEM**

God bless our homeland Ghana;  
And make our nation great and strong;  
Bold to defend forever;  
The cause of Freedom and of Right;  
Fill our hearts with true humility;  
Make us cherish fearless honesty;  
And help us to resist oppressors' rule;  
With all our will and might for evermore.

## **KUC ANTHEM**

Oh hail Kessben (University) College (2x)  
We Hail Your Name  
We Raise Your Flag and Hoist It to All Nation, All Nation  
KUC, Centre of Excellence, Knowledge and Skills We Acquire  
We are Proud of You  
And Hope for Nothing but the Best  
So Hail Kessben (University) College

## **KUC PLEDGE**

I pledge to Kessben (University) College  
To be Disciplined, Honest and Hardworking  
To learn and fight with pens and books  
Till our Names are Honoured  
For the Pen is Mightier than the Sword  
With Unity and Perseverance, We Are Guided by our Motto:  
"Education for Development"  
SO HELP ME GOD!



# DECLARATION

---

I, ....., with Index Number:..... acknowledge receipt of Kessben (University) College's Student Handbook containing policies, rules and regulations governing academic and non-academic/social issues. I am responsible for obeying all policies, rules and regulation therein, and for checking the College's websites and notice boards for any updates that might be made during the academic year.

Signature:.....

Date:.....