

NJA COLLEGE OF EDUCATION



INITIAL TEACHER EDUCATION GRADUATE

STUDENTS' HANDBOOK ON

RULES AND REGULATIONS (ITEGSHRR)



Issued on the Authority of the
NUJACED Academic Board
for the
Governing Council
2019

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Issued on the Authority of
NUJACED Academic Board for the
Governing Council of
NJAC College of Education

PRINCIPALS OF THE COLLEGE

The following have been Principals/Acting Principals of the College over the years:

| No | NAME | POSITION | FROM | TO |
|----|------------------------------|------------------|------|------|
| 1. | MR. MASHOOD AHMED SHAMS | PRINCIPAL | 1982 | 1987 |
| 2. | MR. KOKRO AMBRUCE | ACTING PRINCIPAL | 1987 | 1987 |
| 3. | MR. MUMUNI SEIDU | PRINCIPAL | 1987 | 1994 |
| 4. | MR. MUMUNI ZACHARIA | PRINCIPAL | 1994 | 1998 |
| 5. | MR. KHALID MAHMUD | PRINCIPAL | 1998 | 2009 |
| 6. | MR. YEBOAH – DRUYE C. IDDRIS | PRINCIPAL | 2009 | 2014 |
| 7. | HAJIA ASMAU ISMAIL | PRINCIPAL | 2014 | |

GEOGRAPHICAL LOCATION

Nusrat Jahan Ahmadiyya College of Education is in Wa, the Regional Capital of the Upper West Region.

BRIEF HISTORY OF THE COLLEGE

Nusrat Jahan Ahmadiyya Muslim College of Education as it is known today was established in 1970 as a Girls' Academy by the Ahmadiyya Muslim Mission. The school admitted only female students who studied various academic subjects leading to the award of the Ordinary Level Certificate by the West African Examination Council. As a Secondary School, its first Headmistress was Madam Na-eema Munir.

The College was founded in 1982 when the then Wa Training College (WACO) and Kanton Training College (KANCO) in Tumu in the same region were converted to Secondary Schools. The Mission thought it wise to open a Teacher Training College to satisfy the Teacher Training needs in the region and the country at large. NJA is one of the Science-bias Colleges of Education in the country. The college admits from all over the country provided those seeking admission have the entry requirements, irrespective of their religious affiliations or ethnic background.

Mr. Mashood Ahmed Shams who was the last Headmaster and the first Principal transitioned the school into a Teacher Training College. Since its transition in 1982, the College has undergone three main transformations. From 1982 to 1991 it turned out teachers 'Certificate 'A' 4- year (post-middle)

graduates. From 1991 to 1995 it ran two programmes concurrently – a modular programme which was a government policy directed at giving quality training to pupil teachers who were eventually Awarded Teachers' Certificate 'A' 4-year and a direct entry regular studies of three year post-secondary. Now, the college runs a 3-year diploma in Basic Education certificate programme.

MOTTO

WE LEARN TO SERVE

VISION STATEMENT

Making NJA College of Education an icon and a unique model College of distinction.

MISSION STATEMENT

The College shall be a Centre of Excellence to produce meek and disciplined teachers with Professional acumen, genteel and intellectual excellence to meet the modern needs of mankind and of Education in Ghana.

CORE VALUES

Academic Excellence, Good Corporate Governance, Service to the Community, Gender Equity, Social Inclusiveness and Teamwork. □

SPECIAL STATUS AND MANDATE

NJA College is charged with the responsibility of preparing new teachers to become effective, engaging and inspirational, and be fully prepared to teach the basic school curriculum in order to improve the learning outcomes and life chances of all learners as set out in the National Teachers' Standards (NTS). Her focus is to instil in the new teachers the Nation's core values of honesty, integrity, creativity and responsible citizenship and to achieve inclusive, equitable, high-quality education for all learners in line with Sustainable Development Goal (SDG) Four (4). The College, therefore, is expected to play a key role in:

- a) producing fully prepared student teachers to teach the School Curriculum, in particular, English, mathematics and science, concentrating on the relevant subject and pedagogical knowledge.
- b) Equipping them to develop pupils' languages (Ghanaian and English) and literacy so all can access the curriculum.
- c) Giving them a higher status to practical teaching experience through supported and assessed teaching in school.
- d) widening the focus of assessment to include in-school learning and assignments as well as examinations, with students being assessed against the Teachers' Standards.

- e) deepening student teachers' curriculum knowledge through introducing level specialisms – KG-P3, P4-P6, JHS and SHS.

□

NUJACED LOGO



□

NJA ANTHEM

(Service to Humanity)

Composed by: Peter Kunkpe

Assalamu Alaikum, Peace be unto you,

Assalamu Alaikum, Wa rahmatullahi

Wa barakatuhu -----

Wa Alaikum Salam.

N. J. A College of Education

We hail you for your service to humanity

N. J. A College of Education

We uphold you for your wisdom and education

You are a fountain – light of education

And produce candle – light-bearers of education

To go brightening the world

To go strengthening the world

To make the world healthy and strong

We are here to fetch the candlelight

And be the light of education, □

Groomed and empowered

To go brightening the world

To go strengthening the world

To make the world healthy and strong

NUJACED, We shall be disciplined

NUJACED, We shall be role models

NUJACED, When we are worthy of emulation,

Then we worth to be teachers.

When we worth to be teacher,

Then we are hailing NUJACED

LIST OF ACRONYMS

| ACRONYM | DESCRIPTION |
|----------|--|
| AB | Academic Board |
| APA | American Psychological Association |
| APC | Academic Planning Committee |
| CA | Continuous Assessment |
| CGPA | Cumulative Grade Point Average |
| DAA | Division of Academic Affairs |
| DRAP | Demonstrations, Rallies and Processions |
| DESA | Distance Education Students' Association |
| DVLA | Driver & Vehicle Licensing Authority |
| IPOP | Intensive Pre-academic Orientation Programme |
| JCRC | Junior Common Room Council |
| NESLW | Newly Elected Student Leaders Workshop |
| ODSA | Office of the Dean of Student Affairs |
| OSIS | Online Students Information System |
| POAG | Public Order Act of Ghana |
| DESA | Distance Education Association |
| SRC | Student Representative Council |
| SRO | Students Record Office |
| SHP | Student Housing Policy □ |
| ITEGSHRR | Initial Teacher Education Graduate Students' Handbook on Rules and Regulations |
| CGC | NJA College Governing Council |

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PREAMBLE

The Initial Teacher Education Graduate Student's Handbook on Rules and Regulations (ITEGSHRR) contains the policies, rules and regulations that the NUJACED Academic Board (AB) has established to ensure consistent standards in admissions, registration, degree requirements, awarding of degrees and regulating academic, scholarly and professional misconduct across all NUJACED undergraduate programmes.

The ITEGSHRR shall be the main document for the undergraduate student-teachers body of NJA College that shall regulate student-teachers' academic and non-academic conduct.

Responsibilities for undergraduate programmes are shared with the departments who have requirements and rules specific to their undergraduate programmes.

In addition, each hall, student association/club and society and other service units of NJA College may issue its own rules governing the conduct of students within its domain, as long as they are not inconsistent with the general rules made by NJA College.

Any other regulation found to be inconsistent with any provision of this Handbook shall, to the extent of the inconsistency, be void and of no effect.

Notwithstanding, the Laws of the Republic of Ghana and NJA College Statutes shall reign supreme.

Students are expected to be familiar with all academic and non-academic rules and regulations. Ignorance of the rules and regulations or any public notice shall not be accepted as an excuse for any breach of them and prevent the enforcement of any approved sanctions.

The ITEGSHRR will be updated every five years and published online. It will also be available in print form. In the event of any discrepancy, the version published on the NUJACED website shall be the authoritative version. Each new edition will be archived.

HAJIA ASMAU ISMAIL

PRINCIPAL NUJACED

JANUARY, 20 20

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CENTRAL ADMINISTRATION

The Central administration is responsible for general administration, correspondence, financial transactions and control as well as provision and maintenance of services. The professional and technical units of the Central Administration include the offices of the Principal, Vice Principal, College Secretary/Administrator, Finance Officer, Dean of Students Affairs, Supported Teaching in School Coordinator, Assessment Officer and Quality Assurance Officer.

Principal Officers

- Chairperson of the Governing Council ** Alhaj Maulaanaa Nur Muhammad Bin Salih
- Principal ** Hajia Asmau Ismail

Departments

- Science
- Mathematics/ICT
- Technical/Vocational Studies
- Education
- Languages
- Social Studies

THE COLLEGE AND ITS TRADITIONS

The College has these cherished traditions:

1. **Classes:** Classes begin at 7:00 am and end at 8:00 pm, from Monday to Thursday. Breakfast is 9:40 am, Lunch is 2:10 pm and Supper 5:30 pm.
2. **Assembly:** Every Monday, both Tutors and Students converge in the Assembly Hall and addressed by the Principal at 6: 20 am.
3. **Friday:** Every Friday lectures/classes break at 12: 00 noon to enable Muslim students to prepare for the Jumu'a Prayers. In the evening from 7:00 pm to 9:00 pm, all students gather at the Assembly Hall for Moral Talks.
4. **Sunday:** All Christians are allowed to go outside the College Campus to worship in their various Churches apart from the Seventh Day Adventists students who attend their Church service on Saturday.
5. **Special Days:** The following feast days are observed by the College only when the days fall within the Semester period:
 - Ramadhan

- Eid-ul-Fitr
- Eid-ul-Adha
- Musleh Ma'ud Day – 20th February
- Seeratun Nabi – 5th March
- Masih Ma'ud Day – 23rd March
- Khilafat Day – 27th May

6. Orphanage Foundation: The foundation is an NGO ran by the Student Representative Council of the College. The main objective of the Foundation is to support brilliant but needy pupils with educational materials in the Communities that surround the College and who are orphaned. A day in the Second Semester of every academic year is set aside to do an introspection of the foundation and as well donate materials to the selected beneficiaries.

7. Special Wears: Every Friday students dress in the College Cloth for lectures and Moral talks which is held in the evening from 7:00 pm to 9:00 pm.

□

I P A R T

ACADEMIC POLICIES

I.0 ADMISSIONS AND REGISTRATION

I.1 APPLICATION METHOD

- ✓ NJA College currently is affiliated to the University of Education- Winneba (UEW) and has six academic departments. The Division of Academic Affairs (DAA) of UEW and NJA College management administer applications for undergraduate degrees including diploma and bachelor's degrees.
- ✓
- ✓ The application and information about procedures, requirements, fees, and deadlines are available online as well as at the Office of the College administrator. The NUJACED Undergraduate Admissions Brochure shall be updated annually.
- ✓ Application for admission into programmes of study leading to undergraduate degrees or diplomas must be on prescribed forms (online) approved by the Academic Board.
- ✓ Applications shall normally be made in response to an official advertisement to that effect in national newspapers and on the NUJACED website. The advertisements, which shall normally be made between November and March, every academic year, shall specify the programme for which admissions are to be granted.
- ✓ It is the responsibility of the candidate seeking admission to ensure that all the information and documents required on the prescribed forms are supplied online to reach the College administrator's Office not later than the advertised deadline.
- ✓ Always print a copy of your completed application form for reference purposes, as directed.

