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PREFACE

This handbook provides a summary of Baldwin University College and designed to introduce you to the great opportunities within the University College. It is presented as an overview of options, activities, practices, procedures, policies, curriculum, assessment, awards, rules and regulations and many other pieces of interesting information for all programs that make up Baldwin University College.

More complete statements about the University College level policies and regulations are published in the Handbook. It is therefore the responsibility of every student to read and understand the content, elements and the laid down rules and regulations governing the University College.

This handbook provides you with most of the information you will require to insure that you have a vast knowledge of the University College programs and policies that directly or indirectly affects the students' body and the entire University College as a whole.

All of us here at Baldwin College are anxious and interested in teaming up with you to assure a rewarding intellectual experience.

Knowledge and understanding of the information in this handbook is important in assuring that every student in our school community become passionate learners who are prepared for success in and beyond as they arm the future with serious education.

We wish you all the best as you pursue undergraduate studies here in Baldwin College.

**Dr. Akwasi Achampong.
(Founder and Chairman)**

1. GENERAL INFORMATION ABOUT BALDWIN COLLEGE

(Motto: Arm yourself for the Future, Arm yourself with Education)

1.1 ESTABLISHMENT OF BALDWIN COLLEGE

Baldwin University College, registered December 2007 as a tertiary institution with a certificate to commence business in the same year. It is a college specializing in the Human Resource Development of the country through the provision of university education to the populist. The college focuses its academic work in the sciences with special emphasis on medical and computer science as well as the Businesses.

The origin of the School goes back to 2007. It was established as a Tertiary institution with the primary objective of providing Pre-Tertiary and Tertiary education. By June 8, 2010, the College was given a provisional authorization to establish a tertiary institution by the National Accreditation Board (NAB).

By 2013, the institution had made tremendous progress and its course offering were also upgraded. The Pre-Tertiary programs gave way to courses in the Health and Allied Sciences, Businesses, Computing Information programs and the Institute of Commercial Management **(ICM-UK)** Programs.

In 2014 the institution became a full fledged Tertiary Institution with the acquisition of institutional and program Accreditation from the National Accreditation Board in September 2014. This achievement charged the institution with the responsibility of training students in the Higher National Diploma **(HND)** level with the Affiliation from the National Board for Professional and Technician Examination **(NABPTEX)** in October 2013 and soon our degree programs in affiliation with other sister Universities in Ghana.

Baldwin University College offers students a rich, multidimensional educational experience in an academically challenging environment. We foster critical thinking and creative exploration while preparing students to live and work in the global world of today.

Our faculty is designed and structured to promote academic freedom, while encouraging the spirit of inquiry in a nurturing, learning environment. Staffed with noted scholars who possess extensive knowledge and enthusiasm for their subject area.

Members of the Baldwin University Faculty are accessible, making it easy to address the individual needs of every student. Our faculty is committed to preparing students for the role as an effective leader in both the community, nation and the world as a whole. Grounded in academic excellence, the ideals of truth, and respect for the worth and dignity of every student, Baldwin University College provides a value-centered educational experience. Our innovative approach enhances every student's intellectual, ethical, spiritual and social development. Every Baldwin student graduate is prepared to live and work in a world where their only boundaries are self-imposed. Through its diversity of academic programs, personalized attention from dedicated faculty and commitment to improving both Africa and the world. Baldwin University College develops graduates who enter the professional world prepared to lead and excel.

1.2 OUR VISION AND MISSION

VISION OF THE SCHOOL

Our Vision is to be a preferred institution which trains the minds that will make important decisions in the future to shape our world.

MISSION OF THE SCHOOL

Our Mission is to provide a valued centered educational experience that enhances intellectual, ethical, spiritual and social development for students.

1.3 CORE VALUES, AIMS AND OBJECTIVES

CORE VALUES

The college thrives on basic core values that shape the moral behavior of the school community. The college ascribes to the following values and is expected that every stakeholder will abide by them:

- Excellence
- Integrity
- Leadership
- Loyalty
- Respect
- Selfless Service

AIMS AND OBJECTIVES OF THE SCHOOL

The college aims at:

- ❖ Providing Tertiary Education through full time course in the field of Allied Sciences, Business, Computing and Institute of Commercial Management (ICM-UK).
- ❖ Encouraging students to find interest and study the Sciences, Computing and Business at the Tertiary level.
- ❖ Providing opportunity for the development of practical research and publication of research findings.
- ❖ Equipping students with knowledge in public sector management and public administration and other relevant areas needed for the development of the nation.
- ❖ Develop high level administrative and managerial skills in order to handle and adapt to major changes in the business, civil and public sectors of the economy having been equipped with a thorough knowledge in modern Information Communication Technology (ICT);
- ❖ Develop entrepreneurial skills to be self-employed.

1.4 THE ARM AND COLORS OF BALDWIN UNIVERSITY COLLEGE

THE ARM OF THE SCHOOL

A Purple Round Shield with an Adinkra Symbol (“Akoben” - War Horn) on two Books Symbolizing Loyalty, Service and Devotion in the field of learning as every student is entreated to tag great value to excellent education.

OUR COLOURS

Our Color PURPLE: Our Purple color is associated with royalty and status, riches and finery. In other words so as Baldwin University College, our uniqueness is our Status and Royalty as we grow, shape, prepare and produce successful and fine individuals for a brighter future. (Esther 8:15, Luke 16:19,).

Our Color WHITE: Our White color is connected with purity and righteousness, and like the meaning depicts, Baldwin University College intend to bring out the good in every student that we enroll through the quest for sincere success, dignity and honor in building the future and embrace it in an unquestionable manner. (Psalm 51:7)

Our Color GOLD: Our Gold color signifies the impartation of wisdom to every individuals’ who are willing to learn, and this is our number one priority and objective as we direct and shape the student to an undisputable success in education. (Proverbs 25:12)

OUR MOTTO: Arm yourself for the future, arm yourself with Quality Education.

2. BRIEF ABOUT KEY FOUNDERS OF THE UNIVERSITY COLLEGE

2.1 ABOUT DR. AKWASI ACHAMPONG

Baldwin University College founded by Dr. Akwasi Achampong obtained his first degree in pharmacy before pursuing a medical degree both at NYCOM and Long Island Universities in the USA. He is now a trained medical professional in the specialty of Internal Medicine; he is the medical director and owner of Elmont Medical, PC, USA, a Private Pilot and owner of Serak Aviation in the USA and chief Executive Officer of Unique Life INC. He is also Adjunct Professor at NYCOM, Clinical Associate Professor Molloy College, New York University and Hofstra Medical School and currently the President and Founder of Baldwin University College.

2.2 ABOUT DR. AFIA ACHAMPONG

Dr. Afia Achampong is the co-founder of Baldwin University College and also a trained medical professional and practices at Elmont Medical, PC, USA. She obtained her first degree in nursing before pursuing a medical profession both at UHSA and New York Universities, USA. Currently she is the owner of RHEMA Real Estate, and Inshira School of Health Sciences, USA.

Drawing from the experiences of their work at various institutions and combined education in medicine, pharmacy and nursing, the college was established. Basically the root reason is to transfer knowledge and skill acquired to the generation of youth who are willing to learn the sciences. The University College is guided by its vision and mission and policies on code of ethics that define the relationships of staff-

student, student-student, staff-staff, institution-public/media, Institution-research institution and Conflict of Interest Policy.

3. STRUCTURE GOVERNING THE COLLEGE

The College consists of the following Broad division:

❖ **CENTRAL ADMINISTRATION**

❖ **SCHOOL ACADEMIC BOARD**

❖ **OFFICE OF DEANS**

❖ **ACADEMIC DIVISION**

3.1 CENTRAL ADMINISTRATION

The Central Administration of the college comprise:

- | | |
|---|--|
| 1. Office of the President
President | Headed by the
President |
| 2. Office of the Vice President
Vice President | Headed by the
Vice President |
| 3. Registrar's Department
Registrar | Headed by the
Registrar |
| 4. Directorate of Finance
Director of Finance | Headed by the
Director of Finance |
| 5. Directorate of Internal Audit
Internal Auditor | Headed by the
Internal Auditor |
| 6. Directorate of Works and Physical Development
Director Works and Physical Development | Headed by
Director Works and Physical Development |
| 7. Directorate of Health Services
Director of Health services | Headed by the
Director of Health services |

3.1.1 Office of the President

The President has general supervision over direction of the academic work of the University and the teaching and administrative staffs. He is the Chief Executive Officer and reports directly to the Board of the University college. The office is responsible for implementing the policies adopted by the Board. The Board hereby delegates authority to the President to carry out his or her responsibilities and manage the affairs of the University College.

3.1.2 Office of the Vice President

The Vice President is assigned responsibilities by the President and serve as chief administrative officer in the absence of the President. He supervises matters relating to faculty and academic staff recruitment and development activities and provide advisory recommendations to the President on all academic appointments, tenure and promotion matters and ensure that such processes comply with the terms of faculty bargaining agreements.

3.1.3 Registry Department

The office of the registrar is responsible for maintaining the academic records of all students, plans and implements the registration process for classes. He works with other administrators to coordinate times and locations for class meetings and resolve scheduling conflicts. Other responsibilities include:

- ❖ Keeping records of all college classes and curriculum prerequisites,
- ❖ Determining students' graduation eligibility,
- ❖ Planning commencement activities and
- ❖ Preparing information such as honors lists, transcripts, class rankings, compiling enrollment statistics and advice students regarding loan and scholarship eligibility.

In order to effectively perform the functions of the Registrar, particularly relating to administrative support, secretarial services and the custody of records, the Registrar's office shall be divided into divisions or offices.

The Registrar shall in consultation with the Vice-President appoint heads of divisions from among the senior Administrators or Deputy Registrars to assist the Registrar in the performance of the functions of his or her office, particularly in the schedules relating to:

- ❖ Academic Affairs,
- ❖ Human Resource,
- ❖ Legal, Consular and General Services,
- ❖ Public Affairs,
- ❖ Organizational Development and
- ❖ Consultancy Services, or any combination of them.

The Registrar shall be free to transfer Deputy Registrars from one administrative section to another with approval from the President or the Academic Board.

3.1.4 Directorate of Finance

The Director of Finance shall head the Directorate of Finance Department of the University College and in that capacity shall be responsible to the President. The Directorate of Finance Department is divided into two (2) sections namely Financial Accounting and Asset Management and Treasury and Payroll sections.

The Directorate of Finance shall be responsible for the Following:

- ❖ Keeping proper financial records for the University College in accordance with accounting standards and prepare a budget for the financial year for consideration by the board.
- ❖ The Office has the responsibility to advise the President and other officers of the University College on matters relating to the accounts and funds of the University College.
- ❖ Investing the University College funds as directed by the Board or the President, as the case may be.
- ❖ Perform such other function relating to accounting, financial, treasury services as may be prescribed by the Board, the president, the Academic Board, or the General Administration.

3.1.5 Directorate of Internal Audit

The Directorate of Internal Audit shall be headed by the Director of Internal Audit and shall be a part of the University's Management and report directly to the President or to the Board.

The Department shall be responsible for the following:

- ❖ Verification of assets.
- ❖ Recommending and ensuring compliance with laid-down or appropriate cost-control and fraud-control procedures and regulations.
- ❖ Ensuring that financial transactions have obtained the requisite authorizations.
- ❖ Conducting investigations and issuing queries as appropriate, performing such other related function as may be prescribed by the Board, the President, the Vice-President and the Academic Board or the Administrative and Social Services Board.

3.1.6 Directorate of Works and Physical Development

The Directorate for Works and Physical Development shall be headed by the Director of Works and Physical development and responsible to the Vice-President. The Directorate of Physical Development shall be responsible for providing and maintaining the physical infrastructure, including, buildings, plant, machinery, utilities, roads, byways, grounds and gardens of the University, whether owned, leased or otherwise controlled or possessed by the University College, wherever situated.

3.1.7 Directorate of Health Services

The Director of Health Services shall head the Directorate of Health Services and in that capacity shall be responsible to the Vice-President. The Directorate of Health Services shall be responsible for the Medical and Science Laboratories and also provide preventive, personal, and environmental and public health services at the University College.

3.2 ACADEMIC BOARD

The Governing Body is the School Council.

The Academic Board is the supreme academic body responsible under the School Council for:

1. Formulating and carrying out the academic policy of the School;
2. Devising and regulating the courses of instruction, study and supervision;
3. Regulating the conduct of examinations and the award of certificates;
4. Advising the School Council on admission of students and the award of scholarship; and,
5. Reporting on such matters as may be referred to it by the School Council.

The Academic Board may make representation to the School Council on any matter connected with the School, and has such additional functions as may be conferred on it by the statutes enacted by the School Council.

There are committees of the Academic Board, which normally make recommendations for its approval before they are implemented.

There is a Welfare Service Board, which is responsible through the welfare committee and the President. The functions of the Board are:

- ❖ To make such reports and recommendations on matters affecting the welfare of services with the School and within the scope of policy approved by Council to take such actions as the Board may deem necessary.

- ❖ To make reports and recommendations to Council (either on its own initiative or at the request of the Council on any matter prescribed by Council). There are committees of the Welfare Services Board and the implementation of whose decisions are subject to the approval of the Board.

The Academic Board consist of the following leadership:

- ❖ The President – Chairman
- ❖ Vice-President
- ❖ Deans
- ❖ Heads of Department
- ❖ Director, Directorate of Academic Planning and Quality Assurance
- ❖ Professors/Associate Professors
- ❖ Senior Members who are also Council Members
- ❖ The Registrar
- ❖ The Deputy Registrar
- ❖ Senior Administrator – Secretary (Academic) shall be in attendance
- ❖ President of the Student Representative Council (SRC) when necessary

3.3 OFFICE OF DEANS/ STUDENTS AFFAIRS

The mission of the office of Dean is to assist students to become responsible members and help student to:

- ❖ Understand the policies and procedures,
- ❖ Provide opportunities in decision making and
- ❖ Resolving conflicts

The Office of Dean work in collaboration with the Students Affairs section of the Registry's Department, office of the Chaplain and Student Representative Council (SRC) to ensure the welfare of students. The Deans of students is responsible for general discipline and welfare of all students admitted into the University College.

