

# KESSBEN UNIVERSITY COLLEGE KUNTANASE



## FRESHMEN ORIENTATION 2024/2025 ACADEMIC YEAR

**JANUARY 2025**

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



Motto: Education for Development  
**Motto: Education for Development**

### **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)*

### **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*

*Mobile: +233 (0) 501 63 73 83 / (0) 275 63 73 83*

*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)*

### **LOCATION OF KESSBEN (UNIVERSITY) COLLEGE:**

*Main Campus: Kuntanase, Lake Bosomtwe Road, Ashanti Region, Ghana*

*Kumasi City Campus: Opposite Aseda House, Adum-Kumasi, Ashanti Region, Ghana*

### **OFFICE OF THE PRESIDENT AND OTHER OFFICES**

*The following offices report directly to the Office of the President:*

*Office of the Registrar;*

*Finance Office;*

*Deans and Coordinators of Schools*

*Coordinator of City Campus*

*Quality Assurance and Planning Unit;*

*College Library; and*

*Office of the Dean of Students.*

## WELCOME

### COLLEGE PRESIDENT: PROF. K. SINGH

*Let me start by congratulating the fresh students for the hard work that earned them a place to this prestigious College. It really gives me the greatest pleasure to welcome all our fresh students to the Kessben College community. For all new students, I must say, this is your day, a day to discover what it's really like at the Kessben College and to know each other.*

*The orientation normally provides a new beginning for the fresh students to a new environment and also projects the institution's capability on support for teaching, learning and other activities.*

*One key element of Orientation is, as its name implies, getting students going in the right direction. Part of that is feeling welcomed and at home here at Kessben College Campus. Part is learning how to put your best foot forward, regardless of your backgrounds and previous experiences.*

*I must say that the Kessben College is well endowed with sufficient resources both human and infrastructure to provide you necessary support and environment for your study and comfortable stay.*

*Very soon you will be provided with the "Student Hand Book" that contains the brief History and Vision of Kessben College, Governance Structure & Channel of Communication, Financial Management, Examinations and Grading System, and also about General Rules and regulations needed for you to know and follow. Very soon you will be provided with this Hand Book by the Registrar.*

*The Kessben College is organized into three Schools at two different locations, Main Campus at Kuntanase and City Campus at Adum, Kumasi and a Centre for Open and Distance Learning:*

- *School of Business; School of Social Sciences and Humanities;*
- *School of Applied Sciences and Technology; School of Health & Allied Sciences;*
- *School of Graduate Studies*
- *Centre for Open and Distance Learning (CODL)*

*The College is affiliated with KNUST. The Degree programmes in Business, Media and Communication, and Information and Communication Technology are accredited by GTEC: Ghana Tertiary Education Commission, and All Diploma programmes ( DBA, DMS and DIT) are accredited by CTVET: Commission for Technical and Vocational Education and Training.*

*Please remember, you are here only for one reason, to learn or to study. When I say learn or study, it includes the programme you have registered for, and also taking part in other extracurricular activities.*

*To fully achieve your academic and life-long goals, you must efficiently manage your resources which include money, material possessions, time, and most important of all, yourself.*

*You may always seek guidance from your lecturers, Office of the Dean of Students, College Exam Officer, and Coordinator of Mentoring Cell whenever you find challenging situations in your stay here.*

*Once again, I welcome you to this college, and assure you that we shall leave no stone unturned to equip you with best possible training and exposure so that you can shape up your career and growth for a challenging life.*

*I am sure that you will feel proud on being associated with the Kessben College and make the College equally proud with your academic excellence.*

*I hope you will enjoy this orientation programme and I look forward to seeing you all for the entire period of your stay at the College.*

*I wish you all the best for the upcoming years and May God bless.*

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# ABOUT THE COLLEGE

*KC, a privately-owned tertiary institution, seeks to offer tertiary level education to all qualified applicants irrespective of race, religion, creed, nationality, gender, age, culture or other backgrounds, that will prepare them to contribute to the socio-economic development of Ghana and the broader world. KC seeks to offer competitive demand-driven programmes of study that will ensure that it becomes a centre of excellence and, therefore a College of choice for prospective students.*

## **Vision**

*KC envisions 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.*

## **Mission**

*Our mission is to provide congenial environment for teaching, research, entrepreneurship and community service geared towards the socio-economic development of society and promoting innovative and multidisciplinary as well as integrated approaches to problem solving, and being an equal opportunity employer as it seeks to recruit and retain high calibre staff and students.*

## **Goals**

*Providing high-quality teaching, learning, research and community service  
Inculcation of dynamic learning habits*

*Translation of theoretical knowledge into problem solving  
Development of inquisitive mind-sets in students to promote innovation  
Promotion of strong moral and ethical values  
Student entrepreneurial development and managerial development.*

## **Core Values**

**\* Dedication to Society and Community**

*To demonstrate exemplified commitment to the critical issues and needs of society and deliver uncompromising work ethics. Kessben College focuses on issues critical to regional development, national interest, and global welfare. KC focuses on human welfare, the betterment of society and on the personal development of the members of the community.*

#### **\*Collaboration**

*To develop mutually beneficial collaborative partnerships with like-minded organisations, 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.*

#### **\*Culture of Excellence**

*To strive to be the best it can be. KC therefore seeks to keep up-to-date with developments and innovations in the academic as well as social milieu. KC 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 endeavours.*