□

I.2 ADMISSION REQUIREMENTS

I.2.1 Minimum Entry Requirements

These are basic requirements to be satisfied to qualify for entry into NJA College. They are to be met in addition to other programme-specific requirements.

DIRECT APPLICANTS

WASSCE/SSSCE Certificate Holders

At least six (6) WASSCE/SSSCE credit passes (WASSCE AI-C6/SSSCE A-D), including three (3) Core Subjects: English Language, Mathematics and Integrated Science (or Social Studies in some cases), as well as three (3) relevant Elective subjects. The total aggregate should be 36 or better for WASSCE and 24 or better for SSSCE.

Applicants must also satisfy programme-specific requirement(s) for programme(s) chosen. (See entry requirements under various programmes in the Admissions Brochure).

1.2.2 Definition of Terms

Direct Applicants

Direct Applicants are applicants to be selected on the strength of their Senior High School results. They usually do not write NJA College's Entrance Examinations except for programmes whose entry requirements so demand. **Mature Applicants**

1.2.3 How To apply

1. NJA College has one application options: Direct. Obtain the Application Voucher from any of the following Banks: GCB Bank, HFC Bank, Agriculture Development Bank (ADB). International Students may use VISA card.
2. Visit NJA College's website www.NUJACED.edu.gh. Click on Admissions, and select Apply Online >>>. Log in with your Voucher Serial Number and PIN.
3. Select the application form and complete it. Complete the personal data section and proceed to the Results and Programme Selection sections. Upload all relevant attachments.
4. Check the declaration and submit. (Before you submit the application ensure that the information provided, especially names, postal address, choice of programme, etc., are correct because after submitting the application, you cannot access it for corrections).
5. Print a copy of your completed application form for reference purposes.

All applications must be done and submitted online at www.NUJACED.edu.gh. There is additional information on the website to guide you.

NOTES

- An application should not be completed and submitted in a way that will disadvantage or disqualify an applicant. In this respect, applicants are entreated to study the Admissions Brochure carefully before completing an application □
- Submitting an application and supporting documents is the first step in the selection process. Selection will be based on merit.
- A fee-paying facility may be made available to Ghanaian applicants who do not meet the competitive selection cut-offs but satisfy the minimum NJA College requirements.

1.2.4 Getting Your Documents Verified

- i. Verification means that your original document has been seen and the photocopy has been sworn (i.e., stamped and signed) to be a true copy of the original by one of the following authorities:
 - Ministry of Education
 - Head of Institution (SHS, CoE, NJA College) etc.
 - Minister of Religion
 - Commissioner of Oaths
 - Court Registrar or Clerk
- ii. All certificates and results of native or foreign nationals other than those from the West African Examinations Council, universities, polytechnics in Ghana shall be cleared with the National

Accreditation Board and the evaluation reports submitted to NJA College. You can call 0302-518630, 286013/14, 518570 for assistance.

- iii. You may also contact the relevant awarding/examining authority and arrange for them to send directly to NJA College a statement/transcript of your results.

1.3 ADMISSION PROCESS

The following processes shall guide the recommendation for admissions:

1.3.1 Approval of Admission

Admission shall be made by the Joint Admissions Board (JAB) on the recommendation of the appropriate Faculty on behalf of the Department.

1.3.2 Offer of Admission

Candidates offered admission shall be notified in writing by the college secretary/administrator

1.3.3 Acceptance of Admission

The offer of admission made in accordance with 1.3.1 and 1.3.2 above shall be provisional, and individual candidates shall be required to:

- i. accept the offer of admission by paying the prescribed fees, within the specified deadline and
- ii. comply with any other conditions that may be contained in the admission letter.

1.3.4 Non-Acceptance of Admission

Any provisional offer of admission not accepted as prescribed in 1.3.3 above shall be deemed to have lapsed.

1.3.5 False Declaration

Any candidate found to have made a false declaration with regard to regulation 1.2 above shall be withdrawn from NJA College.

1.4 REGISTRATION BY FRESH STUDENTS

1.4.1 Full Fees Payment Requirement

All fresh students shall pay the prescribed fees at the beginning of the academic year to commence the registration process.

1.4.2 Self-Registration Requirement

Each fresh student shall be responsible for his/her own registration. After registration, the student shall print out the registration form for endorsement by the Heads of Department or Examinations Officer or as may be applicable.

1.4.3 Registration Deadlines

- i. Registration dates shall be fixed by the Academic Board and advertised every semester.
- ii. A fresh student who fails to register within the first two weeks of reopening (1st semester) and the first week of re-opening (2nd semester), but registers in the third and second week respectively will be charged a late registration fee (to be determined by Academic Board).

1.4.4 Medical Examination Requirement

Registration for fresh students shall not be considered complete unless a NJA College medical examination has been passed.

1.5 CONTINUING STUDENTS REGISTRATION

1.5.1 Full Fee Payment Obligation

- i. All students must renew their registration, including payment of prescribed full fees, if any, at the beginning of each semester until the completion of their undergraduate programme.
- ii. The process of registration shall be exactly as prescribed in regulations 1.4.1-1.4.3 above. A continuing student who fails to register within the first two weeks of re-opening (1st semester) and the first week of re-opening (2nd semester), but registers in the third and second week respectively will be charged a late registration fee (to be determined by Academic Board).
- iii. In exceptional cases, late registration may be entertained but only on payment by the candidate of appropriate fines approved from time to time by the Academic Board.
- iv. A student who fails to renew his/her registration in any one academic semester shall be deemed to have voluntarily withdrawn from the programme.

1.5.2 Lapsed Registration

1. An undergraduate student's registration is deemed to have lapsed if he/ she fails to:
 - (a) renew his/her registration in any one semester as prescribed in *regulation 1.5.1*;
 - (b) submit himself/herself for examination at the expiration of the maximum period approved for the programme; or
 - (c) complete the requirements for the award of the undergraduate degree, diploma or certificate within the approved period.
2. Lapsed registration may be reactivated by the Academic Board only if the candidate shows sufficient cause as to why his/her registration lapsed. The candidate shall present his/her case in the form of a written application channelled through the department and faculty to the College Secretary/Administrator for Academic Board's consideration and approval.
3. In addition to any other conditions that may be prescribed by the Academic Board in granting the application for reactivation of registration, the candidate shall:
 - (a) Complete all registration formalities prescribed in 1.5.1 and 1.5.2 including payment of any outstanding fees;
 - (b) Pay a fine twice the amount paid for late registration.
4. A registration that has lapsed for over two semesters shall not be reactivated.

5. Students who fail to register by the approved dates will not receive any grades even if they attend classes.
6. Every student shall check for his/her results of the previous semester before registering.
7. No student shall be eligible to register for higher courses unless he/she has passed the prerequisite for that course.

I.6 IDENTITY CARDS

I.6.1 Conditions for Holding an ID Card

- i. Identity Cards (ID) will be issued to all Junior Members admitted to programmes in NJA College.
- ii. Each student of NUJACED should endeavour to carry on him/her the Identity Card of NJA College at all times.
- iii. In case of deferment of programme, suspension, dismissal or withdrawal, the student concerned shall surrender his/her Identity Card to the Registrar.
- iv. Students who return to continue with their programmes shall apply for a new Identity Card, to reflect the new expiry date, on payment of the appropriate fee.

I.6.2 Arrangements for Collection of ID Cards

- i. ID cards shall be made available at the various departments.
- ii. Students shall be required to pick up their cards from their respective department.
- iii. Students shall be required to present some form of identification before they collect their cards.
- iv. Students shall be required to fill the **“SRO ID Card Collection Form”** and sign against their names as they collect their ID cards.
- v. In the situation where an ID Card is lost after the student has collected it, the student shall download the **“SRO lost Student ID Card Form”** from NJA College Website and submit to the Division of Academic Affairs/SRO Office immediately.
- vi. For replacements of ID Cards, the student would be required to download and fill out the **“SRO ID Card Replacement Form”** from NJA College Website and attach a Police Report in case of theft, Ghana Fire Service Report in case of Fire, or any relevant official document that proves that the card is indeed missing and submit these to the Division of Academic Affairs/SRO Offices.
- vii. The student would also be required to pay the appropriate fee for an ID Card Replacement at NJA College Revenue Office.

I.7 CHANGE OF STATUS

I.7.1 Name

Upon admission to NJA College of Education, the student shall maintain the name he/she came in with till completion of the programme. However, exception shall be given on marital grounds if the change of name is duly placed in the gazette.

1.7.2 Date of Birth

Upon admission to NJA College of Education, the student shall maintain the date of birth he/she came in with till completion of the programme.

1.8 ELECTRONIC RECORDS

1.8.1 What is Electronic Record

An electronic record is information recorded by a computer that is produced or received in the initiation, conduct or completion of NJA College activity. Examples in this context include:

- a. admission records,
 - b. assessment and examination records, and
 - c. financial records.
- i. Admission records mean any data that is captured electronically for Management decision making in NJA College.
 - ii. Assessment and Examination record is also defined as any data that is captured electronically by academic departments and NJA College Administration as a reflection of a student's performance in NJA College.
 - iii. Financial records are defined as any data that is captured electronically by the Finance Office/NJA College's Bankers as a student's financial obligation to NJA College.

1.8.2 Tampering and Manipulation of Electronic Records

Tampering or manipulation of electronic records includes but is not limited to:

- i. A person knowingly making false claims or entry to any electronic record captured by NJA College systems.
- ii. A person personally or through third-party tampering with or hacking into any of NJA College systems to mutilate, conceal, remove or otherwise change any records or input on the system(s).
- iii. Anyone who attempts to forge or prepare transcripts, certificates or any other official NJA College document that is different from the real results on NJA College's system(s).
- iv. The mode of application may include bribing, coercing, or soliciting favours from various categories of people to effect these changes.
- v. Breach of this regulation shall attract outright dismissal from the NJA College.

2.0 ACADEMIC CALENDAR

2.1.1 Semester System

Semester system refers to the organisation of the academic year into two equal parts, lasting 16 weeks each. The academic programmes undertaken in each semester will be terminated and students will be assessed on the basis of their work in various courses of study at the end of the semester.

2.1.2 The Semester Structure

A semester shall be of 16 weeks duration and shall be structured as follows:

- (a) Thirteen weeks of teaching; and
- (b) Three weeks of the examination period.