3.4 ACADEMIC DIVISION

The main Divisions of the University College is termed Departmental and Faculty. These faculties and Departments are headed by Deans who have responsibility of providing overall leadership to their members (both students and Lectures).

3.4.1 ACADEMIC DEPARTMENTS AND FACULTY

The various department in the University College are headed by Head of Departments (HODs). They are expected to execute their duties and responsibilities in collaboration with the Dean of faculty, the Registry Department, and office of the Vice-President of the University College. They are also responsible for keeping the curriculum and syllabi under review and initiate changes.

Departments and Faculties of the University College are as follows:

DEPARTMENT	FACULTY	LEVEL OF CERTIFICATION
Health & Allied Science	Laboratory Tech.	Certificate, HND
	Dispensing Tech	HND
Business Administration	Business Studies	HND
	Accounting	HND
	Marketing	HND
Institute of Commercial Management	Accounting & Finance	Certificate, Diploma & Advance Diploma
	Marketing Management	Certificate, Diploma Advance Diploma & Graduate Diploma
	Marketing, Advertising & Public Relations	Diploma & Advance Diploma
	Business Studies	Certificate, Diploma & Advance Diploma

	Managing Health & Safety	Certificate, Diploma & Advance Diploma
	Hospitality & Tourism Management (ICM)	Certificate, Diploma, Advanced Diploma & Associate Diploma
ICT	Professional Computing & Information Processing	Certificate, Diploma & Advance Diploma (ICM)
	CompTIA)	Certificate

3.4.2 ACADEMIC PROGRAMS OF THE UNIVERSITY COLLEGE

A. Degree Programs (Up Coming)

- ❖ Bachelor of Science in information Studies.
- ❖ Bachelor of Science in Health Information Systems
- ❖ Bachelor of Science in Management Information Systems
- ❖ Bachelor of Science in Physiotherapy
- ❖ Bachelor of Business Administration
- ❖ General Nursing

B. Higher National Diploma Programs (HND)

- ❖ HND Medical Laboratory Technology
- ❖ HND Dispensing Technology
- ❖ HND Business Studies
- ❖ HND Accounting
- ❖ HND Marketing

C. Professional Program, Institute of Commercial Management (ICM)

- ❖ Accounting & Finance
- ❖ Marketing Management
- ❖ Marketing, Advertising & Public Relations
- ❖ Business Studies
- ❖ Managing Health & Safety
- ❖ Hospitality & Tourism Management (ICM)
- ❖ Professional Computing & Information Processing

- ❖ Computer Technology Industry Association (CompTIA)

D. Non Tertiary Programs

- ❖ Certificate Laboratory Technology
- ❖ Certificate Health Care Assistant

Mandatory Courses

In order for students to respond to the rapidly changing knowledge environment, they are trained not only to acquire knowledge in their specialized areas of study, but be given training in critical thinking/logical analysis, communication skills and computer literacy, creative and analytical skills to prepare them for life-long learning, among others.

4. ADMISSION / ENROLLMENT REQUIREMENT AND POLICY

Baldwin College aims to:

Attract and retain students, from a wide and diverse community, who have the potential to succeed and benefit from the experience;

Ensure that there is equality of opportunity for all applicants, regardless of age, gender, ethnicity, disability, sexual orientation and religious belief, to gain admission to a course suited to their aspirations, and their ability to meet the demands and professional requirements of the course.

The University will achieve these aims by:

- ❖ Ensuring that clear, consistent and accessible information and guidance are available to all stakeholders in the admissions process e.g. applicants, parents, schools, colleges, and all University staff involved in the admissions process;
- ❖ Assessing all applications on an individual basis;

- ❖ Ensuring that all assessment methods used for the selection of students are reliable, appropriate and fair, and take into account prior learning and experience, national qualifications guidelines, formal University-level agreements in determining stage of entry and the requirement to make reasonable adjustments where appropriate;
- ❖ ensuring that the principles surrounding the procedures for admission to the University are as transparent and accessible as possible;
- ❖ Ensuring that all staff involved in making decisions about an applicant's entry to the University does so in a clear, consistent and reliable manner.

4.1 ENTRY REQUIREMENTS

All applications are assessed on an individual basis and admission to the University College is based on an applicant's relative merits and abilities.

The University will look for evidence of academic achievement as well as personal and professional experiences that provide an indication of ability to meet the demands and professional requirements of the course and that there is a reasonable expectation that he/she will be able to fulfill the learning outcomes of the course and achieve the standard required for the award after they have completed senior secondary school.

Minimum entry criteria are for all courses entering, clearing are deemed to be the same as those used at all other times unless a variance is specifically authorized by the appropriate Head of Department and the Dean of Academic Affairs.

4.2 ADMISSION PROCEDURES

Application procedure is initiated by obtaining an application forms online or from the front desk of the school premises at a fee and carefully following the directions on the application form. Upon receipt of Senior Secondary School credentials, (freshmen only), the Admissions Committee considers applications for admission.

Although not required, a personal interview is strongly suggested to clarify questions and other doubts to the applicant.

Mature Student (General Information)

Mature student must be at least twenty-five (25) years old and must be a holder of Certificate in the specialized field or have credits in three (3) Core subjects (English, Mathematics, and Integrated Science) and three (3) Elective subjects in SSSCE, WASSCE or Equivalent.

Must also have at least two years working experience and must pass an Entrance Examination.

Only student who fully satisfy the entry requirements for their program of study can be admitted to the School. Any student found not to be qualified would be withdrawn immediately.

4.3 Names of Students

For the purposes of the School, students are known only by the names used in completing their application for admission and are known by these names only in the sequence in which they are written.

When a female student contracts marriage, she may apply to have her name changed to include the surname acquired by the marriage. The application shall be accompanied by a marriage certificate or requisite documentary evidence.

The School shall not entertain change of names of any form once a student has been registered. The student must go through his/her program with that name.

4.4 Departmental Affiliation

1. All students shall report to their Head of Department in which they have been accepted into the School program.

2. The student shall present his/her receipt to the Head of Department or a Designate who shall welcome the student and advise the student on his/her program of study, sequence and the date of the required Orientation.

3. The Head of Department shall provide to the student the forms for Registration for courses within the Program and initial approval for the student to register for these courses. One copy is to be retained by the Department, one copy is to be presented to the Finance Office and one copy is to be presented to the Office of the Registrar for official registration. Online registration of courses is also a requirement.

4. The student is required to sign the Departmental Registry Book to record compliance to this step of Admission.

4.5 Admissions Requirements - Transfer Students

Transfer students must follow the regular admission procedure. In addition, they must forward all official university transcripts describing the courses for which credit is to be claimed. Transfer Students who have completed less than 30 credits in the Liberal Arts and Sciences must submit proof of Senior Secondary School Certificate or equivalent school Certificate. Transfer students may request an interview for an evaluation of credits before they file an application. Transfer students should have applications and all necessary transcripts submitted by January for first semester and August for second semester admissions. Applications submitted after these dates will be eligible for late registration. Transfer students must be in good academic standing at their previous college in order to be accepted into Baldwin University College.

4.6 INTERNATIONAL STUDENTS

International students must follow the regular admissions procedure including the submission of secondary school and any previous college transcripts. International students may contact the Office of the Registry for a more detailed informational packet.

4.7 Non-Matriculated Students (Certificate Students)

Non-matriculated students may pursue courses at the University provided they are academically qualified and meet the prerequisites for those courses. Should a non-matriculated student decide to work toward a degree, he or she must follow the regular application procedures and fulfill the entrance requirements of the college. Non-

matriculated students should be aware that normally no more than 12 credits completed at Baldwin University College as a non-matriculated student may be used to fulfill requirements for a degree. Students wishing consideration for matriculated status should contact the Office of Admissions for further detailed information.

4.8 Re-Admission/Re-Entry Policies

Students who stop attending the University are recorded as withdrawn from the University, whether or not they officially withdraw, and when they do not return after an approved "Withdrawal - Leave" for one semester off. Students who are recorded as withdrawn from the University College and students wishing to return to Baldwin must apply for readmission by submitting a Readmission Application at a fee to the Admissions Office.

Records kept by the Registrar's Office will be retrieved and processed accordingly. All outstanding transcripts must be forwarded to the Admissions Office for evaluation. Students who have been withdrawn for more than 5 years must submit all their credentials as the original documents are no longer on file. Baldwin University College coursework history and grades earned are kept permanently. Students must be in good academic and financial standing in order to be readmitted to Baldwin University College.

4.8 WITHDRAWAL: - LEAVE FOR ONE SEMESTER OFF

Students returning as approved after one semester off must complete a Re-Entry Form with the Associate Dean for Academic Support Services in order to be advised and registered for the scheduled term of return. There is no fee for this form. These students will continue pursuing their same program requirements. Students who do not return from their "Withdrawal- Leave for One Semester Off as scheduled will be considered withdrawn from the University College as of last date of attendance and must apply to be readmitted should they desire to return. Re-entering students returning from an approved "Withdrawal - Leave for One Semester Off should further refer to "Academic Policies and Procedures" section.

4.9 STUDENT RESPONSIBILITY CONCERNING ADMISSION AND ENROLEMENT

Student is Responsible For:

- ❖ Bringing accurate, up-to-date information and records to advising sessions
- ❖ Submitting important forms by the proper deadlines
- ❖ Selecting and ensuring registration of all courses
- ❖ Ensuring withdrawal or drop from any course appropriately.
- ❖ Understanding and completing required steps to obtain and maintain Financial Aid.
- ❖ Understanding the financial responsibilities required to maintain enrollment.
- ❖ Understanding and completing all course, program, and graduation requirements
- ❖ Maintaining current contact information
- ❖ Reporting any immediate problems that affect their academic progress
- ❖ Adhering to all college and program policies, procedures, rules and regulations.

4.10 ARRANGEMENT AT THE END OF EACH SEMESTER

A Departmental meeting shall be held at the end of each semester and must be attended by all students who are affiliated with that Department. At this time the Head of the Department or a designate will greet the students, discuss the previous semester with the general student assembly, answer any questions regarding length of vacation, next semester, etc. The students are required to sign the Departmental Registry Book indicating that they have attended the End of Semester Departmental Meeting and show their student identification. Failure to attend this required meeting without the necessary permission or

excuse, shall be liable for a suspension for a period not less than two weeks or other punishments.

4.11 STUDENT FEES PER SEMESTER

Students in the universities pay between GH¢ 1,180.00 to GH¢ 1,700.00 per semester as fees and however paramount to change when necessary. There is however special arrangement for needy students and workers of the University studying there at the same time to pay fee in installment.

4.12 REGULATIONS FOR CONDUCT OF CERTIFICATE PROGRAMS

Departments shall submit details of course credit hours and total Credit hours for the program classified as REQUIRED COURSES, SPECIALTIES and OPEN ELECTIVES for approval by the College and Academic Board.

5. REGISTRATION

5.1 Procedure_for_Registering

1. All students are required to register in their respective faculties, Departments and Academic Affairs Section upon resumption of every semester. Every student must be admitted into a Department Program and must be properly registered for courses during the official registration period at the beginning of each Semester. The student shall plan a course of study in consultation with an academic advisor and approved by the Head of the Department.

- ❖ First register the outstanding trailed course(s) for the appropriate semester.
 - ❖ Then register additional current courses(s) to make up the required maximum credits for the semester and defer the rest of the courses.
- 2.** Students shall report on the day that the School re-opens and register within the normal periods as would be determined by the School. It shall be permissible for those who would be unable to register within

the stated period to undertake late registration at a fee for a limited period after which late registration period will end.

Exceptions to Registration within the Formal Registration Period

- ❖ A student who is unable to register within the timeframe of the Formal Registration Period on grounds of ill health, may submit a medical report from a doctor to the Academic Dean of Student, Registry or President's Office and if approved within seven days of the end of the Formal Registration Period, be able to register for the courses.
- ❖ In the event of the inability of such a student to register within the seven days stipulated in the paragraph above, the student will be allowed a deferment for a semester. In a situation where the first semester's courses are prerequisite for the second semester courses, the deferment shall be for the whole academic year (i.e. two semesters).

Failure to Register and Proxy Registration

- ❖ There shall be no registration by proxy (i.e. Registration on behalf of someone).
- ❖ A student who does not duly register within the registration period shall be precluded from commencing the semester's program of courses.

Registration for the appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination, the student shall be deemed to have failed the course unless reasons acceptable to the College Examination Board can be advanced, in this case the student shall be graded "incomplete" (I) and be expected to take part in the next available formal examination for that course.

5.2 Maximum credit hours for registered program per Semester

In order to qualify as a full-time student, the student must take courses equivalent to the following range of credit hours, both limits inclusive, per semester. This will be prescribed by the Department with approval of the University College and Academic Boards:

PROGRAMME	Prescribed Limit or Maximum of CREDIT Hours Per Semester
Degree	15 - 26
HND	15 - 24
Professional Certification	10 - 15
Certificate	11 - 15

5.3 Add / Drop Period

During the first two weeks of classes, students may transfer in and out of courses. At the end of the second week of classes, student course registration is set for the semester and may not be changed. A student will be expected to attend any course he/she has registered for. Failure to drop out of course within the add/drop period will result in an “F” being awarded to the student at the end of the semester. Faculty members and the Academic Registry shall coordinate official registration roles with actual class attendance, and reconcile any discrepancies by the third week of classes. After that time students who are not registered for the course shall not be allowed to attend class.

5.4 Deferment of Program

- I. A student could interrupt his/her program for whatever reason for a maximum of one year, but he/she must be granted permission by the Head of Department and Approved by the Academic Dean of Students and or Registrar. Such request

for interruption of the program will normally be granted within the first four (4) weeks of the start of the semester.

- II. Where the interruption is for one semester, the student shall be required to satisfy the requirement for that semester before he/she proceeds to the next Semester.
- III. A first year student shall have completed the requirements for his/her first year studies before exercising the right to defer his/her program. However, a first year student may be granted permission to defer his/her program on medical grounds on the Recommendation of a doctor or of the Director of School Health Services.

5.5 Duration of Studies

- I. A student shall enroll as a full-time student for the minimum period allowed for the program of study.
- II. If for some reason the student is unable to complete the required course to meet the least required grade point (GPA), the student may be allowed the following maximum number of semesters beyond the prescribed period to complete the requirements (*See Table Below*)

Maximum Semesters allowed For Various Programs.