#### **\* Entrepreneurship**

*To promote entrepreneurship both in students and staff. KC challenges its graduates to become entrepreneurs themselves rather than employees. \* Integrity and Inclusiveness*  
*To give attention to the highest ethical standards in all domains, and its commitment to being a community which welcomes all talented minds from diverse backgrounds and challenges them individually and collectively to achieve their maximum best. KC offers equal opportunities to staff as well as students without regard to race, gender, religion, socio-economic background or another criteria that seek to promote discrimination.*

### **Students Services and Associations**

#### **Student Internship Programme (SIP)**

*The Student Internship Programme (SIP) of the Kessben (University) College 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.*

### **Student Representative Council (SRC)**

*The SRC, which is the overall recognized mouthpiece and governing body of students of Kessben (University) College. It sees to the welfare and well-being of the students. The SRC collaborates with the Office of the Dean of Students for the coordination of all student affairs in terms of their comfort, safety and security, academic and personal growth, etc.*

### **Halls of Residence**

*Currently, KUC has three halls of residence at Main Campus and one at City Campus*

- *Anane Boateng Hall;*
- *Dufie Hall; and*
- *J. K. Appiah Hall.*
- *Hostel at City Campus for weekend students*

### **Recreational Facilities/Sports**

*The College has a swimming pool and a clay multi-purpose tennis court facility on campus. 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.*

### **Health services**

*There is a Out-Patient Clinic situated in the administrative block. There is a resident nursing staff at post between the hours of 9.00am and 5.00pm 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 are required to register with the National Health Insurance Scheme and should have valid NHIS cards to benefit from medical services.*

## **Mentoring Cell**

*For advising and regular monitoring of performance and progress of students a “Mentoring Cell” consisting of Programme Advisors/Faculty Mentors and Student Mentors has been established in the College. The faculty mentors have to be appointed as Programme Advisors/ Faculty mentors for the students in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Year of the Undergraduate Programmes to actively monitor, closely interact with students, promote and regulate healthy interaction between freshers and senior students, advise them on the courses to be opted in a semester and provide counseling for the smooth progress of the students.*

## **Office of the Dean of students**

*The Office of the Dean of Students is committed to helping our students to reach, optimize and maximize their fullest potential both in and out of the classroom. The Office of the Dean of Students is responsible for supporting student learning, welfare, well-being and interpersonal growth in relation to their academic, residential and social matters. The Office also attends to, and resolves students’ complaints or grievances.*

## **College Safety and Security**

*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. Emergency Contact Number: 192*

## **Cafeteria**

*Kessben (University) College Cafeteria offers a dining options that aim at providing food choices to the College Community. Contact: 0244529750.*

## **Aseda Shopping Centre**

*The Aseda Shopping Centre, a mini supermarket, which offers a range of consumables/provisions, household items, stationery, toiletries, etc. at considerably moderate prices. It is located at the basement of the Office of the President. Contact: 0200434981*

## **College Library/ E-Library**

*The College Library is on the Ground floor of the School of Business Block. There is an E-Library that provides internet, e-mail and CD-Rom services for students of the College. This library is intended to offer its users the opportunity to search for information on the worldwide web.*



## REGULATIONS FOR THE CONDUCT OF ACADEMIC PROGRAMMES

### 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.*

### 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.*

### **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).*

### **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.*

### **Examination Grading System**

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

***Degree Programmes:***

*Continuous Assessment - 30%*  
*End-Of-Semester Examination - 70%*

***Diploma Programmes:***

*Continuous Assessment - 40%*  
*End-Of-Semester Examination - 60%*

*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.*

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

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

- i. 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.*

- ii. *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.*
- iii. *A student failing to obtain a CWA of 45% at the expiry of the permissible period shall be withdrawn from the College.*
- iv. *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.*
- v. *A student failing to obtain a CGPA of 1.5 at the expiry of the permissible period shall be withdrawn from the College.*

### **Requirements for Graduation**

#### **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:*

<i>First Class</i>	<i>≥70</i>
<i>Second Class Upper</i>	<i>60- 69.99</i>
<i>Second Class Lower</i>	<i>50 – 59.99</i>
<i>Pass</i>	<i>45 – 49.99</i>

## **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:*

<i>First Class</i>	<i>≥4.00</i>
<i>Second Class Upper</i>	<i>3.00-3.99</i>
<i>Second Class Lower</i>	<i>2.00-2.99</i>
<i>Third Class</i>	<i>1.5-1.99</i>
<i>Fail</i>	<i>&lt;1.5</i>

## **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.*

## **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.*

## **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.*

## **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%.*

## **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.*

### **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.*

### **Academic Honours/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.*



# KESBEN UNIVERSITY COLLEGE

## KUMASI / KUNTANASE, ASHANTI REGION



### ACADEMIC PROGRAMMES

#### SCHOOL OF APPLIED SCIENCES & TECHNOLOGY

- BSc Computer Science with Entrepreneurship
- BSc Information & Communication Technology
- Diploma in Information Technology

#### SCHOOL OF BUSINESS

- BSc Business Administration with Options In
- Accounting - Banking & Finance
- Marketing - Human Resource Management
- BSc Logistics, Procurement & Supply Chain Management
- Diploma in Business Administration

#### SCHOOL OF HEALTH & ALLIED SCIENCES

- BSc Nursing - BSc Midwifery

#### SCHOOL OF SOCIAL SCIENCES & HUMANITIES

- B.A. Media & Communication Studies with Options In Public Relations & Advertising - Print & Broadcast Journalism
- B.A. Politics & International Relations
- B.A. Public Administration & Leadership Studies
- Diploma In Media & Communication

**NB:** Flexible Lecture Streams:  
- Weekend / Evening Stream: Kumasi City Campus  
- Regular Stream: Kuntanase Main Campus

**CALL / WHATSAPP:**  
**0501637383**