2.1.3 Modes of Instructional Delivery

NJA College offers its undergraduate programmes through the following modes:

- (a) campus-based learning (regular),
- (b) sandwich,
- (c) distance education.

2.1.4 The Semester Calendar

(a) First Semester: August–December

The following shall constitute the major activities of the first semester:

| S/N | ACTIVITY |
|-------|--|
| i. | Arrival of Continuing Students |
| ii. | Registration of Continuing Students |
| iii. | Arrival of Fresh Students |
| iv. | Orientation of Fresh Students (IPOP) |
| v. | Medical Examination |
| vi. | Registration of Fresh Students |
| vii. | Lectures Begin □ |
| viii. | Matriculation |
| ix. | Publication of Final Year Results |
| x. | Congregation or Graduation |
| xi. | End of Semester Examinations |
| xii. | Students go down |
| xiii. | Departmental Examination s Committee to Consider Results |
| xiv. | Assessment office to Consider Examination Results |
| xv. | Resit Examinations & Publication of Results |
| xvi. | Academic Board Meeting to Consider Results |

(b) Second Semester: February–May

The second semester may be packed with similar activities as the first semester.

| S/n | ACTIVITY |
|-------|--|
| i. | Matriculation for Distance Education (DE) Students; |
| ii. | Arrival of Regular Students; |
| iii. | Registration of Students; |
| iv. | Lectures Begin; |
| vii. | End of Semester Examinations; |
| viii. | Students go down; |
| ix. | Departmental Examination Committee to Consider Results |
| x. | Assessment office to Consider Examination Results |
| xi. | Resit Examinations & Publication of Results |
| xii. | Academic Board Meeting to Consider Results |

(c) Sandwich Sessions

1. The first sandwich session shall commence in July and end in August
2. The second sandwich session shall commence in December and end in January.
3. There shall be Matriculation for all fresh students enrolling for the first session of the sandwich.

2.2 COURSE WORK REQUIREMENTS

2.2.1 Programme and Course

- i. A course may be defined as a unit of study within a discipline or programme. In each semester, students will study a number of courses in their chosen programmes which has been recommended by the Academic Planning Committee (APC) and approved by the Academic Board.
- ii. A programme of undergraduate study consists of a number of courses that lead to the award of a diploma or bachelor degree.
- iii. A programme of undergraduate study shall be divided into courses, each of which shall be assigned an appropriate number of credit units.
- iv. A programme of undergraduate study shall normally consist of compulsory, elective, pre-requisite and audited courses.
 - (a) A **compulsory course** is one which a student must take and pass. The mark scored in the course shall count towards graduation and a student cannot graduate without passing it.
 - (b) An **elective course** is one, which a student can choose in order to make up the required additional units for the award of the degree or diploma. Marks scored in an appropriate number of elective courses shall count towards graduation.

- (c) A **pre-requisite course** is one whose knowledge is essential prior to taking another course. This may be an undergraduate or postgraduate course. A student must take and pass this course before he/she can register for the specified course.
- (d) An **audited course** is one which a student may take but may not be examined.
- v. Adding, dropping and repeating a course can only be done after consultations with the Student Records Office based in DAA, HOD, Examinations Officer and the student's Academic Counsellor.
- vi. Students may use Student Records Office (SRO) based in DAA to:
 - (a) add or drop a course;
 - (b) change status from credit to audit; and
 - (c) increase or decrease the credit hours registered for a programme within the prescribed courses listed by the Faculty.
- vii. Any course for which a drop is registered after the third week in a full semester (or the second week in a sandwich session) will appear on the permanent record as **"W"**.
- viii. A student who registers for a course and either never attends or stops attending—but does not officially drop the course—receives a notation of **"UD"** (Unofficial Drop). A notation of **"UD"** is equivalent to a grade of **"E"** (Fail).
- ix. No changes to a course shall be allowed after a grade has been assigned.

2.2.2 Credit Weighting and Course Coding

- i. Each course in NJA College is given a value (weight) on the basis of the number of contact hours (theory, practicals or field/studio work) as follows:
 - (a) One (1) hour lecture is equivalent to one (1) credit hour.
 - (b) Two (2) to three (3) hours practicals are equivalent to one (1) credit hour
 - (c) Four (4) hours practicals or field/studio work are equivalent to two (2) credit hours
- ii. A credit unit is defined as one lecture/seminar contact hour per week or three hours of laboratory/practical class per week through a semester, or an equivalent amount of other assigned study or practical experience, or any combination of these.
- iii. Each course shall have alpha-numeric subject code of three letters and three digits, and a course title. The subject code shall be recommended by Faculty for approved by the Academic Planning Committee (APC) on behalf of the Academic Board.

2.2.3 The alpha-numeric Course Code

Table I: Alpha-numeric Course Cod

| Course Code | | Course Title | Credits |
|-------------|-----|-----------------------------------|---------|
| MUS | 121 | Rudiments and the theory of Music | 3 |
| (a) | (b) | (c) | (d) |

Alpha-numeric Course Code can be explained as follows:

- (a) **MUS** stands for the subject, MUSIC.
- (b) **1** stands for the level on the programme, i.e., Level 100.
- (c) **2** stands for the semester in the academic year, i.e. semester two or second semester.
- (d) **1** stands for the serial number of courses prescribed in the course structure by the Faculty for that semester, i.e., 1st course mounted for the programme.
- (e) **3** credits in the last column refer to the total number of contact hours per week.

2.2.4 Minimum and Maximum load for Semester

The minimum course load for a full-time student is 18 credit hours and a maximum of 21 credit hours in a semester. However, the maximum and minimum credit hours peculiar to certain programmes shall be determined by Faculties, through the Academic Planning Committee and approved by the Academic Board.

2.2.5 Total Credit load for Programme

- i. NJA College offers four-year undergraduate degree programmes as well as three-year distance education diploma.
- ii. The minimum and maximum credit hours required for graduation are as shown in Table 2

Table 2: Programme Type

| S/n | PROGRAMME TYPE | TOTAL CREDIT HOUR RANGE |
|------|-----------------------------------|-------------------------|
| i. | 4-Year Degree (BEd, BSc, BA, etc. | 120–144 |
| ii. | 2-Year Post-Diploma (BEd) | 60–72 |
| iii. | 3-Year Diploma (Regular) | 60–72 |
| vi. | 3-Year Diploma (Distance) | 60–72 |

2.2.6 Graduation Requirements

The following requirements shall be satisfied before graduation:

- i. Pass all compulsory courses – general, faculty, or departmental;
- ii. Obtain a minimum of 120 credits;
- iii. Attain a minimum Cumulative Grade Point Average (CGPA) of 1.0;
- iv. Settle all financial and other obligations to NJA College;
- v. The student should be in good standing, not barred for disciplinary reasons;
- vi. Not having any outstanding disciplinary issues against him/her at the DAA, Department, Faculty, Hall, ODSA and the Police, etc., that might have brought NJA College's name into disrepute.
- vii. Would have settled all financial and other obligations—DAA, Department(s), Department, Hall and ODSA, etc.,—and consequently been cleared at the following offices at NJA College:
 - (a) Finance Office
 - (b) NJA College Library
 - (c) HOD, Student's Department

- (d) Administrator's Office
 - (e) Hall Manager, Candidate's Hall of Residence/ Affiliation
 - (f) SRC Office
 - (g) Dean, Student Affairs
- viii. NJA College reserves the right to make curricula changes (add and/or delete courses) and requires students to meet the new course requirements. But as a rule, the student will be required to follow the curriculum in force at the time he or she was admitted to NJA College.
- ix. A student who is unable to complete the degree/diploma/certificate programme within the time limit shall cease to be a student.

The time **limits for the completion** of programmes are indicated in Table 3 below.

Table 3: Duration for Completion of Programmes

| S/N | PROGRAMME | Minimum Duration | Maximum Duration |
|-----|------------------------------------|------------------|------------------|
| a) | 4-Year Degree (BEd, BSc, BA, etc.) | 4 years | 6 years |
| c) | 3-Year Diploma (Regular) | 3 years | 5 years |
| d) | 3-Year Diploma (Distance) | 3 years | 5 years |

□

Courses to be offered

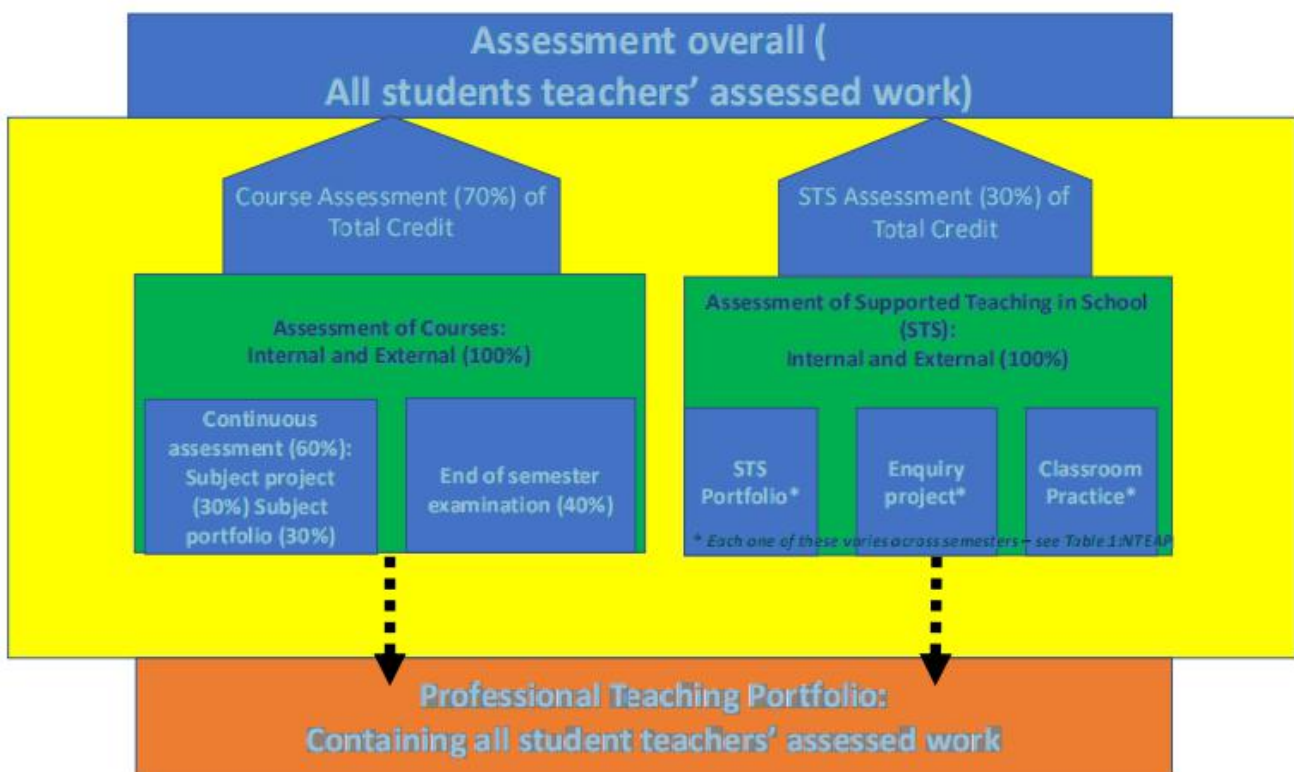
Courses for the four-year B.Ed and Diploma in Basic Education can be found in the course brochure. It is also available on the College website.