PROGRAM	DURATION	EXTRA SEMESTERS ALLOWED
DEGREE	4-Years	2
HND	3-Years	2
Professional Certification (ICM)	1½ -Year	1
CERTIFICATE	1 year	3 Months

NOTE: A student who fails to qualify after exhausting the maximum number of extra Semesters allowed will be withdrawn.

6. ASSESSMENT AND EXAMINATIONS OF STUDENTS

Students will be assessed internally to serve as an aid to both teachers and students with regard to necessary modifications that must be made to ensure that teaching and learning objectives are achieved. There shall be formal School Examinations in Programs of study at the end of each semester. The examination in each course shall not be less than two (2) hours duration. In addition, there shall be a system of continuous assessment based on any or a combination of the following:

6.1 GUIDELINES FOR STUDENT TARDINESS / LATENESS

Students are expected to arrive to classes on time as faculty may keep a record of class attendance. Students who arrive late disrupt the class, miss important announcements, and set a bad example for others to follow. Therefore, faculty should monitor class promptness, and if necessary, penalize students who are persistently late. Various measures may be adopted, such as barring students from entry, taking punctuality into account when awarding a student's final grade, or recording a student as being absent after being late for three different classes. Alternatively, a faculty member may require a student who is persistently late to complete additional work which will count towards the student's final grade. Whatever policy measure(s) are adopted, they should be stated in the course syllabus.

Baldwin's intention is to adopt a 10 minute rule. The rule states that students showing up more than 10 minutes late for lectures will be refused entry. Lecturers are encouraged to start on time (not 10 minutes after the start), and are at liberty to set quizzes, or to take register in those first ten minutes and/or to create a system that gets students to show up on time. Students with valid reasons for being late to class are encouraged to inform lecturers prior to the scheduled class time. As part of training ethical leaders, the 10 minute rule is expected to be adhered to for all sanctioned events arranged by the school.

LATE SUBMISSION OF ASSIGNMENTS

Students are expected to meet strict deadlines for all course assignments and should be discouraged from handing in assignments late. Faculty should stress the importance of effective time management and the need for professional accountability. With the exception of physical illness (supported by medical proof) faculty are encouraged not to accept excuses for the submission of late work.

REVISION DAYS

The University College normally designates a week between the end of classes and the beginning of the final examination period each semester as revision days (*see the Academic Calendar for the actual dates*). This provides time during which students can complete work for the semester and prepare for final examinations.

All final examinations are to be administered during the final examination period scheduled by the Academic Registry for the course in which the final is being given. No member of the faculty should alter the examination schedule or schedule a final examination either during the revision days or during the final week of classes. Assignments that are not cumulative, such as interim exams can be given during the final week of classes provided a final exam is given during the final exam period. Faculty may not assign additional work to students after the final week of classes.

6.2 FINAL EXAMINATIONS

Final written examinations are held during the assigned examination period. The Academic Registry publishes the schedule for final examinations. Faculty members must adhere to the final published schedule, and changes must be approved by the Registry and the President. Unauthorized changes in the examination schedule should be reported to the Assistant or Deputy Registrar. The Academic Registry will, at mid-semester, verify the financial status of all students. Any student found delinquent in payment will be notified. This notification will serve as a warning that the student may not be permitted to take part in final exams unless the student completes their payment of fees and gains financial clearance.

Students without financial clearance will not be permitted to take final exams or submit final papers. A list of students not cleared to take exams will be published by the Accounting and Finance Department one week prior to the start of examinations. Any student who enters an exam without receiving clearance from the Accounting and Finance Department or Office of the Registry will have his/her answer booklet confiscated and any work done discarded. Students without financial clearance shall not have any grades recorded at the end of the semester.

In an unusual, non-recurring financial hardship situation, in consultation with the Accounting and Finance Department and Academic Registry, students may be allowed to write the examination either with the rest of the class, in which case the script will be held by the Office of the Registrar and not marked, or at the beginning of the following semester.

Arrangements must be made to take final examinations not later than the first week of the start of the next semester. The student must pay their outstanding bill and the instructor must submit grades by the end of the first week of the following semester. Otherwise all academic records for that semester will be nullified, and the student will have to repeat courses taken that semester.

Continuos Assessment

- Assignments 5%
- Class Tests 5%
- Quizzes 5%
- Practical Work 10%

End of Year Grades

- Continuous assessment **(25%)**
- Mid-Semester Examinations **(25%)**
- End-of-Semester examination **(40%)**
- Practical only And or Attachment **(10%)**

6.3 GRADES AND GPA'S

Examination in all courses shall be credited by marks and letter graded as follows:

Grades	% mark	Grade Point	Description
A	80-100	4.0	Excellent
B+	75-79	3.5	Very good
B	70-74	3.0	Good
C+	65-69	2.5	Average
C	60-64	2.0	Fair
D+	55-59	1.5	Pass
D	50-54	1.0	Weak Pass
F	49-0	0	Fail
I		-	Incomplete

PASS MARK

The pass mark for any course shall be **50%**. However, a Cumulative Weighted Average (CWA) mark of **55%** shall be required at the end of each year. Where a student does not maintain the above minimum Cumulative Weighted Average of **55%**, the student shall be put on probation.

A final year student who passes in all courses but does not achieve the required CWA mark of **55%** shall be permitted to use his grace period to improve his CWA in order to qualify for the award of the Certificate/HND/ Degree for which he is studying.

DEFINITIONS

TERM	DEFINITION
Excellent	A student does exceptionally well, logical organization and no errors
Very good	A student does well with strong organization, one or two jumps in logic and minimal errors
Good	A student does fairly well with few jumps in logic and errors
Average	A student attempts a fair organization, with several jumps in logic and errors
Fair	A student is unable to put in enough effort to fulfil the requirements of the Course with multiple errors
Pass	A student is simply unable to fulfil the requirements of the Course with several multiple errors
Weak Pass	A student does blatant lack of effort to fulfil the requirements of the Course with multiple or several errors
Fail	A student fails a course when he/she obtains a mark of less than 50% or fails to write an examination after registration without any tangible reason.
Incomplete	A student is graded “Incomplete” (I) for a course when he/she is unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course.
Trail	A student “trails” a course when he/she Fails to obtain a passing mark or is graded as Incomplete (I/I*) or has Deferred (Df) a course.

TERM	DEFINITION
Deferred	A Deferred (Df) course is an unregistered course which is neither Fail (F) nor incomplete (I) and for which the student is/was required to register.

6.4 MINIMUM GRADE REQUIREMENTS AND REPEAT COURSES

A grade of at least a D+ is required in all courses that are prerequisites to other courses, and in every course in the student's major. A grade of at least a D is required in all other courses. A student who does not meet the minimum grade requirement for a required course must repeat the entire course. Under no circumstance will a student be allowed to do partial work (e.g. a paper, exam, or project) to fulfill the requirements for a course he/she must repeat.

A course may ONLY be repeated if the grade on record is D+, D or F. Students may take a course for the third time only after meeting with an academic advisor and obtaining written approval from the President. Only the most recently earned grade will be used in computing grade-point averages. All instances of the course will appear on the student's transcript, although the course will not be counted a second time toward graduation requirements. Repeated courses must be registered. Course load requirements per semester must be fulfilled.

6.5 INCOMPLETE GRADE

An Incomplete (**I**) grade may be assigned only if the work in a course has been of passing quality but is incomplete because of circumstances beyond the student's control (such as illness). Requests must be initiated by the student and approved in writing by the instructor prior to the submission deadline for semester grades. All remaining work must be completed not later than 10 days before the start of the next semester.

An Incomplete grade must be replaced by a final grade by the end of the first week of the following semester. Any Incomplete grade not replaced within the above deadlines will continue to be recorded as “Incomplete” until the course is repeated. Repetition of a course in which an Incomplete was received will cause that Incomplete to lapse immediately into a Failure (F). As with other repeated courses, the grade-point average will reflect the grade earned on the most recent attempt of the course, all instances of the course will appear on the student’s transcript, and the course units are counted only once toward graduation requirements.

PROBATION

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

1. Second and Third Year (2nd and 3rd) year students on Trailing (F) more than four courses at the end of the second semester examination.
2. First, Second and Third (1st, 2nd and 3rd) year students on obtaining a CWA of 40% to 44.99% at the end of the second semester examination.

A student on Probation is required to improve his/her performance and be in good academic standing and removed from probationary status within two semesters, failing which he/she shall repeat the year.

REPETITION

A student shall be required to repeat the Year/Semester in any of the following situations:

1. Second and Third Year (2nd and 3rd) year student on obtaining a CWA of less than 50% at the end of the second semester examination must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

2. A student on trailing all registered courses as **Fail (F)** in a semester in the case of Departments that offers up to six courses per semester.
3. A student on Trailing more than six courses as **Incomplete (I)** at the end of first semester examination or a total of more than six courses as **Incomplete (I)** at the end of second semester examination.
4. A student who must be put on Probation for the second successive time. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.
5. A student on deferring his/her program for one semester:

Note: Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the program hence must repeat that semester and courses.

6.6 DISMISSAL-CONTINUING STUDENTS

Continuing students will be subject to academic dismissal from Baldwin University College if:

- ❖ They fail to make normal academic progress,
- ❖ Their grade-point average falls below 1.5 for any one semester and the cumulative GPA is less than 3.0, or
- ❖ After one semester on probation they have not achieved a cumulative GPA of 2.0 (C average).

DISMISSAL-FIRST YEAR STUDENTS

Although the first semester grades for freshmen will be counted towards their GPA, first semester grades will not be used to dismiss a student. A student in the freshmen class will only be subject to academic dismissal from Baldwin University College if after the second semester, the semester GPA is below 1.5. The cumulative GPA will not be factored into academic dismissal for freshmen. After the

freshmen year, all continuing students will be subject to the Dismissal policy for continuing students.

7. SPECIAL DEPARTMENTAL REQUIREMENTS

In addition to the general School Examination Regulations, students are expected to satisfy any special Departmental requirements approved by the Academic Board.

7.1 RE-MARKING OF EXAMINATION SCRIPT

Students have a fundamental right to query how their scripts are marked if they feel very strongly that their results do not reflect their efforts. A student who requests for re-marking shall follow the following procedures:

1. He / She shall address the request for re-marking to the School President through the Head of Department, the Academic Dean of Students and or the Registry.
2. He / She shall pay a fee to be determined by the School. However, the fee will be refunded to the student if he/she is vindicated; a student is deemed to have been vindicated where his/her new mark resulting from the re-marking raises his/her grade.
3. The request for re-marking shall be made within one month after the approval of the result by the Academic Board.

EXAMINERS BOARD

Examiners Boards shall be composed according to regulations laid down by School and they shall meet after every semester to consider the examination results and make appropriate recommendations. They shall also meet at the end of the year to review the performance of students during the academic year and make appropriate recommendations. They shall meet three (3) weeks after the end of examinations.

7.2 MODERATORS AND EXTERNAL EXAMINERS

APPOINTMENT

External Examiners and Moderators shall be appointed by the Academic Board upon recommendation by College / Faculty Boards.

Moderators shall not normally hold office for more than three consecutive years, and there shall not normally be more than one moderator for each program.

Duties of Moderators

Duties of the moderators include;

- ❖ A Moderator shall be requested to advice on course structure and syllabuses relating to their field.
- ❖ They shall be requested to review all draft examination papers which have been commented upon by the External Examiners and thereafter submit their recommendations to the Faculties.
- ❖ The moderator in each academic program shall visit the Department Faculty once in every three years upon request by the College/Faculty Boards to assess the overall standard of the program. These visits shall be approved by the Academic Board.

Duties of External Examiners

- ❖ External Examiners shall among other things, review examination questions, model answers and marking schemes, and in some cases mark scripts.
- ❖ They may be present for the conduct of oral examinations
- ❖ They shall be requested to comment on the conduct of examinations, academic standards and any other matters relevant to examinations. Such comments shall be sent to the Office of the President with copies to Departments, Faculty and College Boards for their consideration.

8. REQUEST FOR TRANSCRIPTS AND LETTERS OF VERIFICATION OR INTRODUCTION

TRANSCRIPTS

Requests for Transcripts and Letters of Introduction require at least five (5) days to process and are ready for collection only on Wednesdays. As an example, a request submitted on Monday will be processed during that same week on Wednesday. A request submitted on Tuesday will not be processed until the Wednesday of the following week. Requisition forms can be obtained at the registry office or online and can be sent to the Registrar's office in person. All requests must be made in writing to Assistant or Deputy Registrar.

NOTE: Academic transcripts will not be issued when there is unsatisfactory financial obligation. Days for collection is liable to change and will be communicated accordingly.

LETTERS OF VERIFICATION (FOR ACADEMIC PURPOSE)

Requests for Letters of Introduction require at least three (3) days to process. All requests must be made via the office of the Academic Registry. The following information should be provided for each request:

- ❖ Full name,
- ❖ Major,
- ❖ Year Group,
- ❖ Purpose of letter,
- ❖ Address of recipient.

NOTE: Letters of introduction may not be issued when students are not in good academic or financial standing with the University College.

LETTERS OF INTRODUCTION (FOR VISAS AND SIMILAR USES)

Requests for Letters of Introduction to embassies and high commissions require at least five (5) days to process. All requests must be made via the office of Students Affair. The following information should be provided for each request:

- ❖ Full name as it appears in your passport (for visa)
- ❖ Year group
- ❖ Major
- ❖ Expected travel dates
- ❖ Country (destination)
- ❖ Purpose of visit (if not for family / leisure. E.g. conference etc.)
- ❖ Address of embassy/ high commission

NOTE: Letters of introduction may not be issued when students are not in good academic or financial standing with the University College.

9. CODE OF ETHICS

9.1 INTRODUCTION TO CODE OF ETHICS

Baldwin College is committed to the highest standards of educational quality, including the highest standards of legal and ethical conduct in its business practices. The continued success and strong public image of Baldwin University College is dependent upon the ethical conduct of its Board of Governors, Administrators, Faculty, and Staff. This Code of Ethics contains principles articulating the policy of the University College and standards, which are intended to provide additional guidance. All Members of the University College Community are responsible to ensure that their behavior and activity is consistent with this Code of Ethics, as well as College policies and procedures, and applicable to the national laws, and regulations.

Any questions regarding the Baldwin University College Code of Ethics, including questions concerning the interpretation or application of the Code, should be directed to the Office of the

President. This Code of Ethics shall be distributed annually to all Members of the University Community.

This Code of Ethics is meant to serve as a guide to assist the Board of Governors, Administrators, Faculty, and Staff of Baldwin University College in making ethical decisions and engaging in appropriate, lawful conduct. It is the intent of the Board of Governors that compliance with this Code of Ethics will foster a work environment that stimulates and challenges the development of abilities and pursuit of personal and professional growth while maintaining the highest ethical standards and the goals of Baldwin University College. The Board of Governors encourages Members of the College Community to develop moral and ethical commitments to themselves, work, society, and the world.

Staff-Student

There shall be a collegial relationship between student and staff which should be governed mutual respect. It is the responsibility of both staff and student to ensure that no undue influence or amorous relationship develops between them. Disciplinary action by written warning followed by possible dismissal of staff and student will follow such conduct.

Student-Student

Student shall show each other mutual respect and co-exist peacefully and no one shall threaten or disrespect the privacy and space of another.

Staff-Staff

Mutual respect and professional relationship shall exist between faculty members. Disciplinary action by written warning followed by possible dismissal of staff will follow such conduct.

Institution-Public/Media

Hawking is not allowed on premises. Security may have random screening to ensure the safety of students and faculty. Student may only entertain their visitors when not in lectures. Day Passes may be obtained from security for other student who interact with our student for the purpose of study and research.

The school will interact with the media to hold press conferences or to share new breakthroughs on research. Advertisement is directed to inform the public on potential applicants to the school. No one is allowed to give information regarding the school without the approval of the management committee after a written request is submitted to the Administrator.

9.2 CONDUCT OF ETHICS IN RESEARCH

Students may engage in research which comprises of data collection verbally, via internet, media and observation of material and substances in the atmosphere and environment. Laboratory testing of chemical and live animals may be done, however no chemical or drug may be tested on humans in the school or elsewhere unless authorize by the college.

POLICY ON RESEARCH

The transmission of knowledge and conduct of scholarly inquiry are central and complementary functions of the college. They can be carried out effectively only if scholars are guaranteed certain freedoms and accept corresponding responsibilities. The Senate of the Academic Council of Baldwin University College hereby affirms the following principles concerning research:

- ❖ Individual scholars should be free to select the subject matter of their research, to seek support from any source for their work, and to form their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism as required by the College's Policy on Openness in Research.

- ❖ Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- ❖ The College should foster an environment conducive to research. Where, because of limited resources, the College cannot support all research demands, it should allocate space, facilities, funds, and other resources for research programs based on the scholarly and educational merits of the proposed research, and not on speculations concerning the political or moral impropriety of the uses which might be made of its results.

The above principles circumscribe the College's role with respect to College-connected research. They in no way diminish, and indeed they reinforce, the individual researcher's personal responsibility to assure that the conduct of research, the sources of funding for that research, and its perceived applications are consistent with the individual researcher's judgment and conscience, and with established professional ethics.

Students and faculty members may undertake research which comprises of data collection, via interest media, internet and observation. Collection of material and substances in the atmosphere may be collected.

9.3 POLICY ON COPYRIGHT AND PLAGIARISM

PLAGIARISM: when a writer duplicates another writer's language or ideas and then calls the work his or her own. Copyright laws protect writers' words as their legal property. Therefore **References** and **Quotes** used by faculty and students must be given the appropriate recognition. Students work may be rejected if proper footnotes and recognition are not given to the source in the appendices.

RESEARCH PROTOCOLS

The Staff also needs to ensure that approved research protocols for the use of human and animal subjects in research are obtained and followed.

This discussion is centered on those rights and responsibilities which are collected as written College policies. Please remember that there are academic obligations which may be unwritten, but are just as important as written policies.

9.4 CONFLICT OF INTEREST POLICY

The faculty and administrators at Baldwin College recognize a shared responsibility to ensure that they conduct themselves in an unbiased manner and serve the goals of the College. It is thus the responsibility of the University College and its employees to guard against conflicts of interest which might compromise the integrity and objectivity of the College community.

Identification of Conflict of Interest

Identifying conflict of interest is not a simple task. A College employee has a conflict of interest if his or her judgment and discretion in research or in other matters affecting the University College is or may be influenced by considerations either of personal gain or financial benefit.

9.5. CONFLICT OF INTEREST DEFINITIONS

1. Conflict of Interest

- ❖ Many employees either have positions that allow them to influence the University College decisions, or they have been entrusted with the authority to make decisions for the University. Conflict of interest exists if an employee's position or authority may be used to influence or make decisions that lead to any form of financial or personal gain for that employee.
- ❖ In academic research, the term conflict of interest refers especially to situations in which financial or other personal considerations may compromise, or may have the appearance

of compromising, an investigator's professional judgment in conducting or reporting research. The bias can affect collection, analysis, and interpretation of data, hiring of staff and procurement of materials, sharing of results, choice of protocol, and the use of statistical methods. Conflicts of interest can affect all scholarly fields.

- ❖ It is acknowledged that, in their wider roles as academicians and professionals, the faculty may be subject to conflicts of interest that are not necessarily financial and that are not within the scope of a policy that is designed to address conflicts of interest in the employer-employee setting. For example, the policy is not designed to address conflicts that may be encountered in service to a professional society or in community service. Academic and professional activities not covered by this policy are best handled within the ethical guidelines established by the University Policy on Academic Freedom, Responsibility, and Tenure, by various professional organizations, or by governmental policies.
- ❖ In academic administration, the term conflict of interest refers especially to situations in which financial or other personal considerations may compromise, or may have the appearance of compromising, decisions made by administrators.
- ❖ A conflict of interest is material if an ordinary person would take it into account in making a decision. Only material conflicts of interest are within the scope of this policy.

2. Financial Interest.

Any relationship, including a consulting relationship, entered into by the employee other than employment by the University College, which could result in financial gain for the employee.

3. Research Performed Under Contract to a Company.

Any research, materials evaluations, or general research projects, performed under a College contract with a company in which the company provides full or partial funding of the project.

10. EXAMINATION CODE OF CONDUCT

In keeping with Baldwin's mission to provide value-centered educational experience that enhances intellectual, ethical, spiritual and social development for students to arm themselves with serious education, the faculty and executives of Baldwin University College have adopted a Code for examination. The adoption of the Examination Code is very significant and intends to build a high trust individuals into the society to put students in charge of their ethical posture and the reputation of their alma mater, and the society as a whole.

EXAMINATION RULES

The purpose of the Examination Code of Conduct is to create an ethical environment for examinations. Failure to abide by the Examination Code of Conduct can result in disciplinary action. The following rules apply to the expected conduct of all students during examinations at Baldwin University College. During an examination:

- ❖ Students will not be admitted to the examination hall after the first 20 minutes of the examination;
- ❖ Students are to remain absolutely silent throughout the examination and must not speak or do anything to disturb other students. If a student has any questions, the student should put up his/her hand and wait patiently for a faculty member or faculty intern to become available before quietly asking the question;
- ❖ Students must not direct any non-verbal gestures to another student;
- ❖ Students must not look in the direction of another student's work;
- ❖ Students may not exchange any physical objects, including erasers, pencils, pens, and calculators. If a student did not bring everything needed to the examination hall, then he/she will have to do without for the exam or quiz;
- ❖ Students must leave all books and other aids in an inaccessible place (except for open-book quizzes or exams);

no electronic devices or books or papers should be left in the open – if they are brought into the examination hall, they must be secured inside a small bag and placed in an inaccessible place, and completely switched off; no large bags are allowed in the examination hall;

- ❖ For examinations that allow the use of calculators, students must erase the memory from their calculator before they enter into the examination hall, and may be asked by an invigilator to demonstrate that the memory has been cleared;
- ❖ Students must abide by requests by invigilators to sit in designated seats;
- ❖ Students must leave mobile phones and other electronic communication devices completely switched off;

NOTE: Students are advised that if a student commits any of the above offences, he/she may be disqualified in the examination and be subject to further adjudication or judgment.

10.1. IMPLEMENTATION OF THE EXAMINATION CODE

The University College's decision to adopt an examination code system is a very significant one, the abuse of which will break our ethical framework hence, our mission and vision, therefore all students are advised to abide by this Code. Every student is required to sign the following statement after each examination:

BALDWIN EXAMINATION CODE PLEDGE

I pledge on my honor that during this examination I have neither given nor received unauthorized assistance, nor have I seen any violations of the Exam Code of Conduct.

- Name:.....
- Signature:.....

() I have intentionally not signed the pledge (check only if appropriate)

I have personally witnessed the following Examination Code violations or obstructions (optional):

11. STATUTES / STATEMENT OF STUDENT RIGHTS, CODE OF CONDUCT, RULES AND REGULATIONS GOVERNING THE COLLEGE

Baldwin University College is governed by an eight-member Board. The President serves as an ex officio member of the Board, and together they establish general policies, oversee the budget, and approve the appointments of some instructional and administrative staff, including all tenured faculty members.

The Board meet once a month. In addition, the President and Board schedule special meetings as needed.

Although Baldwin University College places great value on freedom of expression, it also recognizes the responsibility to protect the structures and values of an academic environment. It is important, therefore, that students assume responsibility for helping to sustain an educational and social environment where the rights of all are respected. This includes conforming their behavior to standards of conduct that are designed to protect the health, safety, dignity, and rights of all. The University College environment also has a

responsibility to protect the possessions, property, and integrity of the institution as well as individuals.

11.1. REGULATIONS FOR STUDENTS

There are general regulations governing the students. These regulations have been made by the Academic Board in accordance with the Statutes of the School and passed by the President.

In addition to these General Regulations, each faculty of the School has its own rules/regulations to govern the conduct of students provided that such rules and regulations are not inconsistent with the general regulations made by the Academic Board. The Academic Board shall approve such rules/regulations.

11.1.1 USE OF STUDENT IDENTIFICATION CARD (ID. Card)

To ensure campus security, Baldwin students are required to carry their identification (I.D.) cards with them at all times when on campus. Students would be required to produce their I.D. cards when picking letters from the student affairs, career services office, to gain admission to examination halls, to pick up their transcripts, to check out books at the library and may be asked to produce it by the security guard on duty. Baldwin policies and jurisdiction normally apply to both the conduct of matriculated students and non-matriculated of the University College.

11.1.2 DRESS CODE

Baldwin University College places great emphasis on decency and living our values to serve as a role model to all other institutions. We intend to place this values in every activity of the University College, in the way we maintain our environment, the way we treat other members of the community, our exposure, diligence and professionalism in our approach to the school environment and society as a whole. As such we expect all student to depict these values and to show courtesy everywhere they find themselves. Students must be decently dressed on all occasions. We encourage students to learn and maintain a dress code attitude that befits a well-trained and developed future leader of the society.

Dressing that will unduly expose vital parts of the body shall not be tolerated. Clothes communicate a lot about you, whether or not you want them to.

The following can serve as guide to proper dress code practice to avoid any problems or conflict with the institution and the society as a whole:

- Ensure that your clothes are neat and pressed, with no missing buttons,
- Common sense and good taste are the best guides in selecting clothing for Lectures.
- Beards and moustaches should always be neat and trimmed even when left bushy.
- Always wear a neatly ironed shirt with a flying tie for all presentations as a business student (remember, as a business student your tie is your signature; it reflects your personality).
- Do not wear a hairstyle that puts most of the focus on your head.
- Avoid wearing clothing that reveal a lot of flesh
- Keep your short skirts at a reasonable length above your knee
- Keep your underwear under your clothing; example, you should not be revealing your G-string, bra straps or boxer shorts.
- Ensure your clothes are not too tight-fitting
- As a general rule, make sure when you bend in front of the mirror that people are not able to see your bra, panties or boxer shorts.

NOTE:

- ❖ If you have a specific dress code due to your religious belief, communicate the matter with the Students Affairs Department.
- ❖ We encourage you to pay attention to the way you carry yourselves, because it is an indication of your values and self-esteem. It also reflects on your Alma Mater (Baldwin) and will affect your level of pride, or shame, about being a graduate of Baldwin University College. Remember, you only get one opportunity to make a first impression.

11.1.3 ACCESS TO REGULATIONS

Copies of all regulations shall be made available at the Registry, Academic Dean of Students, Staff Authorities, Heads of Departments, the school website and be brought to the attention of students. Students shall acquaint themselves with all Regulations as well as Official Notices, which affect them and ignorance of them shall be an unacceptable excuse to breach of discipline.

11.1.4 ENFORCEMENT OF REGULATIONS

Members of the Academic Staff, the Academic Board, Academic Dean of Students, the Senior Administrative Officers and other persons, authorized for the purpose, shall maintain order and proper conduct and take appropriate disciplinary action against any student for misconduct.

11.1.5 PROBATION

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

11.1.6 MISCONDUCT

It shall be misconduct for any student:

1. Who is continuously absent from lectures without permission from the appropriate authority or reasonable excuse.

2. To be absent from Lectures and other prescribed assignments without permission or reasonable excuse.
3. To indulge or to be involved in any anti-social activity while in residence or outside the campus which tends to bring the name of the School into disrepute.

11.1.7 BANNED ACTIVITIES

The following activities have been banned on campus and it shall be misconduct for any student to indulge in them:

1. **Use or possession of a Fire Arm or any Marshal Art's weapons or Gang related weaponry:** It shall be a breach of the School Rules/ Regulations for any Student or group of students to be found in possession of firearms or other weapons on campus.
2. **Smoking:** Smoking in all Public or communal places of the School and in all offices on campus has been banned. It shall, therefore, be an offence for any student to be found smoking, for example in and around the school building, Lecture Halls, Classrooms, etc.
3. **Sale of Cigarette and Alcoholic Beverages:** The sale of Cigarette and alcoholic beverages in and around the School facilities is banned.
4. **Narcotic and Illicit Drugs:** It is an offence and a breach of School Regulations to indulge in the use or sale of narcotic and illicit drugs. Any student found using or selling narcotics or illicit drugs on or off campus will be dismissed from the School and reported to police authorities.
5. **Indecent Exposure:** The act of exposing a part of the body especially the genitals, publically as to make it offensive to modesty or propriety is prohibited. All students must dress decently to school without exposing their body.
6. **Sexual Harassment, Racial Slurs, or Other Actions That Belittles a Person:** It is forbidden for any student, staff or

faculty member to make sexual advances, harass or make derogatory comments about a person's race, creed, sexual orientation, or ethnic background. A student or faculty member who violates that rule will be given only one warning and if a second offense occurs, the individual will be dismissed, terminated and banned from all campus activities and facilities.