3.0 ASSESSMENT OF COURSE WORK

3.1 MODES OF ASSESSMENT

3.1.1 Overall Assessment Of Teacher Trainees

The diagram below shows the overall assessment of student teachers in the B.Ed.



The three assessment components for each course are

- Component 1, continuous assessment, subject portfolio - 30%
- Component 2: continuous assessment, subject project - 30%
- Component 3: summative assessment, end of semester exam. - 40%

Course Assessment Component

Each course assessment component needs to :

- be introduced to student teachers in the first lesson of each semester
- be prepared for in lessons to support student teachers in completing them

- c) assess student teachers' knowledge and understanding of the course learning outcomes
- d) reference the NTS in full as the main criteria for assessment
- e) identify aspects of the Basic School Curriculum to be assessed
- f) reflect the key messages of the B.Ed.: integrate: subject knowledge and pedagogy, equity and inclusion, cross-cutting issues and core values skills and values

3.1.2 Continuous assessment

- i. The following modes or combination of these may be used for a semester's continuous assessment:
 - (a) Class Assignments
 - (b) Quizzes
 - (c) Written Tests
 - (d) Practical Tests
 - (e) Term Papers
 - (f) Projects Work
 - (g) Reports
- ii. The type of assessment depends on the course as well as the Lecturer taking it at any given time.
- iii. A student who re-writes examinations in a failed course(s) shall carry with it the old continuous assessment mark(s) if he/she so desires, or he/she has to re-take the course(s) for a new or fresh continuous assessment mark(s).
- iv. Continuous Assessment (CA) and end-of-semester examinations serve different pedagogical needs. End- of-semester Examinations serve primarily to assess a student's understanding of the subject matter, whereas CA plays an additional formative role in educational terms. For this reason, unlike examination scripts which are not returned to students, CA is returned to students with comments and/or discussion if appropriate so that they may improve on their work.

3.1.3 End-of-Semester Examinations

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- i. The following modes or combination of these may be used for a semester's end-of-semester examination:
 - (a) Written Papers (taken at Examination Venues),
 - (b) Written Tests
 - (c) Practical Tests
 - (d) Term Papers
 - (e) Project Work
 - (f) Reports
 - (g) Take-Home Examinations
 - (h) Open-Book Exams
- ii. A student who does not earn a Continuous Assessment mark does not qualify to take part in the End-of-Semester Examination.
- iii. No undergraduate student shall be allowed to present himself/herself for any end-of-semester examination (written or oral) unless he/she is cleared by the Finance Office.

3.1.4 Marks and Grade Point Equivalence

An undergraduate student's performance in a course shall be graded using Grade Points as shown in Table 5.

Table 5: Marks and Grade Point Equivalence

| Mark | Grade | GP | Description |
|--------|-------|-----|---------------------|
| 80–100 | A | 4.0 | Excellent |
| 75–79 | B+ | 3.5 | Very Good |
| 70–74 | B | 3.0 | Good |
| 65–69 | C+ | 2.5 | Average |
| 60–64 | C | 2.0 | Fair |
| 55–59 | D+ | 1.5 | Barely Satisfactory |
| 50–54 | D | 1.0 | Weak Pass |
| 0–49 | E | 0 | Fail |

3.1.5 Grade labels and Descriptions The pass grades are “A” to “D”.

(a) Failure Grade:

Failure mark is scoring 49 or below. A letter grade of “E” is awarded.

(b) Non-completion of Course Work:

The following designations shall be used for types of non-completion of course work described below:

Table 6: Table of Academic Jargons

| Notation | Description |
|----------|-------------------------|
| IC | Incomplete |
| W | Drop after Deadline |
| UD | Unofficial Drop |
| X | Disqualification |
| Y | Work Still in Progress |
| Z | Examination Malpractice |

- a) An “**I C**” grade (**Incomplete**) shall be awarded to a student who is unable to complete a course for reasons of ill-health justified by the Faculty/Department as satisfactory. A student may receive a grade of Incomplete (“**IC**”) only if the course work remaining to be done by the end of the semester is small and the lecturer approves an extension for completing the unfinished work.

The lecturer must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is assigned. The designation “**IC**” remains a permanent part of the academic record. When course work is completed to the satisfaction of the lecturer, a new grade will replace the “**IC**”.

- b) A **“W”** grade (**Drop**) shall be awarded to a student who drops a course he/she registered within the stipulated schedule (i.e., by the third week in a full semester or the second week in a sandwich session).
- c) A **“UD”** grade (**Unofficial Drop**) shall be awarded to a student who registers for a course and either never attends or stops attending— but does not officially drop the course. A designation of **“UD”** is equivalent to a grade of **“E”** (Fail).
- d) An **“X”** grade (**Disqualification**) shall be awarded to a student who is unable to complete a course for reasons of ill-health or reasons other than ill-health and justified by the Faculty/Department as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- e) A **“Y”** grade (**Work Still in Progress**) shall be awarded to a student who is unable to complete a course designed with multi-term sequence, i.e., going beyond one semester. The lecturer may report a **“Y”** grade at the end of the first term to indicate that the work is still in progress. When a final grade is reported, the grade will be posted for both terms and the **“Y”** notation will be removed.
- f) A **“Z”** grade (**Examination Malpractice or Offence**) shall be awarded to a student whenever it is established that the student had attempted to gain an unfair advantage in an examination, be it in an end-of-semester examination or continuous assessment or any other category of assessment. Such a student shall be debarred from taking any of NJA College’s examinations for a stated period, or indefinitely, or maybe expelled from NJA College altogether.

A **“Z”** grade may be awarded only by the Faculty for subsequent consideration and approval by the DAA on behalf of Academic Board.

3.1.6 Formal approaches

- i. Formal instructions for undergraduate courses shall be by anyone of the following:
 - (a) Lectures
 - (b) Seminars
 - (c) Group Projects
 - (d) Guided Literature Review
 - (e) Laboratory Work
 - (f) Fieldwork
 - (g) Studio Work / Practical Classes
 - (h) Virtual Computer Modules and any other pedagogical methods of current best practice.
 - (i) Tutorials
- ii. Undergraduate students studying for diploma or degree may be required to undergo a prescribed professional attachment or internship during the course.

3.1.7 Informal approaches

Informal teaching approaches for undergraduate courses may be by any of the following:

- Ice Breaker
- Brainstorming
- Lecturettes

- Demonstrations
- Games/Simulations/Structured Experiences
- Small-Group (Diads, Triads, and More)
- Role Play
- Fishbowl
- Panels
- Case Studies
- Critical Incidents
- Micro-teaching
- Peer Training
- Field Trips
- Interviews

3.2 SUBJECT PORTFOLIO

3.2.1 Features of the Portfolio

There will be a subject portfolio for each subject. The subject portfolio will be developed and assessed course by course through each of the four years of the B.Ed. It is assessed at the end of each semester.

3.2.2. Definition

The Subject Portfolio is the deliberate collection of student teachers' work that has been selected and organized for a particular subject to show student teacher's learning and progress through examples of his or her best work.

3.2.3. Purpose Of The Subject Portfolio

It provides evidence of student teachers' developing skills, knowledge and understanding in relation to the Course Learning Outcomes, the NTS and of their ability to reflect on their learning and progress. This enables their progress within a semester and across each year of the B.Ed. to be assessed and supported.

- a) It provides a way of collecting pieces of work produced during and between students' lessons, through independent and collaborative study
- b) It builds up a collection of resources and materials for the student teacher to use to support their teaching, learning and further studies
- c) It familiarises student teachers with the concepts and processes associated with creating and assessing portfolios which are an assessed component of work in the Basic School Curriculum.
- d) It supports student teachers' development as reflective practitioners who are able to reflect on and evaluate their own and their students' learning, a key requirement of the NTS and B.Ed. (see annexe 5 NTEAP Toolkit)

3.2.4. Contents of the subject portfolio

Each subject portfolio will contain five items:

- a) 3 items of work selected by student teachers during the semester as best examples of their progress
 - b) a mid-semester assessment of the student teacher's ability to demonstrate and apply their knowledge and understanding
 - c) of the CLO and NTS, and of the Basic School Curriculum. The assessment can be: a case study, a reflective paper, presentation or a quiz
 - d) a reflective journal where the student-teacher demonstrates developing skills and techniques of reflection, evaluation and analysis to evidence their progress and learning
 - e) there should be four entries in the journal one for each item selected by the student-teacher and one overall reflection
 - f) each entry should be no more than 400 words
 - g) student teachers should reflect on what they have learnt from developing each item and implications for their practice as they relate to achieving to the CLOs, the NTS, understanding of the Basic School Curriculum and their developing skills in: ICT, equity and inclusion, core and transferable skills,
- ◆ The final entry is student teachers' overall reflection on their learning and progress, including why it is important to their development as a teacher and the ability to support students' learning. It should include a reflection on
 - ◆ Personal targets, key strengths, areas for development and targets for their progress in the subject.
 - ◆ Student teachers should have the opportunity to present reflections on their portfolios for peer discussion.

Process for developing the subject portfolio

- ◆ At the beginning of each semester tutors should: □
 - ✓ outline the requirements and purpose for the portfolio
 - ✓ provide a list of items, to be developed in lessons and through independent study, that could be included in the portfolio
 - ✓ provide the assessment criteria
 - ✓ provide the structure for the portfolio
 - ✓ identify the time period the portfolio will cover and submission date
- ◆ The student-teacher
 - ✓ Selects three items for the portfolio developed during the semester
 - ✓ Reflect on each item using the assessment criteria to decide if it provides a good example of their progress and learning.
 - ✓ Needs to be able to explain their choices.