7. **Climbing on the University College Building:** Climbing on the University College building, or being present on building roofs is not allowed. In unusual circumstances, arrangements to climb pre-designated locations may be coordinated through the Dean of Student and Physical Development Department.
8. **Illegal Entry:** Unauthorized entry into or presence within enclosed University College buildings or areas, including student rooms or offices, even when unlocked, is prohibited. Violations could lead to fines or sanctions from the Academic and Student Affairs in consultation with the Operations Department.
9. **Tampering with Locks and Keys:** Tampering with locks to University College buildings, unauthorized possession or use of the University College keys, and alteration or duplication of University College keys is against Baldwin University College policy. Violations could lead to fines or sanctions from the Academic and Student Affairs in consultation with the Operations Department.

11.1.8 SCHOOL PROPERTY

Students shall be liable to pay for any loss or damage to School property of any kind caused by students. This includes SRC property.

Students may not make attachment to, nor transfer furniture or fixtures of any kind from any part of the School building including residential facilities without prior permission from the appropriate Authority. This includes SRC property. Students must not interfere with the electrical installation in the University College.

11.2 PENALTIES FOR BREACH OF REGULATIONS

A student who is deemed to have involved himself/herself in misconduct may be liable to one or more of the following penalties:

1. Warning
2. Reprimand
3. Rustication (Suspension) for a stated period
4. Suspension of use of the School's services or facilities for a specified period of time.
5. Payment or making good the loss of, or damage to, any property of the School.
6. Dismissal from the School.

Clauses (4) and (6) above shall be treated as major penalties, which shall be imposed only by the School President. The President shall appoint a Committee or Inquiry 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 School President for him/her to take the final decision. The other penalties shall be treated as minor ones and may be imposed on the President's behalf.

11.2.1. APPEAL

1. Any student who is aggrieved of any disciplinary action against him/her may appeal to the School President within twenty-one days upon the receipt of the notice of the punishment.
2. The School President, upon receipt of the appeal may review the punishment by taking into consideration the circumstances of the case.

12. SCHOOL LIBRARY AND E-LIBRARY

The School Library has been established for the exclusive use of the students, faculty, staff and Alumni of Baldwin University College. The Library is here to support your academic goals by providing a high

quality information facility, unlimited resources, up-to-the-minute technology and vital student services. We are stocked with materials to support the Baldwin University College curriculum, devices to advance your learning potential and a staff of reference librarians and assistants who are knowledgeable, friendly and available to help.

The Library provides a comfortable, attractive, and safe environment where you can study, do research or work on assignments and projects.

What do you need to avail yourself of everything wonderful in the Library? Just your college ID. It serves as your Library card.

We want to make your research as painless as possible. There is a photocopy machine located right in the Library for your convenience at a very minimum fee.

To your benefit, there are computer workstations in the Main Reference Room of the Library, which afford you access to the internet. We also have a variety of online, electronic database in the E-Library, both from the computers in the Library as well as remote access.

The Journals and Periodicals pertaining to the specific category of study will be found within that section of the library. The initial inventory includes approximately over 800 books plus journals and periodicals. The School plans to expand the library each semester with new and classical books to increase the physical facility as well as the electronic facility.

12.1 MEMBERSHIP

The membership of the Library is open to all registered students of the University College, academic staff, senior administration and technical staff. It is also opened to external users, notably members of the School's Alumni Association. By special permission of the President, Administration and the Library Committee, other persons may be admitted to membership for purposes of research or reviewing copies of our Faculty Reference section containing copies of all books used in the curricula.

LIBRARY AND E-LIBRARY SERVICES

The various activities undertaken by the Library and its staff include reference, photocopying, Internet, E-mail and CD-ROM Services. The staffs participate in the Student Orientation Program with tours of the library, instruction in its use, research methodologies, Internet searches, and student assistant positions with the Library.

The Library serves as the central location of information on available books, references, journals and periodicals useful for the studies undertaken at Baldwin University College. The General Reference section has encyclopedias, dictionaries and directories.

The Library staff works with the Learning Laboratory, the Computer Laboratory and the Department Chairpersons on creating Learning Modules to accompany coursework taken at the School.

OPEN HOURS

During the Semesters of Operation, the Library is open as follows:

Monday through Friday

7:30 am – 8:00 pm

Saturdays and Sundays

09:00 am – 5:00 pm

During the School holidays the Library is closed and during the Vacation periods, the Library is open as follows:

Monday through Friday

10:00 am – 5:00 pm

Saturdays

10:00 am –

1:00 pm

Note: If the School is officially closed, the Library is also closed.

12.2 GENERAL REGULATIONS FOR THE LIBRARY

The following regulations must be observed by all persons using the Library facility:

1. Silence should be observed in the Library

2. Reference books or books used only in the Library should not be returned to the shelves. Place the books in the “Return to Self” box at the Issue Desk for the staff to return to the proper location.
3. Marking, mutilating, and misappropriation of Library materials is a serious offence and serious disciplinary action will be taken against offenders.
4. Smoking and eating or drinking are forbidden in the Library.
5. Brief cases, large handbags, etc. should be checked in with the Issue Desk.
6. Readers must submit any book and materials they are carrying while leaving the Library for scrutiny at the Security Check Point.

SANCTIONS

Computer Use in the Library

- ❖ Pen drives and other data storage materials are to be submitted to the Coordinator of the Library computers, for scanning with virus detection software prior to use.
- ❖ Do not open pornographic sites.
- ❖ Do not play music or games.
- ❖ Do not watch films on CD or the Internet unless they have been assigned by the Lecturer and obtained from the Issue Desk.

If the user violates any of the above rules, the first offense will result in a warning. A repeat offense leads to a user being banned from the use of the computers within the Library.

STEALING OF BOOKS/PERIODICAL OR OTHER LIBRARY OR A/V MATERIALS

A member who commits this offence shall be subject to dismissal from the School or a fine of not less than three times (3X) the purchase price of the book or current replacement costs whichever shall be greater.

MUTILATION OF BOOKS/PERIODICALS

A member who tears pages, sections and illustrations from library materials shall be subjected to a fine of three times (3X) the purchase price of the book or current replacement costs whichever shall be greater. Repeat offences will subject member to dismissal from the School or if the user is not a student, loss of all privileges of using the Library for one year.

WRITING IN LIBRARY BOOKS OR UNDERLINING SENTENCES

A member who commits this offence will pay twice the current price of the book including shipping and handling costs in credits.

13. COMPUTER LABORATORY

The Computer Laboratory is located in the main building. Students must present their Student I.D. card to use this facility. Computer Laboratory staff will assist you in working with the computers. An “A Team” member can be contacted in the Learning Laboratory to help you in coursework or learning the various applications. Please observe the rules of the Computer Laboratory with regard to accessing the Internet, hours for general use and hours for students taking computer courses.

The Computer Laboratory is also used as a classroom. As a result, it will not always be accessible to students. The computers in the Library and Learning Center can also be used.

All users of the Computer Laboratory must comply with the following rules:

- ❖ Pen drives and other data storage materials are to be submitted to the Coordinator of the Library computers for scanning with virus detection software prior to use.
- ❖ Do not open pornographic sites.
- ❖ Do not play music or games.

- ❖ Do not watch films on CD or the Internet unless they have been assigned by the Lecturer and obtained from the Issue Desk or the Computer Laboratory Assistant.
- ❖ No food or drink can be brought into the Computer Laboratory.

If the user violates any of the above rules, the first offense will result in a warning. A repeat offense leads to a user being banned from the use of the computers within the Library, Learning Center and Computer Laboratory.

14. SCIENCE LABORATORY

The Science Laboratory is for use by students enrolled in science courses. This facility is for course instruction and laboratory work. Special seminars will be conducted for the general student body and students may register for participation in these seminars.

The Science Laboratory cannot be used unless a Laboratory Assistant is present. Equipment may be used provided they are checked out with the Laboratory Assistant. No food or drink may be brought into the Science Laboratory.

15. STUDENTS MATTERS

Student matters comprise the activities that has direct involvement of students. This is to promote the general welfare of interest and matters of students that has to do with Social, Cultural, intellectual and recreational activities of the students in the University. This is also to enable them establish links and maintain cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana.

15.1 STUDENTS' REPRESENTATIVE COUNCIL

The Students' Representative Council (SRC) is the official mouthpiece of the student body. All students on registration become members of the SRC. However, some few students are

elected every academic year to constitute the Executive Officers of the SRC. The SRC is represented on the University College Governing Council and other statutory committees which are indicated further in this Handbook.

15.1.1 COMPOSITION AND FUNCTIONS OF THE SRC

Membership: The Chairman shall be the SRC President; Secretary of the SRC; Treasurer of the SRC; the Vice-president of the SRC; the local representative, Ghana National Union of University Students (GNUUS);

Quorum: 50% of the membership including the President of the SRC

FUNCTIONS

The SRC plays an active role in both academic and welfare matters of students and shall be the official organ of the Students of the University College and shall be responsible for:

- ❖ Promoting the general welfare and interest of students, coordinating the social, cultural, intellectual and recreational activities of the students in the University.
- ❖ Presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter.
- ❖ Establishing links and maintaining cordial relationships with students of other universities, educational and voluntary institutions within and outside Ghana.
- ❖ Nominating student representatives to serve on appropriate University bodies and committees.
- ❖ Promoting cordial relationships among all sections of the University community and maintaining a good relationship with past students of the University.
- ❖ Publishing a record of students' activities.

15.1.2 CONSTITUTION OF SRC

The SRC Constitution shall be promulgated by the University College Governing Council after consideration by the Academic Board. The SRC Constitution shall conform to the Constitution

of Ghana, the Laws of Ghana, Statutes of the University College, Rules and Regulations as shall from time to time be in force.

EXECUTIVE COMMITTEE OF SRC

The Executive Committee of the SRC shall be constituted by the SRC in accordance with its constitution. Officers of the SRC may resign their positions in accordance with the provisions of the SRC constitution.

Membership: The Chairman shall be the SRC President; Secretary of the SRC; Treasurer of the SRC; the Vice-president of the SRC; the local representative Ghana National Union of University Students (GNUUS);

Quorum: 50% of the membership including the President of the SRC

15.1.3 ELECTION OF SRC OFFICERS

The Dean of Students shall be responsible for ensuring that election of new SRC officers are conducted in an atmosphere of peace, transparency and fairness. The processes and conditions for contesting for elections shall be determined by the Dean of Students subject to approval of the Academic Board. It is the duty of the Dean of Students to supervise all SRC elections. A student shall be eligible to stand for election in the University College (SRC, etc.) only when he/she attains a CGPA of at least 2.50 at the time of standing for the election.

15.1.4 GENERAL ASSEMBLY

The SRC shall call a General Assembly (GA) of Students of the University College at least once a semester.

Membership: The Chairman of GA shall be an independent member of the core SRC Executive members. However, he/she shall be nominated by the SRC President and confirmed through simple majority vote by GA at its first meeting of each academic year. All other members of GA shall be selected in accordance with the SRC Constitution.

Quorum: General Assembly (GA) shall be considered duly called when one-fourth (1/4) of its accredited members are present including the Chairman or the Secretary of the SRC.

Note: The SRC President shall nominate two persons of whom one shall be confirmed as chairman by General Assembly (GA) through a simple majority vote by the accredited members.

15.1.5 SENIOR TREASURER OF THE SRC

Apart from the SRC Treasurer elected by the students, there shall be a Senior Treasurer of the SRC who shall be the Dean of Students. He shall be the authorizing Officer of the SRC vouchers and also the Principal Signatory to all SRC Cheques. He shall present to the Academic Board an annual statement of the SRC's Income and Expenditure signed by the Treasurer, the President and the Secretary of the SRC by two weeks before the commencement of the End-of-Every Semester Examinations of each Academic year. This shall be displayed on all Students' Notice Boards.

NOTE: Where there is a conflict, the University College Regulations that govern the conduct of Students shall be preferred.

15.2 THE UNIVERSITY COLLEGE COMMITTEES ON WHICH STUDENTS ARE REPRESENTED

There are a number of Committees of the University College on which SRC is represented on behalf of all Students. Decisions of these Committees directly affect students thus, their representation. These committees are presented below:

1. **LIBRARY AND PUBLICATIONS COMMITTEE:**

Membership:	Vice-President, – Chairman
	Registrar
	Finance Officer
	Member elected by each Faculty

The University College Editor
appointed by the President
The University College Librarian
Head
Two Representative of the Students'
Representative Council (SRC)

In Attendance:
Secretary

Deputy Librarian
Assistant Registrar (Public Relations)

Quorum
Chairman

Fifty percent (50%) of members including the

FUNCTIONS

- ❖ To formulate broad Policies for the efficient running of the Library.
- ❖ To formulate Policy on the University College Publications, subject to the approval of the Academic Board, to oversee the production of such publications and to administer such funds as may be provided for such publications.
- ❖ To perform any other functions that the Academic Board or the President may assign to it.

2. ICT POLICY IMPLEMENTATION COMMITTEE:

Membership:

Vice-President, – Chairman
Registrar
Finance Officer
Member elected by each Faculty
Dean of Students
Head of Computer Science
Two Representative of the Students'
Representative Council (SRC)

In Attendance:
Secretary

Deputy ICT Head
Assistant Registrar (Academic Affairs)

Quorum
Chairman

Fifty percent (50%) of members including the

FUNCTIONS

- ❖ To formulate an ICT Policy for the University College in accordance with the institutions strategic plan.
- ❖ To make proposals in respect of priorities, resource requirements and best practice innovation for ICT development in the University College.
- ❖ To monitor and control the implementation of the ICT Policy of the University College
- ❖ To make recommendations on the procurement of computers to the University College
- ❖ To review from time to time, the ICT Policy to reflect changes in technology and the vision of the University College.