Assessment of the Portfolio

- ◆ The portfolio should be assessed using the Subject Portfolio Template and Rubric for Subject Portfolio Assessment, see below, which should be shared with student teachers.
- ◆ The weighting of assessment in the subject portfolio
 - ✓ Each of the three items selected by the student-teacher 10%
 - ✓ Reflective Journal* 40%
- ◆ For each item, they select Student teachers' reflection on
- ◆ Progress against identified NTS
- ◆ Achieving CLO
- ◆ Increased knowledge and understanding of the Basic School Curriculum
- ◆ How they could have approached developing the item differently to achieve a better outcome
- ◆ Students teachers' overall reflection on their learning and progress
- ◆ Students teachers' reflection on areas of strength, areas for development and next steps
 - ✓ Presentation and organisation of the portfolio 10%
 - ✓ Mid-semester assessment 20%

Subject Project

What is a subject project/assignment?

- ◆ The Subject project is an assignment, that allows student teachers to gain knowledge, understanding and skills on their own or in collaboration with others for an extended period of time by studying a real problem, topic or challenge.
- ◆ It is designed to enable student teachers to demonstrate achieving one or more of the CLO, progress towards achieving identified NTS, development of knowledge and understanding of the Basic School Curriculum
- ◆ It could be a multidisciplinary project involving collaboration between student teachers and tutors across more than one subject and so developing a cross-curricular understanding
- ◆ Purpose of the subject project
- ◆ It provides evidence of student teachers' developing skills, knowledge and understanding in relation to specified CLO, NTS
- ◆ and aspects of the Basic School Curriculum
- ◆ It familiarises student teachers with the concepts and processes associated with creating and assessing projects which are an assessed component of work in the Basic School Curriculum
- ◆ It supports student teachers in:
 - ✓ acquiring the ability to make links across different areas of knowledge and to generate, develop and evaluate ideas and information.
 - ✓ acquiring the skills to communicate effectively and to present ideas clearly and coherently to a specific audience in both the written and oral forms.
 - ✓ acquiring collaborative skills through working in a team to achieve common goals.
 - ✓ developing independent learning and study skills

4.0 ENROLMENT AND COURSE

PROGRESSION

4.1 ATTENDANCE AT LECTURES

- ✓ NJA College attaches great importance to adequate exposure of students to course content and the benefits of classroom interaction among lecturers and students. Accordingly, students are required to attend all lectures, tutorials, seminars, fieldwork and laboratory practical sessions and other prescribed activities for the course.
- ✓ Lecturers shall print out names of all students who have registered for their courses online before lectures begin every semester. Such list shall be used to check class attendance.
- ✓ A student who absents himself/herself for a cumulative period up to ten (10) days shall be cautioned by the Head of Department.
- ✓ A student who absents himself/herself for a cumulative period of 21 days from lectures, tutorials, practical and other prescribed activities for any course in any semester shall be deemed to have withdrawn from the programme. Such a student shall not be permitted to write the end-of-semester examinations in the course.

4.2 SEMESTER-BY-SEMESTER PROGRESSION AND RESIT OF EXAMINATION PAPERS

4.2.1 Progression from level 100 to 200

- a) To progress to Level 200, a student must have attained a minimum CGPA of 1.0
- b) Any Level 100 student who fails up to three (3) courses at the end of the semester shall re-sit the failed courses at the beginning of the second semester.
- c) Any Level 100 student who fails in more than three (3) courses at the end of the first semester exams shall be completely withdrawn from NJA College and such student shall have the opportunity to re-apply for admission.
- d) Any Level 100 student who fails more than three (3) courses at the end of the first semester exams shall be completely withdrawn from NJA College and he/she has the opportunity to re-apply.
- e) Any Level 100 student who fails in three (3) courses at the end of the academic year shall be given the opportunity to re-sit before the commencement of the next academic year.
- f) Any Level 100 student who re-sits failed course(s) and subsequently fails, again, in more than two (2) of the re-sit courses, shall be withdrawn completely from NJA College and he/she has the opportunity to re-apply.

4.2.2 Progression from level 200 to 400

- a) To progress from Level 200 to 300 and from Level 300 to Level 400, a Level 200/300 student must have attained a minimum CGPA of 1.0.
- b) Any student who fails up to three (3) courses at the end-of-first semester exams shall be given the opportunity to re-sit.

- c) A student must not have failed in more than three (3) courses at the end of the academic year after re-sit.
- d) If a student fails in more than three (3) courses at the end of the academic year, he/she shall not be given the opportunity to re-sit but shall repeat or be placed on academic probation. The student is expected to redeem/improve him/herself before progressing to Level 400.
- e) Any student who still fails more than three (3) courses after the probationary period shall be awarded a Diploma after he/she meets the minimum requirements for a Diploma. In addition, such a student shall be required to write a mini-project before the Diploma is awarded.
- f) Faculty shall make the determination of awarding a Diploma to affected students and this shall be approved by the Academic Board of NJA College.

NOTE: *Academic Probation* is a period of time (1 year) a student takes to redeem/improve him/herself by achieving the minimum academic requirements for progression.

4.2.3 Qualification for Graduation

Any Level 400 student who trails course(s) shall be given the opportunity to re-sit the trailed courses before graduation.

4.2.4 Re-sit of examination papers

- a) Re-sit examinations shall be organised on a semester basis.
- b) There shall be an early publication of the results of re-sit examinations.

4.2.5 Re-sit/Supplementary Examination Conditions

A student who is unable to take the end-of-semester examinations on grounds of ill-health shall, on application to the Deputy Registrar (Academic), copied to the Dean of Faculty/Head of Department and Dean of Student Affairs on the provision of a medical certificate issued or endorsed by a Medical Officer of a Government Hospital or a recognised Medical Officer, be allowed to take supplementary examinations as his/her main examination.

4.2.6 General Rules on Re-sit of Examinations

- o Any student re-sitting a course shall be allowed to do so at the end of the semester;
- o The re-sit examination shall be organised two-weeks before the commencement of a new semester;
- o There shall be probation period;
- o A student of NJA College shall be allowed to repeat a level only twice during the entire programme of study;
- o If the CGPA of a student is less than 1.0 he/she shall be completely withdrawn from NJA College;
- o A student may have the opportunity to re-sit his/her failed courses twice;
- o A student embarking on internship should not trail in any courses; and
- o Fee (s) for re-sitting papers shall be twenty Ghana cedis (Gh ₵20.00) per paper only; however, a student who re-sits in more than one paper shall pay forty ((Gh₵ 40.00) as the re-sit fee.

4.3 PUBLISHING OF EXAMINATION RESULTS

4.3.1 Deadlines for Publication of Results

Publication of results shall be done a week before the new semester begins.

4.4 COMPUTATION OF THE GPA & CGPA

4.4.1 Variables needed for Computation

- i. The following shall be required for the calculation of the *Numerical Representation of Academic Performance*:

| KEY | ABBREVIATION | FULL FORM OF ABBREVIATION |
|-----|--------------|--------------------------------|
| 1. | TCR | Total Credit |
| 2. | TGP | Total Grade Point |
| 3. | SGPA | Semester Grade Point Average |
| 4. | CCR | Cumulative Credit |
| 5. | CGP | Cumulative Grade Point |
| 6. | CGPA | Cumulative Grade Point Average |

See the TRANSCRIPT below.

| A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL | | | |
|--|---|-------------------|-------------------|
| 2005/2006 Academic Year First Semester | | | Credits |
| ABA111 | FOUNDATION STUDIES IN BASKETRY | | 3.00 |
| ART111 | HISTORY OF ART I | | 2.00 |
| ART119 | BASIC DRAWING I | | 2.00 |
| ATE111 | FOUNDATION STUDIES IN TEXTILES I | | 3.00 |
| EDC111 | THE SCHOOL CURRICULUM, SOCIAL CHANGE AND NATIONAL DEVELOPMENT | | 2.00 |
| GPD111 | COMMUNICATION SKILLS | | 2.00 |
| GPD113 | INTRODUCTION TO INFORMATION TECHNOLOGY | | 2.00 |
| GPD114 | BASIC SCIENCE | | 2.00 |
| PES112 | INTERMEDIATE ATHLETICS 1 (TRACK & JUMP) | | 2.00 |
| TCR: 20.00 | TGP: 54.50 | SGPA: 2.73 | CCR: 20.00 |
| | | | CGV: 54.50 |
| | | | CGPA: 2.73 |

4.4.2 Calculating the Weighted Grade Point (WGP)

The figure below shows the weighting for scores (i.e., raw examination marks) used for calculating the *Weighted Grade Point (WGP)*

| A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL | | | | | | | | |
|--|---|-------------------|-------------------|-------------------|-------------------|---------|-------|-------------|
| 2005/2006 Academic Year First Semester | | | | | | Credits | Grade | Grade Point |
| ABA111 | FOUNDATION STUDIES IN BASKETRY | | | | | 3.00 | B | 9.00 |
| ART111 | HISTORY OF ART I | | | | | 2.00 | C+ | 5.00 |
| ART119 | BASIC DRAWING I | | | | | 2.00 | B+ | 7.00 |
| ATE111 | FOUNDATION STUDIES IN TEXTILES I | | | | | 3.00 | B+ | 10.50 |
| EDC111 | THE SCHOOL CURRICULUM, SOCIAL CHANGE AND NATIONAL DEVELOPMENT | | | | | 2.00 | B | 6.00 |
| GPD111 | COMMUNICATION SKILLS | | | | | 2.00 | D+ | 3.00 |
| GPD113 | INTRODUCTION TO INFORMATION TECHNOLOGY | | | | | 2.00 | B | 6.00 |
| GPD114 | BASIC SCIENCE | | | | | 2.00 | D+ | 3.00 |
| PES112 | INTERMEDIATE ATHLETICS 1 (TRACK & JUMP) | | | | | 2.00 | C+ | 5.00 |
| TCR: 20.00 | TGP: 54.50 | SGPA: 2.73 | CCR: 20.00 | CGV: 54.50 | CGPA: 2.73 | | | |

In the Transcript above, the SGPA is **2.73** and the CGPA is also **2.73**

| BACHELOR OF EDUCATION DEGREE | | | | | |
|------------------------------|--------|-------------|---------------------|--------------------------------|--------------------|
| GRADE | SCORE | GRADE POINT | REMARKS | CUMULATIVE GRADE POINT AVERAGE | CLASS |
| A | 80-100 | 4.0 | Excellent | 3.50 - 4.00 | First Class |
| B+ | 75-79 | 3.50 | Very Good | | |
| B | 70-74 | 3.00 | Good | 3.00 - 3.49 | Second Class Upper |
| C+ | 65-69 | 2.50 | Very Fair | | |
| C | 60-64 | 2.00 | Fair | 2.50 - 2.99 | Second Class Lower |
| D+ | 55-59 | 1.50 | Satisfactory | | |
| D | 50-54 | 1.00 | Barely Satisfactory | 2.00 - 2.49 | Third Class |
| E | 0-49 | 0.00 | Fail | | |
| | | | | 1.00 - 1.99 | Pass |
| | | | | 0.00 - 0.99 | Fail |

The Weighted Grade Point (WGP) = $\text{Grade Point for Letter} \times \text{Grade} \times \text{Credit Hours}$ for the course

4.4.3 Calculation of the CGPA

Total Grade Point for a semester (TGP) = Sum of all WGP's for the Semester
 Semester Grade Point Average (SGPA) = $\text{TGP} \div \text{Sum of Semester's Credit Hours (TCR)}$
 CGPA is similar to SGPA, taking all years spent.

4.4.4 Sample Computation of the CGPA

| A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL | | | | | | | | |
|--|---|-------------------|-------------------|-------------------|-------------------|---------|-------|-------------|
| 2005/2006 Academic Year First Semester | | | | | | Credits | Grade | Grade Point |
| ABA111 | FOUNDATION STUDIES IN BASKETRY | | | | | 3.00 | B | 9.00 |
| ART111 | HISTORY OF ART I | | | | | 2.00 | C+ | 5.00 |
| ART119 | BASIC DRAWING I | | | | | 2.00 | B+ | 7.00 |
| ATE111 | FOUNDATION STUDIES IN TEXTILES I | | | | | 3.00 | B+ | 10.50 |
| EDC111 | THE SCHOOL CURRICULUM, SOCIAL CHANGE AND NATIONAL DEVELOPMENT | | | | | 2.00 | B | 6.00 |
| GPD111 | COMMUNICATION SKILLS | | | | | 2.00 | D+ | 3.00 |
| GPD113 | INTRODUCTION TO INFORMATION TECHNOLOGY | | | | | 2.00 | B | 6.00 |
| GPD114 | BASIC SCIENCE | | | | | 2.00 | D+ | 3.00 |
| PES112 | INTERMEDIATE ATHLETICS 1 (TRACK & JUMP) | | | | | 2.00 | C+ | 5.00 |
| TCR: 20.00 | TGP: 54.50 | SGPA: 2.73 | CCR: 20.00 | CGV: 54.50 | CGPA: 2.73 | | | |
| 2005/2006 Academic Year Second Semester | | | | | | Credits | Grade | Grade Point |
| ABA121 | FOUNDATION STUDIES IN BASKETRY II | | | | | 3.00 | C+ | 7.50 |
| ART123 | HISTORY OF ART II | | | | | 2.00 | D | 2.00 |
| ART129 | OBJECT DRAWING | | | | | 2.00 | B | 6.00 |
| ATE121 | FOUNDATION STUDIES IN TEXTILES II | | | | | 3.00 | C | 6.00 |
| EDC121 | INTRODUCTION TO EDUCATIONAL TECHNOLOGY | | | | | 2.00 | C | 4.00 |
| GPD121 | COMMUNICATION SKILLS II | | | | | 2.00 | C | 4.00 |
| GPD122 | AFRICAN STUDIES | | | | | 2.00 | D | 2.00 |
| GPD123 | BASIC MATHEMATICS | | | | | 2.00 | C+ | 5.00 |
| SSE121 | GENDER ISSUES AND DEVELOPMENT | | | | | 2.00 | D | 2.00 |
| TCR: 20.00 | TGP: 38.50 | SGPA: 1.93 | CCR: 40.00 | CGV: 93.00 | CGPA: 2.33 | | | |
| 2006/2007 Academic Year First Semester | | | | | | Credits | Grade | Grade Point |
| ABA231 | WEAVING IN BASKETRY | | | | | 2.00 | C+ | 5.00 |
| ABA232 | KNOTTING IN BASKETRY | | | | | 2.00 | C+ | 5.00 |
| ART239 | DRAWING I | | | | | 2.00 | C+ | 5.00 |

Using the formula in 4.4.2 above, the CGPA for the student at the end of semester two on the programme shall be 2.33. Note that the first semester was 2.73. *CGPA must be ≥ 1.00 to progress from level to level.*

4.4.5 GPA for Trailing and Repeating Courses

If a student passes a trailed/repeated course, both grades will appear on the student's transcript and will be used in the computation of his/her academic performance. For instance, a 3-credit course with an 'E' grade (i.e., GP=0) at first attempt, and an 'A' grade (i.e., GP=4) at second attempt shall attract a total of 6 credits hours (i.e., 3 credits weighted twice) making the CR 6. This new CCR for that semester will be shown on the Transcript. The computation of the GPA, therefore, becomes $4 \div 6 = 0.66$.

5.0 CLASSIFICATION OF CERTIFICATES

5.1.1 Bachelor's Degree Classification

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme:

Table 7: Bachelor's Degree Classification

| Class Designation | CGPA |
|-------------------------------|------------|
| First Class | 3.5 – 4.0 |
| Second Class (Upper Division) | 3.0 – 3.49 |
| Second Class (Lower Division) | 2.5 – 2.99 |
| Third Class | 2.0 – 2.49 |
| Pass | 1.0 – 1.99 |

5.1.2 Diploma and Certificate Programmes

The following class designations shall be awarded according to a student's Cumulative Grade Point Average (CGPA) attained on the programme:

Table 8: Diploma and Certificate Classification

| Class Designation | CGPa |
|-------------------|------------|
| Distinction | 3.5 – 4.0 |
| Credit | 2.5 – 3.49 |
| Pass | 1.0 – 2.49 |

6.0 LONG ESSAY/PROJECT WORK

6.1 Submission Deadlines

- i. Undergraduate research method courses are taught in the first semester of the third year of the 4-year B.Ed. programme. Heads of Department should ensure that students are assigned Long Essay/ Project Work Supervisors in the second semester of their third year.
- ii. Long Essay/Project Work topics shall be proposed by students and approved by the Supervisor(s) and the Department before students go down for the second semester of the third year.
- iii. In the final year, the supervisor(s) shall work closely with the student until completion.
- iv. The supervisor can only sign your Long Essay/Project Work if only he/she is satisfied that your work is substantially complete and reflects the standards of high-quality research and that it was supervised in accordance with the guidelines for supervision of Long Essay/Project Work as laid down by the NJA College of Education.
- v. After completion, the student shall submit the final, signed Long Essay/Project Work to the Head of Department. The submission shall include: four (4) bound copies (binding) for
 1. The Departmental Library.
 2. NJA College's Repository (Osagyefo Library).
 3. Your Personal Copy.
- vi. Long Essay/Project Work whenever applicable, shall be submitted for assessment not later than 14 days from the last vacation date for the end of the final academic year for that programme.
- vii. A student who is unable to submit by the stipulated deadline shall be asked to submit the Long Essay/Project Work the following year and shall be treated as repeat examination with all its implications.

□

6.2 Formatting long Essay/Project Work

- i. The American Psychological Association (APA) style is the house- style recommended for long essay/project work at the NJA College.
- ii. Do not use any other student's Long Essay/Project Work as an example of how to format your work.

7.0 REQUIREMENTS FOR GRADUATION

7.1 Key Requirements

The following requirements should be satisfied before graduation:

- i. Pass all compulsory courses—general, faculty, or departmental;
- ii. Obtain a minimum of 120 credits;
- iii. Attain a minimum Cumulative Grade Point Average (CGPA) of 1.0;
- iv. Settle all financial and other obligations to NJA College;

- v. The student should be in good standing, not barred for disciplinary reasons.
- vi. NJA College reserves the right to make curricula changes (add and/ or delete courses) and requires students to meet the requirements of the new course. But as a rule, the student will be required to follow the curriculum in force at the time he or she was admitted to NJA College.

7.2 Certificates

- Certificates are printed for undergraduate students who have completed all degree requirements and have had their degrees conferred on them.
- Details of collection procedures shall be updated and published on the NUJACED website.
- Certificates will be given out to graduands as follows:
 - a) during the main NUJACED congregation/graduation ceremonies,
 - b) during respective faculty congregation/graduation ceremonies,
 - c) thereafter ([a] & [b]) above), at the DAA at a designated venue.
- Certificates shall be collected in person upon identification.
- It is not normally NJA College's practice to issue a duplicate or replacement certificate if the original one is destroyed or misplaced. Instead, the Registrar may be able to issue a 'Letter of Attestation' testifying to the graduate status of the student concerned.

7.3 Academic Transcripts

- Transcripts shall reflect all courses taken or attempted by the student and the grades earned.
- Students who want to obtain their academic transcripts shall apply to the Deputy Registrar, DAA on the payment of the appropriate prescribed fees.
- Official transcripts to overseas institutions shall attract fees in US dollars or its equivalent in Ghana cedis (GHS).

7.4 Transfer of Credits



Transfer of credits is essential in order to add flexibility to the programmes and make for upward mobility. NJA College shall credit an applicant for a higher programme with previously accrued credits as follows:

- may grant exemption from certain courses in previous programmes to candidates applying for the next higher programme.
- a student transferring a programme from a College to NJA College of Education shall accumulate a minimum of 60 credits over the period approved for his/her programme as a full-time student of NUJACED before he/she shall become eligible for graduation.
- a student of NUJACED can also transfer his/her credits to any other NJA College.

8.0 DEFERMENT

8.1 Before Commencement of Programme

An applicant offered admission but who desires to commence study in a year other than that in which an offer has been made shall be required to apply afresh for admission. A fresh student can defer his/her programme only after the first-semester examination.

8.2 On Grounds of Ill-Health

An application for deferment must be made and approved by the Deputy Registrar (Academic), subject to a medical certificate issued by a Medical Officer of a Government Hospital or a recognised registered Medical Officer.

8.3 On Grounds other than Ill-Health

- i. A Continuing student who, due to various reasons wishes to defer his/her programmes should first consult his/her Heads of Department/Academic Counselors/Study Centre Coordinators for advice. He/she shall then apply officially to the Deputy Registrar (Academic) through Heads of Department/Dean of Faculty.
- ii. The student must first pay one-third of the school fees and register to become a bonafide student of NJA College. Upon resumption, the student should pay the difference of the new fees and the amount paid before deferment.

8.4 Maximum Period for Deferment

- i. A student may defer his/her programme for a period not exceeding four (4) semesters provided that the maximum period allowed for the completion of the programme is not exceeded.
- ii. A student who defers his/her programme for more than four (4) semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may re-apply for fresh admission into NJA College.
- iii. In all cases of deferment of examination(s) or programme(s), written permission should be obtained from the Deputy Registrar (Academic) before leaving NJA College.

9.0 STUDENT SERVICES

9.1 Academic Counseling

- i. Every registered student will be assigned an Academic Counsellor who shall be the first to be consulted in case the student has a problem of academic. It is the responsibility of the student to seek advice when there is a problem though the Counsellor may invite the student whenever the need arises.
- ii. Academic Counselors are obliged to meet their students regularly to discuss issues concerning their academic performance.

9.2 The NUJACED Counseling Centre

- i. In addition, NJA College has a Counselling Centre that addresses both the academic and non-academic needs of students.