3. INDUSTRIAL LIAISON COMMITTEE

Membership:

Vice-President, – Chairman
Registrar
Finance Officer
Member elected by each Faculty
Dean of Students
Industrial Liaison Officer
Two Representative of the Students'
Representative Council (SRC)

In Attendance:
Secretary

Deputy Director Development
Assistant Registrar (Public Relations)

Quorum
Chairman

Fifty percent (50%) of members including the

FUNCTIONS

- ❖ To organize industrial attachment for students in line with career-focused skills training of the University College.

- ❖ To make arrangement for the placement of students in industry and advise on placement issues.
- ❖ To formulate policies that will improve the linkage of students with industry for purposes of acquiring practical workplace experience.
- ❖ To perform any other function(s) assigned to it by the Academic Board or the President.

4. ENTITY TENDER COMMITTEE:

Membership: President – Chairman
 Vice-President,
 Registrar
 Finance Officer
 A lawyer appointed by Council
 One member appointed by the
 Ministry of Education
 One member appointed by the
 National Council for Tertiary
 Education (NCTE)
 One representative of the Students’
 Representative Council (SRC)
 One representative from the
 University Teachers Association of
 Ghana (UTAG)

In Attendance: Academic Deans

Secretary Senior Assistant Registrar/Assistant Registrar

Quorum Fifty percent (50%) of members including the
Chairman

Voting Decisions shall be by simple majority and the
 Chairperson shall have a casting vote

FUNCTIONS

- ❖ To review procurement plans to ensure that they support the objectives and operations of the University College, Faculty, Department or Entity.
- ❖ To confirm the range of acceptable costs of items to be procured and match them with available funds in the approved budget.
- ❖ To review the schedules of procurement and specifications and also ensure that the procurement procedures are in strict conformity with the provisions of the University College Act.

15.3 STUDENT CLUBS ASSOCIATIONS AND ORGANIZATIONS:

Freedom of association is a constitutional right to every student. Student Clubs, Associations and organizations are a vital part of creating a dynamic and vibrant student life. Student –created organizations show not only initiative but allow students to be in leadership positions and have avenues to educate, enlighten and entertain fellow students, staff and faculty alike.

Baldwin University College strongly encourages the creation of such student entities. To ensure the proper establishment and smooth operations of student Clubs, Association and organizations as they contribute significantly to student life at Baldwin, the handbook will cover procedures for establishing a student organization, a sample constitution, privileges and responsibilities of organizations, a registration form, and penalty for non-compliance of rules etc. Student clubs once formed are strongly encouraged to participate in the yearly club fair at first year orientation, organize at least one major event per semester and liaise with their advisor to be considered an active club by the Academic and Student Affairs

15.3.1 PROCEDURES FOR ESTABLISHING A STUDENT ORGANIZATION

1. Students interested in forming a new organization must first schedule an appointment with the Assistant Dean of Students, Academic Affairs and through the Students Representative Council (SRC) at the beginning of every academic year. The meeting will

include discussion about the mission and objectives of the proposed group, the number of students interested in starting the new organization, the resources available to these students, and a determination that the interest and needs of the proposed group are not already being met by an existing campus organization. At this meeting an action plan will be determined. The plan may be to proceed with the formal process of registering an organization, or to do more research or assessment of campus interest. Students forming the organization will be required to select an advisor from current faculty/staff members within the University College. Religious Clubs and Associations should, in addition, apply to the Chaplaincy Board for recognition.

2. Students must have at least 10 people interested in joining the new club before registering the organization.

3. After the initial or preceding meeting and authorization, new groups must register with the Office of Students Affairs in order to be officially recognized by the University College. Registration forms are available at the Office of Students Affairs. The registration process is as follows:

i. Send application letter to the Office of Students Affairs.

ii. Submit completed Registration Form

iii. Submit completed Agreement Form

4. After registration, groups are required to organize at least one main event each semester unless a particular semester is loaded with other activities.

15.3.2 RULES AND REGULATIONS FOR STUDENT ORGANIZATIONS

First offence – Verbal warning given to Executive members

Second offence - Written warning

Third offence – Suspension of association /club for a semester

Fourth offence- Termination of activity on campus

HOISTING OF BANNERS ON CAMPUS

Clubs or Associations must obtain written permission from the Dean of Students before hoisting banners on the University college campus. Banners can be hoisted at only designated places and must be removed not later than two weeks from the first date of hoisting.

Associations that hoist their banners at unapproved places or fail to remove their banners after the expiry dates shall be sanctioned.

15.4 PRIVILEGES AND RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS

- Registration is free, however renewable every year at fixed cost paid by every registered Club.
- Access to the support of the Academic and Students Affairs.
- Official recognition as BALDWIN UNIVERSITY COLLEGE student organization

Completed Registration form should include the following details:

- ❖ Name of club
- ❖ Goals and objectives of the association/ club. The goals and objectives of the club should be in agreement with the mission and vision statement of Baldwin University College.
- ❖ Proposed constitution of association/ club (if available)
- ❖ Executive members or founding members, Advisor or patron of association (Where advisor/patron are non-staff members, they should be respectable members of the society or responsible and respected Alumina of the University College)

NOTE:

- ✓ The Office of the Academic and Students Affairs reserves the right to accept or reject applications.)

- ✓ Recognition does not imply legal sponsorship or approval.
- ✓ Using the University's name as part of your association's name is a PRIVILEGE, NOT A RIGHT. Students are expected to ensure good composure and compliance of rules and regulations at all times by members of the association. Failure to conform would result in a request to disassociate the university's name from the association.
- ✓ Proposed meeting times and location
- ✓ Sources of funding (if available)

In addition clubs should consider ways to:

- Sponsor events using University facilities, in accordance with established procedure
- Fundraise for the organization / Club
- Plan & conduct activities furthering the group's purpose as stated in the constitution
- Conduct business in accordance with the Baldwin UNIVERSITY College code of conduct
- Meet deadlines pertaining to organizational registration
- Adhere to the university's policies and procedures including but not limited to all privileges listed above.

15.5 WRITING A CONSTITUTION

A constitution essentially states who you are as an organization, how you function, how you operate and how you make decisions. You should keep a copy of your organization's constitution on file in Students Affaires as well as with your organization's files and with your organization advisor. A constitution is strongly encouraged.

It is encouraged because it helps future members and executives to structure the group towards the objectives of the organization.

Constitution: A document of fundamental laws & principals that prescribes the nature, functions, and limits of your organization.

By-Laws: Secondary set of laws or rules governing internal affairs of an organization, not included in the Constitution, which are of such importance that they cannot be changed without using formal procedure but are more easily amended than the Constitution. By-laws may detail member responsibilities, meeting times, location, attendance requirements, etc.

Amendments: A formal statement of a revision or change to the constitution or by-laws.

15.5.1 HELPFUL HINTS TO CREATE A GOOD CONSTITUTION:

To create a constitution, follow these 4 easy steps:

- ❖ Draft it with 2 or 3 club members keeping it simple; avoid confusing, “legalistic” terms.
- ❖ Show the draft to the rest of the group and welcome comments. It’s easier for a group to edit, rather than create it together.
- ❖ Show the revised copy to the Associate Student Affair appointed to and your organization’s advisor for feedback. They read many constitutions and will have ideas on how you can best meet your group’s needs
- ❖ Give a final copy to the Associate Student Affair in charge, your organization’s advisor, and club board members.

Constitution Outline

PART A – About the Organization

Date (date created or revised)

- Section 1: Name of organization

- Section 2: Purpose of organization (objective/s)
- Section 3: Organization affiliation (local, state, national, or international organizations)

PART B - Adhere to University College Policies

- Section 1: Statement that organization adheres to University College rules, regulations, and policies
- Section 2 Statement that organization will adhere to all national laws

PART C - Membership

- Section 1: Membership requirements (state who may be a member—students, faculty, staff, etc.)
- Section 2: Membership privileges
- Section 3: Requirements and privileges of active membership in organization
- Section 4: Organization does not discriminate based on race, ethnicity, color, national origin, religion, disability or gender.

PART D - Officers

- Section 1: Titles of officers
- Section 2: Qualifications of officers (must be matriculated Baldwin University College Students in good academic standing)
- Section 3: Duties of officer

PART E - Advisor

- Section 1: How the advisor is chosen
- Section 2: Expectations of Advisor (how often advisor will meet with organization, expected assistance for organization, etc.)

PART F - Election and Removal of Officers

- Section 1: Time of election
- Section 2: Election procedures
- Section 3: Procedure for removal of officers

PART G - MEETINGS

- Section 1: Frequency of regular meetings
- Section 2: Provision for special meetings

PART G - QUORUM

Quorum: the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

- Section 1: Definition of the club quorum (i.e., 1/2 majority, 50% + 1, etc.)
- Section 2: When a quorum is necessary.

PART H - Amendments and By-Laws

- Section 1: Provision for By-laws of the Organizations
- Section 2: Provision for amendments to the constitution and by-laws

PART H - Committees

- Section 1: Outline any standing committees
- Section 2 Outline procedures for creating new or short term committees

FUNDRAISING

In order to organize events, students' organizations may sometimes have to raise funds to achieve this goal. Collaboration with other Baldwin organizations already existing may be helpful if the project seems too overwhelming to handle alone. Other organizations are good resources when researching options and ideas. Fundraising activities

are valuable not only because they raise money, but they also increase an organization's visibility on campus. Students can identify individuals, companies and associations willing to finance some of their activities in consultation with the Office of the Student Affairs and Development office.

EVENT POLICIES

Event Planning is an integral part of a student organization's activities. Successful event planning requires careful thought and adequate preparation for a program to be well executed. This handbook provides some tips for event planning as well.

NUMBER OF EVENTS

Although there is no established limit as to how many events a group can sponsor per semester/year, it is important to share the limited space and dates with the University's activities. A group is encouraged to be considerate and work with other groups so as not to monopolize space and dates for events. When necessary, the Students Affairs may suggest or impose limitations if the situation warrants such an action. Collaboration between student organizations is highly encouraged.

EVENT PLANNING GUIDELINES

Events organized by student organizations provide a platform for the organization to present itself to the rest of the student body. It also provides an avenue for greater interaction between the organization and the entire campus and in some cases the rest of society. Event planning builds organizational skills members. However, planning an event, though fun, could be stressful or overwhelming. To minimize the stress involved with event planning here are some guidelines to help in the process. Clubs are required to provide the office of Student Affairs with their event calendar for the semester. Remember these are general guidelines and do not necessarily cover all the required details of a particular event. Please use your creativity, common sense, and good judgment at all times.

GENERAL GUIDELINES:

1. Plan Early- Planning a year of events 6 months in advance may seem preposterous but finding sponsors, making reservations, inviting speakers, determining themes are all issues that require thought and advance planning. It's never too early to begin. Remember the "Early bird catches the worm."

2. Assess your Finances – Figure out how much you intend to spend on the event, how much you have as an organization and how much money you need to raise for the event. After which you can draw up a budget and begin to look for sponsorship. Also consider partnering with another group on campus to share costs.

3. Determine the kind of event you would like to have: who you would like to attend, and what will encourage them to come. Assess your group's needs, interests, and resources. Consider possible co-sponsorship with another group, or off campus entity. Also remember to delegate to members of your organization each person's role in putting the event together. E.g. Fundraising, Publicity, etc.

4. Choosing a Date for the Event: Choose a Date taking into account the availability of a speaker(s), the impact of other events, day of the week considerations, and the academic demand and load of students.

5. Clean UP after Event: In the event when students organize program where there is much use of paper and other forms of garbage, event planners are required to clean and leave the event space as they found it and ensure that it looks clean.

5. Event Review: After the Event review what worked and what did not and begin planning for your next event!

15.6 POSTING POLICY

In view of the electronic age, students should first advertise through e-mail but should also remember that flyers and posters are important means of publicizing events at BALDWIN UNIVERSITY COLLEGE. Notice Boards are located around campus and can be utilized with permission from the Office of Student Affairs. When designing

publicity material, consider how various members of the University Environment might respond to the content and appearance of your advertisement. Think inclusively!

15.7 PUBLICATIONS

All students' publications shall be governed by the following rules:

- The President shall be informed, through the Dean of Students; of the intent to produce any student publication within the University and his/her approval shall be obtained for such purposes.
- A copy of each issue of every publication will be lodged with the President or Vice-President, Registrar, Dean of Students, Senior Assistant Registrar (Public Relations), the Head Librarian and Students' Representative Council (SRC) on the day of publication.
- Each issue shall state the name of the Editor, members of the Editorial Board and the Publisher.
- Members of the Editorial Board shall hold office for one academic year.
- Members of the Editorial Board shall be held jointly and severally responsible for the whole contents of each issue of the publication.
- Matters that are likely to cause disharmony such as obscenities, libels, derogatory statements, personal attacks, falsehoods or any other matter should be avoided in all publications and broadcasts. On the advice of the Registrar, the license of publications which flout any of the above rules may be suspended.

15.8 COMMUNICATION WITH OUTSIDE ESTABLISHMENTS, PRESS CONFERENCES / RELEASES

- No student shall communicate either directly or indirectly to the press or to any unauthorized person on any Official University College Information without authority from the Registry Office.

- Any group of students who wish to hold a press conference or issue a press release shall apply in writing to the Dean of Students with copies to the office of the President, Registry and the SRC for their information.
- A copy of the statement to be read at the Press Conference or to be released to the press should accompany the application.
- If, in the opinion of the Dean of Students, the Press Conference or Press Release is likely to lead to a breach of the peace or cause serious interference with the work of the University College or bring the name of the University College into disrepute, he/she may not approve the holding of the Press Conference or the issuance of the Press Release.
- On the advice of the Dean of Students, the Registrar shall take the final decision in this respect.

15.8.1 COMMUNICATION WITH GOVERNMENT MINISTRIES / AGENCIES

Students are not allowed to communicate directly with any Government Ministry or Agency on any matter affecting the University College life or policy. All formal communications should be sent through the Registrar.

Students are not allowed to make any formal complaints directly to the Ghana Police. All formal complaints should be reported to the Dean of Students who will take appropriate actions on the matter.

15.8.2 CHANNELS OF COMMUNICATION WITHIN THE UNIVERSITY COLLEGE FOR STUDENTS

15.8.2 A. NON-ACADEMIC MATTERS

Individual Students

- All requests, notifications and complaints from students should go to their various Departmental Heads, Hall Administrators, then to the Students Affairs Council if the matter is still unresolved.

- The students shall have the right of appeal to the departmental Council. If the matter is not resolved at that level, an appeal could be made to the Dean of Students.
- All matters (other than financial matters) affecting members of a Club, Association or Organization shall be referred to the Dean of Students.
- Complaints requiring settlement of grievances shall be made to the Dean of Students
- The Students' Representative Council (SRC) is the official mouthpiece of the student body therefore all requests and notifications affecting the student body as a whole should pass through the Dean of Students.
- In general, complaints requiring the redress of grievances should go to the Dean of Students with a copy of the correspondence to the Students Affairs
- Where special committees exist, grievances should be channeled to these committees in the first instance.
- All communications on non-academic matters from the University College Administration to the SRC should be copied to the Dean of Students and Registry.

15.8.2 B. ACADEMIC MATTERS

All academic matters affecting individual students should go to:

- The Academic advisor before it goes to the Head of Department
- In case the matter is of inter-departmental nature, then the Dean of Faculty should be contacted
- In case the matter is of inter-faculty nature, then the Vice President should be contacted.
- All academic matters affecting students in the Departments/Faculties should go to: The Registry office.
- If the matter is of inter-departmental nature, then the Faculty Board should be contacted.

15.9 STUDENT EXCURSIONS

The following regulations govern the organization of excursions by students:

- Decision of the Club or Association to undertake the trip should be taken at a general meeting of the Club/Association.
- Permission for a Club or Association to go on excursion or educational tour should be sought from the Dean of Students through Heads of Department or Patrons and should contain the list of all those making the trip. All students making the trip should seek permission from their various Heads of Department.
- A written permission should reach the Dean of Students, at least, **one week** in advance.
- The trip should be restricted to the University College members of the Club or other students of the University College.
- The itinerary of the trip should relate to the aims and objectives of the Club or Association.
- There should be evidence or correspondence between the Club, Association or Organization and the institution or other establishments to be visited during the trip.
- The means of transport must be stated in the application.

15.10 DEMONSTRATIONS / RALLIES / ASSEMBLIES / PROCESSION (DRAP); ON OR OFF CAMPUS

15.10. A. DRAP ON CAMPUS

- I. Any student or group of students who wish to organize a DRAP on the campus of the University College shall apply to the President through the Dean of Students for permission. Such person(s) shall wait for a written response to the application from the President.
- II. Such written application shall be given to the President at least 48 hours excluding Saturdays and Sundays before the DRAP is due to begin.

- III. The application shall state the purpose of the DRAP and name(s) of the Organizer(s) or the organizing body and the route, time and duration of the DRAP.
- IV. If in the opinion of the President, the DRAP is likely to lead to a breach of the peace or cause serious interference with the work of the University College or bring the name of the University College into disrepute, he/she may prohibit the DRAP.
- V. The DRAP shall be held at a place or follow a route approved by the President and those participating shall keep close to the side of the road to facilitate free passage of vehicular traffic and pedestrians. It shall do nothing to obstruct or interfere with traffic.
- VI. The DRAP should end before 6:00 pm.
- VII. During the DRAP, nothing shall be done or said that is likely to cause or provoke violence.
- VIII. The organizer(s) of the DRAP shall be held responsible for any acts of violence and/or breach of University College, Departmental or Hall regulations that may occur during the DRAP.
- IX. Participants in a DRAP shall be held collectively and individually responsible for any acts of lawlessness which occur during such DRAP.
- X. The fact that a DRAP is not prohibited does not in any way imply that the University College either approves of or is in sympathy with its objectives.
- XI. The President may prescribe any special conditions, limitations or restrictions that may be considered appropriate in the circumstances
- XII. Breaking of DRAP regulations leading to disruption of official ceremonies or activities is punishable by rustication or dismissal.
- XIII. The President and University College authority in charge of Security services shall alert the Police as soon as an emergency occurs. If the situation gets out of hand or

threatens to get out of hand and or violence is resorted to, the President shall ask the Police to assist to restore order.

15.10. B. DRAP OFF- CAMPUS

- Any student or group of students wishing to organize a DRAP outside the campus of the University College shall obtain the requisite Police permit.
- Any student or group of students wishing to organize DRAP outside the walls of the University College shall notify, in writing, the President through the SRC and the Dean of Students with a copy to the Registrar for their information and response to the request.
- Such written notification shall be made to the President through the Dean of Students with the requisite Police permit attached and must reach him/her at least 48 hours before the commencement of the DRAP.
- Should the DRAP start on the University College Campus, clause (XI-XIII) under “A” shall apply.
- Participants and organizers of a DRAP outside the University College campus shall be deemed to have acquainted themselves with the laws of the land governing DRAP at the material time.
- The role of the University College in DRAP staged off-campus, after the University College has satisfied itself that appropriate Police permit has been obtained, shall be one of granting exeats or group exeats to the participants.

15.10 C. DISSENSION:

Disagreement, or difference of opinion. Sometimes a dissension is simply a brief and easily resolved disagreement, and at other times it might last for years. Before a DRAP takes place, any student who wishes to dissent, could do so by writing to the Dean of Students that he/she disassociates him/herself from the particular DRAP.

15.10 D. PENALTIES

The contravention of DRAP regulations shall attract a penalty which may be a fine, suspension, rustication or dismissal. In

addition, all damage to property of the University College shall be made good by those found guilty.

The quantum or fines shall be determined by the University College Disciplinary Committee and shall be approved by the President. The Disciplinary Committee consist of the following:

DISCIPLINARY COMMITTEE (SENIOR MEMBERS):

Membership: Vice-President – Chairman
Deans of Faculty
Two representatives of the Academic Board.

In Attendance: The Registrar
Head of Department concerned.

Quorum: Fifty percent of the membership.

Functions: The Disciplinary Committee shall be responsible to Council through the Academic Board to determine cases of disciplinary offences referred to it.

16 COUNSELLING SERVICES CENTRE

The Centre renders counseling services in the following areas:

- ❖ Academic/Career Counseling;
- ❖ Personal/Social Counseling;
- ❖ Marriage and Family Counseling;
- ❖ Group Counseling; and
- ❖ Post Trauma Counseling.

16. A. ACADEMIC AND CAREER COUNSELING

- ❖ At the beginning of an academic year or a semester, a student should know which courses are being offered and which of them are relevant to his/her program. Consequently, academic counseling becomes necessary at both the Faculty and Departmental levels.

- ❖ At the Faculty level, there shall be an academic coordinator to supervise the planning and implementation of orientation and counseling program. The service at this level should aim at educating the students about their program and graduation requirements and to help them identify various learning resources both in the University College and in the community.
- ❖ At the departmental level, each student shall be assigned to a tutor as his/her academic counselor to advice on matters relating to the student's academic work. Such counselors shall be given access to their students' academic records on demand.

Students may also contact the Counselling Centre for the following services:

- Students should seek help from the Centre when they have difficulties in the way they study (inadequate study habits).
- Confusion in the choice of academic program, combination of courses; which courses are required and which ones are not required for the University College program.
- Concerns with regard to the career implications of the program they are pursuing (job prospects, further education in the area, etc.).

16. B. PERSONAL/SOCIAL COUNSELING

Counseling services are available for students on personal and social issues like:

- Inability to cope with the demands and the general life at the University College (experiencing intolerable stress)
- Phobia (fears) of any types (e.g., fear of examination, fear to interact with people, fear to speak in class).
- Depression and the feeling of committing suicide
- Addiction to alcohol and to other drugs
- Undesirable personal habits (stammering, shyness, extravagant behavior, overeating, etc.)
- Emotional difficulties (the tendency to overreact emotionally – e.g., temper tantrums).

- Loneliness and feelings of inadequacy
- Interpersonal matters (making friends, conflicts between room-mates, friends, etc.).
- Marriage and family matters (among married students, single students with concerns on marriage, etc.)
- Sexual matters (harassment, rape, etc.)
- Religious and spiritual matters
- Any other personal-social issue students may have

16. C. MARRIAGE AND FAMILY

The Centre offers counseling for:

- Students who have concerns on getting married and require help in choice of partners and preparation towards marriage.
- Married couples experiencing difficulties in their marriage.
- Student with interpersonal conflicts in their families.
- Seminars are also organized on topics in marriage and family issues.

17. SPECIAL EVENTS

17.1 MATRICULATION

A Matriculation Ceremony is held in the first Semester of each academic year for the purpose of formally admitting into the University College all new students entering tertiary and non-tertiary program. Attendance at the ceremony is compulsory and no fresh student is allowed to remain in the University College or take any University College Examination unless he/she has been duly matriculated and signed the Matriculation Oath.

Each student will be required to sign the matriculation oath after the matriculation ceremony. The oath shall include respect for and compliance with University College statutes, regulations and oath to be held individually liable for any University College property intentionally damaged and /or destroyed.

No one shall be matriculated into the University College unless he or she has fulfilled conditions prescribed by the Academic Board and has been accepted for admission. Admission of students to the University shall be the exclusive responsibility of the Academic Board, Academic Registry and Student Affairs.

A person shall be matriculated on the day when he or she, after having been properly and lawfully admitted to the University College, personally attends a matriculation ceremony, swears the matriculation oath or makes a solemn declaration to like effect, and enters his or her name and personally signs the Register of Matriculants which is kept by the Registrar.

The Matriculation ceremony shall be chaired, and the matriculation oath or solemn declaration shall be administered by or as directed by the President or in his absence the Vice-President. All prospective matriculants shall be present and members of the Academic Board and convocation be in attendance.

17.2 CONGREGATION

Congregation shall be convened at least once every year at such time and place as shall be determined by the President in consultation with the Vice-President and Board and shall be presided over by the Chairman. In the absence of the President the Chairman of Board shall preside, and in the absence of both, such other member of Board as the Board may determine shall preside.

The Board may permit Congregation to be convened as recommended by the Academic Board as and when the Academic Board approves the final results of Faculties and Schools and settles the list of grandaunts from those Faculties and Schools.

17.3 ORIENTATION OF STUDENTS

Student Orientation exercises take place at the beginning of each academic year and all fresh men/women are required to be present. The purpose of orienting fresh students can be summarized as follows:

- To welcome fresh students and help them to adjust and settle down into University college life;
- To guide them through the registration procedure;
- To expose them to facilities available in the University college so as to make education a rewarding experience;
- To orient the minds of students to the new world of University College life and to help them align their individual growth with the broad goals of national development;
- To educate fresh students on the rules and regulations that governs conduct of students in the University College.
- To let students know their rights, privileges, obligations and responsibilities with regard to University College authorities and their governing bodies.

17.4 GRADUATION: Arrangement for the Final Going Down

To be granted an academic Certificate, Diploma, Higher National Diploma (HND) or Degree etc., in fulfilment of every requirement by the University College. To be eligible for graduation, students are required to fulfill the following minimal requirements.

- A cumulative grade point average of 2.0 (C average) or higher.
- Successful completion of Industrial Attachment.
- Fulfillment of all financial obligations to the University College.

When a student has completed a program of studies in the School or leaves the School for any other reason, the student shall obtain clearance certificate from the Academic Dean of Students, Librarian, Residence Coordinator (where applicable), and the Finance Officer. The signed or initialed certificate shall then be presented to the Head of the Department or a Designate and entered into the departmental records. A final year student who is not cleared will not have his/her certificate released and no academic transcript will be issued on his/her behalf.

17.5 DEPARTMENTAL AND HALL WEEK CELEBRATIONS

Departmental and Hall Week celebrations may be held by each Department or Hall of Residence within the academic year. Activities planned during the week should be purposeful.

18. COMMITTEES OF BALDWIN COLLEGE

Baldwin University College is made up of a body of committees who are officially delegated to perform a function, such as investigating, considering, reporting, or acting on a specific matter functions of the University College. These committees have a responsibility to address and aid in solving most challenges that the University College faces. The following are the various committees that have been put in place:

18.1 STATUTORY COMMITTEES OF COUNCIL

4. FINANCE COMMITTEE

- Membership:** President – Chairman
Vice- President
Three persons appointed by the Board from among those members who are not in the employ of the University College
Two members of the Academic Board elected by that body,
All Deans or their Representatives.
- In Attendance:** Registrar – Secretary
- Quorum:** Five, including either the Chairman or the President.

5. DEVELOPMENT COMMITTEE:

- Membership:** Vice-President – Chairman
Three persons appointed by Council from among those members of

Council who are not in the employ of the University.

All Deans or their Representatives

Two persons elected by the Academic Board from that body.

In Attendance: Registrar – Secretary
Director of Development Director of Finance

Quorum: Five, including either the Vice-President or Director of Development

6. ENTITY TENDER COMMITTEE:

Membership: President – Chairman
Vice-President,
Registrar - Secretary
A lawyer appointed by Council
One member appointed by the Ministry of Education
One member appointed by the National Council for Tertiary Education (NCTE)
One representative of the Students' Representative Council (SRC)
One representative from the University Teachers Association of Ghana (UTAG)

In Attendance: Academic Deans
Secretary Senior Assistant Registrar/Assistant Registrar

Quorum Five

Voting Decisions shall be by simple majority and the Chairperson shall have a casting vote

FUNCTIONS

- ❖ To review procurement plans to ensure that they support the objectives and operations of the University College, Faculty, Department or Entity.
- ❖ To confirm the range of acceptable costs of items to be procured and match them with available funds in the approved budget.
- ❖ To review the schedules of procurement and specifications and also ensure that the procurement procedures are in strict conformity with the provisions of the University College Act.

7. APPOINTMENTS AND PROMOTIONS BOARD:

Membership: President – Chairman
Vice-President
The Dean of the Faculty/Department in which the appointment is being made,
The Head of Department in which the appointment is being made
All Deans or their Representatives
Two persons elected by the Academic Board from that body.