10.0 ORIENTATION FOR FRESH STUDENTS

10.1 Intensive Pre-Academic Orientation Programme (IPOP)

There shall be an Intensive Pre-Academic Orientation Programme (IPOP) for fresh students at the beginning of the academic year and all freshmen/women are required to be present. The purpose of the orientation may be summarized as follows:

- i. To welcome the fresh students and help them to adjust and adapt to NJA College life.
- ii. To expose them to facilities available in NUJACED to make NJA College education a rewarding experience.
- iii. To advertise the rules and regulations that govern the relationship between the students and SRC/GRASAG
- iv. To let students know their rights, privileges, obligations and responsibilities in relation to NJA College authorities and statutory bodies.

10.2 Regular and Sandwich IPOP

The ODSA in collaboration with NJA College Library shall organise the Intensive Pre-Academic Orientation Programme (IPOP) both Regular admissions as well as Sandwich admission as follow:

- i. The Regular IPOP shall be held in August-September every year.
- ii. The Sandwich IPOP shall be held in June-July every year.
- iii. All IPOP dates shall be subject to NJA College's academic calendar.

11.0 NEWLY ELECTED STUDENT LEADER WORKSHOP (NESLW)

11.1 Rationale for NESLW

- i. To improve the quality of student governance, there shall be an orientation for newly elected statutory and approved association executives (i.e., SRC, JCRCs, Subject Associations and all the others) at the end of the second semester when they are elected into office.
- ii. The purpose of the orientation may be summarized as follows:
 - (a) to expose leaders to general administrative procedures in NJA College.
 - (b) to train student leaders in financial administration.

11.2 Range of Topics for NESLW

An extensive range of topics may be offered to participants including:

- (a) Responsibilities and Privileges of a Student Leader
- (b) Making Efficient use of Time as a Student-Leader
- (c) NUJACED Governance Operates on Committee System
- (d) NUJACED Corporate Strategic Plan Objective 6: Improving on Professionalism and Administrative System
- (e) Initial Teacher Education Graduate Student's Handbook on Rules and Regulations (ITEGSHRR) — Academic Highlights

- (f) Initial Teacher Education Graduate Student's Handbook on Rules and Regulations (ITEGSHRR) — Non-academic Highlights
- (g) General Overview of the Student Association Budget
- (h) Expenditure Guidelines for Student Organisations
- (i) Discussing Internal Audit Report Findings, Tax Obligations and Issues on Signatory to Accounts
- (j) The Constitution of Your Organisation: What You Should Know as a Leader
- (k) Conferences & Association Week Celebrations
- (l) Sports and Debating Activities
- (m) Office Correspondence, Records Keeping, and Minutes Taking & Writing
- (n) NJA College Transport System
- (o) Campus Security & Student – Police Relationship
- (p) What is Involved in the Hall Administration
- (q) Response to Students' Counselling Needs

11.3 Paying for NESLW

- i. All leaderships of incumbent statutory and approved associations, clubs and societies shall be obliged to make adequate provisions for this activity in their annual budget.
- ii. All outgoing leadership shall have a responsibility of paying for the cost of the training of their successors, a best practice encouraged by several democratic institutions today globally.
- iii. The Workshop Fee per participant shall be determined annually by the ODSA. The breakdown of the cost shall be:
 - (a) daily meals—for snack, lunch & water; and
 - (b) certificate of participation
- iv. Payment for the training shall be done at the NUJACED Revenue Office.
- v. The SRC and JCRCs shall have to register all elected and appointed executives whilst associations and clubs register only their core executives, but if well resourced, may register as many as possible.
- vi. NESLW shall be organised for three (3) working days beginning from 8.30 a.m. to 2.00 p.m. daily.

12.0 DRESSES FOR CEREMONIAL OCCASIONS

12.1 ACADEMIC CEREMONIES

12.1.1 Pomp and Pageantry of academic Ceremonies

- i. Academic ceremonies are memorable and special occasions in tertiary institutions all over the world. These ceremonies are formal NJA College events, which relevant stakeholders, including staff and students, are to be formally dressed to make the ceremony dignified that can be steeped in tradition.
- ii. Students at any of the following functions shall observe to the fullest the etiquettes on academic ceremonies at all times:
 - (a) Matriculation

- (b) Congregation
- (c) Other occasions as required

12.1.2 The Matriculation Ceremony

- i. **Matriculation** is the term used to describe students' formal entry into NJA College. It is an important requirement and NJA College Statutes requires that a person enrolling in NJA College for the first time shall be matriculated.
- ii. Matriculation ceremonies shall normally be held in September, January and July at all the satellite campuses of NUJACED to welcome new students to NJA College.
- iii. The ceremony shall last approximately forty minutes, and it is obligatory for all fresh students.
- iv. Students do not wear any regalia for this ceremony, although Convocation shall robe but without the hood and mortarboard. Students are to dress appropriately for the ceremony.
- v. Matriculands later sign the Matriculation Register. Students once matriculated in NUJACED are not expected to matriculate again even when they are enrolled as graduate students.

12.1.3 The Congregation Ceremony

- i. Congregation ceremony marks the successful completion of one's NJA College programme where certificates, diplomas and degrees are awarded to students.
- ii. During the ceremony, the graduands may be recognized individually, or they may be presented as a group in which case only the first class and distinction students shall be given the opportunity to shake hands with dignitaries.
- iii. Graduands wear special regalia and one can tell the type of degree being conferred by the nature of the recipient's gown.
 - (a) An undergraduate earning a bachelor's degree shall wear a blue plain gown, hood and flat mortarboard cap.
 - (b) An undergraduate earning a diploma shall wear a blue plain gown and flat mortarboard cap. No hood is worn by this category.
 - (c) An undergraduate earning a certificate shall wear a blue plain gown and flat mortarboard cap. No hood is worn by this category.
- iv. The colour of the hood indicates the student's Faculty or School (e.g. education, business, social science). Below are the faculty colours.

13.0 QUALITY ASSURANCE

13.1 ASSESSMENT OF TEACHING

Student feedback on teaching is an important element of NJA College's quality assurance process. To ensure accurate assessment of teaching, mass participation by students in this feedback exercise is essential.

13.1.1 Students Feedback on Teaching

Close to the end of each semester, the Directorate of Quality Assurance will inform students about the completion of appraisal forms for all courses they had offered in the semester. It is expected that all students will complete the appraisal forms (either online or by hard copy).

13.1.2 lecturers Feedback on Teaching & learning

Lecturers are also required to appraise students' participation in the teaching and learning process to enable the determination of our efficiency of operation as an NJA College.

14.0 EXAMINATIONS

14.1 THE CONDUCT OF EXAMINATIONS

14.1.1 Rules and Regulations

The following rules and regulations will govern the conduct of all examinations in NJA College. It is the duty of all concerned to acquaint themselves with them:

- i. It is the responsibility of the candidate to find the examination room well in advance and to be seated, at least fifteen (15) minutes before the commencement of any examination paper.
- ii. Examination question papers, answer books and other materials for the examination shall be sent to the Invigilators by the Head of Department or the Examinations Officer fifteen (15) minutes before the examination is due to begin.
- iii. A candidate arriving thirty (30) minutes after the start of a paper may be refused entry into the examination room. Normally, no candidate will be allowed to leave the examination room during the first half-hour of the period allowed for a paper or enter the examination room after the first half-hour. Any exception to this rule must be reported in writing to the relevant Head of Department.
- iv. Candidates are required to use their index numbers (written in full) throughout the examination.
- v. Under no circumstances must a candidate's name be written on any part of the answer book provided. Candidates who fail to comply with this regulation will be penalized.
- vi. Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
- vii. Candidates may be required at any time to establish their identity.
- viii. No books, prepared notes, or paper of any kind are to be taken into the examination room unless otherwise specified.
- ix. Smoking is not allowed in the examination room.
- x. There shall be no communication whatsoever (verbal or non-verbal) between candidates during the examination. A candidate may attract the attention of the invigilator by raising a hand.
- xi. No mobile phone, radio, programmable calculator or any other communication equipment or media are to be taken into the examination room. Failure to comply may lead to confiscation of the gadget.

- xii. Any irregular conduct on the part of the candidate such as copying from another student or from prepared notes may result in the cancellation of his/her examination paper and or a more severe penalty.
- xiii. All extra question papers must be returned to the Examinations Coordinator, Examinations Officer or the relevant Head of Department.
- xiv. Candidates shall not remove from the examination room any unusual material (e.g., answer booklets or part thereof, supplementary answer sheets, graph sheets, drawing paper) supplied for the examination. Candidates may, however, retain their question papers except for the rubrics state otherwise.
- xv. A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklet(s). Such candidate shall not be allowed to return to the examination room.
- xvi. Candidates should not in any way interfere with the stapling of answer booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the invigilator.
- xvii. A breach of any of the foregoing regulations made for the conduct of NJA College examinations may attract one or more of the following sanctions:
 - (a) a reprimand.
 - (b) loss of marks.
 - (c) cancellation of results.
 - (d) withholding of results for a period.
- xix. In addition to (xvii) above, a Z Grade shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination. Further sanctions may include:
 - a) Being barred from NJA College examinations.
 - b) Suspension from NJA College.
 - c) Expulsion from NJA College.

14.1.2 Qualifying to Write NJA College Examinations

A candidate shall qualify to write NJA College Examination if:

- i. He/she has registered for the approved course(s).
- ii. He/she has presented him/herself for not less than 75% of the total number of hours for the course.
- iii. He/she has continuous assessment marks for the relevant subject areas.
- iv. He/she is not under suspension from NJA College.
- v. He/she has not absented him/herself for a cumulative period of 21 days from lectures, tutorials, practical and other activities prescribed for any course in any semester.

14.2 EXAMINATION TIME TABLE

14.2.1 Drawing the Examination Time Table

- i. Draft Examination timetables shall be put up on notice boards four (4) weeks before the beginning of end-of-semester/session examinations.
- ii. Suggestions for amendment may be made through the Head of Department to the Timetable Committee.

- iii. Final time tables indicating *Day, Hour and Venue* of each examination shall be put up on Notice Boards two weeks before the commencement of the examination.
- iv. It shall be the duty of the candidate to consult the timetable and ascertain the papers to be written each day.
- v. Any changes to be made in the final timetable should be done in consultation with the Chairman or Secretary of the Timetable Committee.

14.2.2 Venues and Seating arrangements

- i. Examinations shall be taken at the premises of NJA College or the premises of any other academic institution approved by the NJA College.
- ii. Examinations shall take place at approved venues indicated on the timetable.
- iii. Practical/Oral Examinations will normally be conducted in the Departments concerned.
- iv. End-of-semester examinations may be taken outside NJA College for the benefit of a student in Hospital.