In Attendance: Registrar – Secretary
Director of Development
Director of Finance

Quorum: Five (5) and no business shall be conducted unless the following are present:

- I. The President or in his/her absence the Vice –President
- II. One elected professorial member,
- III. The Dean of the Faculty
- IV. The Head of Department in which the appointment is being made

18.2 STATUTORY COMMITTEES OF THE ACADEMIC BOARD

1. EXECUTIVE COMMITTEE

Membership: President – Chairman
Vice-President
All Dean,
2 other Members elected by the Academic Board
Director, Directorate of Academic
Planning and Quality Assurance

Quorum: Fifty percent of the membership.

Functions: a) The Functions of the Committee are:
To take actions and make such decisions as may
be necessary to implement the general policy
established by the Academic Board, and to carry
out such other functions as may from time to time
be delegated to it by the Academic Board

b) To receive from the Registrar annually, reports as to
whether all Committees of the Academic Board have
functioned properly throughout the year,

c) To advise the Academic Board on University
Scholarship policy and to award such University
Scholarships as may be approved from time to time.

d) To decide on the strength of all establishments in the
University College and the need or otherwise for the creation
of new posts in consultation with relevant Heads of
Departments.

2. ACADEMIC PLANNING AND MANAGEMENT COMMITTEE

Membership: President – Chairman
Vice-President
Deputy Registrar (Academic)
Senior Assistant Administrator
(Academic) - Secretary
All Dean and Vice Deans
Representatives of the Faculty
Departmental Heads
Two persons elected by the Academic Board from that body.

Quorum: Fifty percent (50%) of the membership

- Functions:**
- a. To consider the immediate and long-term academic needs of the University College and to study the operational situation of the University College and make appropriate recommendations towards establishment and/or improvement of the teaching and learning structures of the University College.
 - b. To promote effective teaching for critical thinking through program that are well packaged without losing the core academic focus of the University College.
 - c. To ensure standard research by writing out research proposal that can sell and be executed to register the University's presence in the Ghanaian economy and the international domain

3. DISCIPLINARY COMMITTEE (SENIOR MEMBERS):

Membership: Vice-President – Chairman
Deans of Faculty

	Two representatives of the Academic Board.
In Attendance:	The Registrar Head of Department concerned.
Quorum:	Fifty percent of the membership.
Functions:	The Disciplinary Committee shall be responsible to Council through the Academic Board to determine cases of disciplinary offences referred to it.

4. LIBRARY AND PUBLICATIONS COMMITTEE:

Membership:	Vice-President, – Chairman Registrar Finance Officer Member elected by each Faculty The University College Editor appointed by the President The University College Librarian Two Representative of the Students’ Representative Council (SRC)
In Attendance:	Deputy Librarian
Secretary	Assistant Registrar (Public Relations)
Quorum Chairman	Fifty percent (50%) of members including the

FUNCTIONS

- ❖ To formulate broad Policies for the efficient running of the Library.
- ❖ To formulate Policy on the University College Publications, subject to the approval of the Academic Board, to oversee the production of such publications and

to administer such funds as may be provided for such publications.

- ❖ To perform any other functions that the Academic Board or the President may assign to it.

8. ICT POLICY IMPLEMENTATION COMMITTEE:

Membership: Vice-President, – Chairman
Registrar
Finance Officer
Member elected by each Faculty
Dean of Students
Head of Computer Science
Two Representative of the Students'
Representative Council (SRC)

In Attendance: Deputy ICT Head

Secretary Assistant Registrar (Academic Affairs)

Quorum Fifty percent (50%) of members including the
Chairman

FUNCTIONS

- ❖ To formulate an ICT Policy for the University College in accordance with the institutions strategic plan.
- ❖ To make proposals in respect of priorities, resource requirements and best practice innovation for ICT development in the University College.
- ❖ To monitor and control the implementation of the ICT Policy of the University College.
- ❖ To make recommendations on the procurement of computers to the University College.
- ❖ To review from time to time, the ICT Policy to reflect changes in technology and the vision of the University College.

9. INDUSTRIAL LIAISON COMMITTEE

Membership:	Vice-President, – Chairman Registrar Finance Officer Member elected by each Faculty Dean of Students Industrial Liaison Officer Two Representative of the Students' Representative Council (SRC)
In Attendance:	Deputy Director Development

Secretary Assistant Registrar

Quorum Fifty percent (50%) of members including the
Chairman

FUNCTIONS

- ❖ To organize industrial attachment for students in line with career-focused skills training of the University College.
- ❖ To make arrangement for the placement of students in industry and advise on placement issues.
- ❖ To formulate policies that will improve the linkage of students with industry for purposes of acquiring practical workplace experience.
- ❖ To perform any other function(s) assigned to it by the Academic Board or the President.

10. INTER-FACULTY COMMITTEE ON INSTITUTIONAL AFFILIATION (IFCIA)

Membership:	President – Chairman Vice-President All Deans and Faculty Heads Representative, Directorate of Finance Two representatives of the Academic Board.
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In Attendance: The Registrar
Head of Department concerned.

Quorum: Fifty percent of the membership.

Functions: To exercise oversight responsibility over all activities relating to the Baldwin University College

To promote Faculties/Departments on the time for visitation of the various Programs

Quorum: Fifty percent of the membership.

11. CHAPLAINCY COMMITTEE

Membership: Chairman elected by the Academic Board
All Chaplains of the University
One senior member from each Committee One senior staff from each Committee
All ordained Priests, Pastors on campus i.e. ordained employees\students – ex- officio members.
Senior Assistant Registrar/Assistant Registrar (Students Affairs) - Secretary

Quorum: Fifty percent of the membership.

Functions:

- a) To co-ordinate all religious activities on campus,
- b) To organize joint worship for the whole community on such occasions as may be appropriate.
- c) To be liaison between the religious groups on campus and the University College authorities.

19. ARISTOANN TAUGHT BOX (Intellectual Tradition Chapter One)

This is a collection of common characteristics of opinion which intends to entertain and enlighten readers. Learn and share ideas and opinion as you read. Be informed and entertained.

Verse 1: It is Said, Better Late than Never; But I say Better Early than Late. If you care to know, Late and Never falls under the same umbrella. If the early birds catches all the worms, what do you expect to catch on LATE arrival?

Verse 2: It is said, Love is Caring, Love is Kind, Love is Forgiving, But you also agree that, in Our Current century, Love is Taking, love is Giving and Love is Forgetting. Where do you fall? Be careful where you search for Love.

Verse 3: It is said, Teachers are to Teach, Students are to Learn, But I say, Teachers and students are to work Together as a Team to achieve a common Goal, Knowledge, Understanding and Satisfaction.

Verse 4: It is said, Spare the Rod and Spoil the Child, very true, because in our generation, when you spare the Rod, you don't only spoil the child, but you also destroy the future and the next generation to come.

Verse 5: It is said, Love thy neighbor as thy self, not tell thy neighbor I LOVE U. No one in our generation have heard the Almighty God say I Love you, yet we always feel His endless Love somehow. So I ask, must you hear your neighbor echo I Love you? Well, Action they say speaks much louder.

Verse 6: It is said, Life begins at 40, but I say, Life begins the very moment you are born, make the very best out of it and make 40 a plus to appreciate and count your blessings.

Verse 7: It is said Plagiarism is illegal, Very True, Better not be a Victim for any reason at all. Last days can be dangerous.

Verse 8: It is said, do not waste your time explaining yourself to people because their minds are already made up, but I say, take your time to explain yourself, because you might make a difference. Patient is Virtue.

Verse 9: It is said, the Best thing in Life is finding someone who knows all your weakness and flaws and still think you are amazing, but I say, the best thing in life is believing in yourself and having a positive attitude towards life.

Verse 10: I say Learn the facts before you assume, learn to understand before you judge, learn to feel before you hurt anyone and learn to think first before you speak. Just the principle of the wise.

20 DEFINITION OF TERMS

- ❖ **Academic Board:** means the Academic Board of the University.
- ❖ **Academic Year:** means the period from the first day of reopening to the last day of vacation of the second semester or any other period determined by Academic Board or the period of the year during which students attend school or university, usually reckoned from the beginning of the term to the end of term
- ❖ **Alumni:** Former student of a particular school, college, or university. All Graduates and Diplomats of the University College who were awarded Certificates, Diplomas, Higher national Diploma, Degrees etc. by Baldwin.
- ❖ **Academic Calendar:** refers to the official program of activities of the University College with dates.
- ❖ **Department:** means a part of a Faculty or School that is concerned with teaching and research in a recognizable academic discipline and has been so designated by the Academic Board and is headed by a Head of Department.
- ❖ **Faculty:** means a collection of related Departments, headed by a Dean
- ❖ **Semester System:** The University operates the semester system. There are two semesters of sixteen weeks each in the academic year. The first semester usually begins in August and ends in December of the same year. The second semester begins in January and ends in May.
- ❖ **Semester:** A semester is a defined period of time devoted for actual instruction and learning of specific course content by a lecturer/tutor and student. A semester will normally last for 16 weeks including any weeks which do not involve contact periods for instruction and learning, such as period for orientation, registration and Christmas/Easter breaks.

- ❖ **End-of-Semester and Re-Opening:** The first day of semester is the day on which the University officially re-opens. The last day of Semester is the day on which the University officially vacates.
- ❖ **Registration of Courses:** All students are required to register in their respective Faculties, Departments and Academic Affairs Section upon resumption of every semester at the University College. Students who do not register by the deadline of registration shall not be allowed to take part in lectures, Mid-Semester and End-of-Semester Examinations.
- ❖ **Credit (or Credit Point/Unit):** It is the weight assigned to a course as a component of a total program of study. The *unit* of weight is one hour per week of contact between a lecturer and students for teaching and learning. Normally, one hour of theory lesson per week or for one semester (16 weeks) shall be weighted as one credit. For purely practical lessons, 2 hours or 3 hours meeting of activities (depending on the nature of the practical activities) will be weighted as one credit. The courses in the University shall be of a maximum of 3 credit hours (or 4 in exceptional cases) and a minimum of 2 credit hours.
- ❖ **Assessment of Students:** The term assessment shall be used to describe the strategies used for determining and describing the achievements of students over a whole range of knowledge understanding, skills and attitudes as a result of undergoing a program or a course of study.
- ❖ **Evaluation of Students:** This is more embracive than assessment and it involves value judgment based on the data collected, analyzed and described at the assessment stage. For students' evaluation, the usual practice is to indicate pass or fail as compared to the objectives and expectations of the program and hence to reward or apply sanctions.

- ❖ **Program:** The term is used to describe a specialized field of study that enables an individual to develop skills for a career or employment. A program consists of required and elective courses.
- ❖ **Course:** A course (course of study) is a term used to describe a defined content of learning material to be covered within a specific period. Generally, a course is covered in one semester of 14 to 16 weeks. However, some courses involving practical activities and individual projects may extend beyond one semester.
- ❖ **Course Assignments:** The course assignment shall include class exercises, tests, quizzes, homework, course papers (essays), practical exercises and student projects. The assignments shall carry **25%** of the overall marks for the courses.
- ❖ **Mid-Semester Examinations:** This shall account for **25%** of the overall marks for the course. It will be conducted by the course instructor about mid-way through the semester but mainly at his/her convenience using the regular period(s) on the teaching time table.
- ❖ **Industrial Attachment:** An Industrial Attachment is a structured, credit-bearing work experience in a professional work setting during which the student applies and acquires knowledge and skills. It involves the application of learned skills in an organization related to the students' major. This shall carry **10%** of the overall marks for the courses.
- ❖ **End-of-Semester Examinations:** The last three weeks of the semester will be devoted to the End-of-Semester Examinations and the Registry and Academic Affairs shall coordinate the preparation of a composite examinations time table. There shall be an examination of not more than 3 hours duration for each course and this shall account for the remaining **40%** of the marks for the course.

- ❖ **Student Representative Council (SRC):** The Students' Representative Council (SRC) is the official mouthpiece of the student body. All students on registration become members of the SRC. However, some few students are elected every academic year to constitute the Executive Officers of the SRC. The SRC is represented on the University College Governing Council and other statutory committees which are indicated further in this Handbook.
- ❖ **Convocation:** The term convocation is a formal gathering of the University body who come together for a ceremony at the University College where awards are given. It is an assembly composed of the President and Senior Members, chaired by the Chairperson of Convocation
- ❖ **Matriculation:** A Matriculation Ceremony is held in the first Semester of each academic year for the purpose of formally admitting into the University College all new students entering tertiary and non-tertiary program.
- ❖ **Graduation:** To be granted an academic Certificate, Diploma, Higher National Diploma (HND) or Degree etc., in fulfilment of every requirement by the University College.
- ❖ **Quorum:** the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
- ❖ **Plagiarism:** when a writer duplicates another writer's language or ideas and then calls the work his or her own. Copyright laws protect writers' words as their legal property.
- ❖ **Liaison:** Communication or cooperation which facilitates a close working relationship between people or organizations.
- ❖ **Dean of Students:** The Dean of Students is responsible for the welfare and discipline of all students and gives meaning to the role of Senior Members as acting *in loco parentis* for

students. The office works in close collaboration with the Students Affairs Section of the Registry and the Students' Representative Council (SRC) to ensure the welfare of students. It also links up with external bodies who have to deal with students' welfare issues in general or with the SRC, in particular.

- ❖ **In Loco Parentis:** Latin for "in the place of a parent" refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent.
- ❖ **"DRAP":** This is the abbreviation for Demonstrations / Rallies / Assemblies or Procession ON or OFF Campus.
- ❖ **Dissension:** A dissension is a disagreement, or difference of opinion. Sometimes a dissension is simply a brief and easily resolved disagreement, and at other times it might last for years.
- ❖ **Penalty:** A Punishment imposed for breaking a law, rule, or contract.
- ❖ **Committee:** A group of people appointed for a specific function by a larger group and typically consisting of members of that group.
- ❖ **School of thought:** is a collection or group of people who share common characteristics of opinion or outlook of a philosophy, discipline, belief, social movement, economics, cultural movement, or art movement.
- ❖ **Rustication:** The act of rustivating, or the state of being rusticated; specifically, the punishment of a student for some offense, by compelling him to leave the institution for a time as a form of severe punishment.