14.2.3 Candidate Identification at the Examination Hall

- i. A print out of the photo-ID-list for each course shall be brought to the examination hall to ensure no candidate impersonates.
- ii. In addition to (i.) above, identity cards of students shall be inspected during examinations. Candidates are therefore requested to display their identity cards on their tables for inspection by examination officers/invigilators.
- iii. Candidates who have misplaced their identity cards should report to the Deputy Registrar (DAA) for replacement before the examination.
- iv. Candidates who have no evidence of any NUJACED identity cards shall not be allowed to take the examination.

14.3 ENTERING AND LEAVING EXAMINATION ROOMS

- i. It is the responsibility of the candidate to be seated at least 15 minutes before the commencement of any examination.
- ii. A candidate who arrives 30 minutes after the commencement of a paper may not be allowed to write an examination.
- iii. No books, papers, written information, bags, mobile phones, organizers, programmable calculators are to be taken into the examination room.
- iv. Candidates may leave the examination room temporarily, but only with the permission of the Invigilator. In such cases, the Invigilator will be required to certify that the candidate(s) do not carry on them any unauthorized material. An attendant designated by the invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
- v. Candidates should spend a minimum of 30 minutes in the examination room before submitting examination scripts.

- vi. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the Invigilator/Invigilation Assistant who shall collect the candidate's answer booklet(s) before she/he is permitted to leave.
- vii. Candidates who fall ill in the examination room should inform the Invigilator for appropriate action to be taken.

14.4 PROCEDURE DURING EXAMINATION

14.4.1 Use of Index numbers and Seating arrangements

Candidates are required to use their index numbers and not their names throughout the examinations. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers. Failure to comply will result in a candidate being penalized.

14.4.2 Signing the Exams attendance Register

Candidates must ensure that they sign the printout of examination attendance sheet/register. In the absence of the photo-ID-list, candidates must ensure that they write their names and index numbers and sign against their names on the normal attendance sheet.

14.4.3 Borrowing of Materials in the Exams Hall

Borrowing of materials such as pen, pencil, eraser, ruler, the calculator will not be allowed in the examination room.

14.4.4 Verbal or non-verbal Communication

There shall be no communication whatsoever (verbal or non- verbal) between candidates during the period of the examination. A candidate may attract the attention of the invigilator by raising their hand.

14.4.5 Invigilator's 'Start Work' Instruction

- i. Candidates would be told by the invigilator (s) when to start answering questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and that there are no missing pages.
- ii. As soon as the 'stop work' order is announced, candidates are to stop writing. Candidates should remain seated for their answer booklets to be collected by the invigilator/invigilation assistant before they leave the examination room. Candidates have personal responsibility for ensuring that their answer books are collected by the invigilator/ invigilation assistant.

14.4.6 Answer Booklet

- i. At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the answer booklet.
- ii. No part of the answer book may be torn off. Rough work must be done in the answer booklet and should be crossed out to show that it is not part of the answer.

14.5 ABSENCE FROM EXAMINATION

- i. Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the examination.
- ii. The following shall not be accepted as reasons for being absent from any examination:
 - (a) misreading the timetable.
 - (b) forgetting the date or time of examination.
 - (c) inability to locate examination hall/room/venue.
 - (d) oversleeping.
 - (e) loss of a relation.
 - (f) pregnancy.
 - (g) inability to find transport to the examination venue.
- iii. In case of absence from an examination through ill- health, the candidate (or someone acting on his/her behalf) must submit a relevant medical certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a medical certificate. Such evidence must be received within 14 days after the day of examination.
- iv. It is the responsibility of the candidate to arrange with his/her doctor for any medical evidence to be certified by the Director of NJA College Health Directorate (or his/her representative on the satellite campuses) to be sent to the Deputy Registrar, Division of Academic Affairs
- v. In case of absence from an examination due to serious causes other than ill-health, the candidate (or someone acting on his/her behalf) must submit to the Deputy Registrar, Division of Academic Affairs: (a) a written explanation of the absence; and (b) evidence of the cause, where possible.

14.6 EXAMINATION OFFENCES

An examination offence shall be understood to be an attempt on the part of a candidate to gain an unfair advantage in examinations. These include:

- i. Any knowledge or possession of examination questions before the examinations.
- ii. Possession of unauthorized materials related to the examinations and likely to be used during examinations.
- iii. Copying from prepared notes or from a colleague's script during the examination.
- iv. Persistently looking over other candidate's shoulders in order to cheat.
- v. Impersonating another candidate or allowing oneself to be impersonated.
- vi. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate.
- vii. Consulting or trying to consult during the examination any book, notes or other unauthorized materials.
- viii. Persistently disturbing other candidate's or detracting their attention.
- viii. Verbal or physical assault on an invigilator over alleged examination offence.
- ix. Destroying materials suspected to help establish cases of examination malpractice.
Writing after the examination has ended.
- x. Fabrication of data-claiming to have carried out experiments, observations, interviews, or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.

- xi. Plagiarism includes:
- (a) Representing the words, ideas, or work of others as one's own in writing or presentations, and failing to give full and proper credit to the original source;
 - (b) Failing to properly acknowledge and cite language from another source, including paraphrased and quotes; and
 - (c) Failing to properly cite any ideas, images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author's own previous work
- xiii. Tampering and Manipulation of Electronic Records

14.7 COMPLAINTS AND APPEALS 9

A candidate who is not satisfied with the results of any NJA College Examination affecting him/her may request for review/re-marking by submitting an application to the Deputy Registrar, Division of Academic Affairs and paying the appropriate re-marking/review fee. The paper shall be re-marked by a lecturer outside NUJACED system.

14.7.1 Re-marking application Deadline

An application for review/re-marking shall be submitted to the Deputy Registrar, Division of Academic Affairs no later than twenty-one (21) days after the release of the said result and shall state the grounds for re-marking. No action shall be taken on an application which is submitted outside the stipulated 21-day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

14.7.2 Re-marking of Results and Ratification

The result of the re-marking should be considered by the Faculty and recommendations made to the Academic Board for ratification.

14.7.3 Refunding of Re-marking Fees

If the student wins his/her appeal, the re-marking fee shall be refunded to him/her. However, if it is established that a complaint about remarking is:

- a) without merit, the student will forfeit the money paid,
- b) ill-motivated, the Academic Board may prescribe appropriate sanctions against the student complainant.

14.8 EXAMINATIONS OFFENCES AND PENALTIES

| S/N | OFFENCE | PENALTY |
|-----|---|--|
| 1. | Leakage of examination questions. | Dismissal of offenders involved. |
| 2. | Possession of unauthorized materials related to the examination and likely to be used during examinations | Cancellation of a candidate's particular paper(s) |
| 3. | Copying textbooks during examinations | Cancellation of candidate's paper(s) and rustication for two semesters |
| 4. | Persistently looking over other candidate's shoulders in order to cheat | Cancellation of the candidate's paper |
| 5. | Impersonation | Dismissal of the candidate involved |
| 6. | Assisting or attempting to assist, obtaining or attempting to obtain assistance from any source | Cancellation of candidate's paper(s) and rustication for two semesters |
| 7. | Consulting or trying to consult during the examination any book, notes or other unauthorized materials | Cancellation of candidate's paper(s) and rustication for two semesters |
| 8. | Persistently distracting another candidate (s) or detracting their attention | Cancellation of candidate's paper(s) and rustication for two semesters |
| 9. | Verbal/Physical assault on invigilators and another candidate | Rustication |
| 10. | Destroying materials suspected to be evidence | Cancellation of the examination paper |
| 11. | Writing after the examination time has ended | Loss of 5marks for the examination paper |
| 12. | Fabrication of data. | Cancellation of a candidate's long essay/project |
| 13. | Plagiarism. | Cancellation of a candidate's long essay/project. |
| 14. | Tampering and Manipulation of Electronic Records | Dismissal from NJA College |

Expulsion

2 P A R T

14.9 GENERAL RULES & REGULATIONS

14.9.1 College Uniform

- (a) For Classes: A pair of blue-black trousers and short sleeves white shirt (for men), blue-black skirt and white shirt (for ladies).
- (b) After Classes: A pair of khaki trousers and a blue long sleeves shirt (for men), pink checked dress (for ladies) or college cloth for both men and women

NOTE:

- i. Under no circumstances should a student be found wearing un-approved attire. Unapproved attire will be confiscated.
- ii. Bathroom slippers or slippers of a similar design must not be worn with any uniform. Such footwears will be confiscated.
- iii. Students must wear a uniform that is neat and mended when necessary.
- iv. Mosque: Mobile phones are not permitted in the mosque at any time.

14.9.2 Class and study periods

- ✓ Students should train themselves to attend nature's call only during break periods.
- ✓ Written assignments must be completed and submitted on time.
- ✓ Study periods as listed on the daily order must be strictly observed.
- ✓ Evening studies (Prep) must take place in the student's classroom or library.
- ✓ Periods during which a tutor is absent or during which an individual student does not have classes must be treated as official study periods.
- ✓ The use of mobile phones during class hours is strictly prohibited.
- ✓ Class Prefects should ensure that the classrooms, verandas and nearby lawns are clean and free of litter at all times.

□

15.0 STUDENT HOUSING AND RESIDENTIAL LIFE

15.1 REGISTRATION WITH HALLS OF RESIDENCE

15.1.1 Fresh Students

The Student Housing Policy (SHP) requires all eligible students admitted to NJA College to live in an on-campus residence hall. No student is expected to find accommodation off-campus. The policy does not require students to be non-resident.

15.1.2 Leadership Positions Accommodation

Continuing students elected or appointed to the following leadership positions stated at 15.1.4 below may be considered for special accommodation at their halls of affiliation (N.B. Must be halls that maintain rooms for their respective portfolio).

15.1.3 Portfolios that Qualify for Campus Residential accommodation

| The SRC Elected Executives: | The SRC appointees—Chair of the following Committees: |
|---|--|
| <ul style="list-style-type: none"> i. The SRC President ii. Vice President iii. General Secretary iv. Treasurer v. Financial Secretary vi. NUGS President vii. NUGS Secretary viii. NUGS Treasurer ix. Women’s Commissioner x. General Sports and Games Secretary xi. General Sports and Games Treasurer | <ul style="list-style-type: none"> i. Information, Publicity and Editorial Committee ii. Welfare Committee iii. Programmes and Projects Committee iv. Entertainment Committee v. Amalgamated Clubs and Societies Committee vi. Electoral Commission vii. Audit Board viii. Religious Board—Chaplain ix. Religious Board—Imam x. Judicial Board xi. Legal Committee (SRC Attorney) xii. Transport Committee |
| The JCRC Elected Executives: | The JCRC appointees—Chair of the following Committees: |
| <ul style="list-style-type: none"> i. The President ii. Vice President iii. General Secretary iv. Treasurer v. Financial Secretary | <ul style="list-style-type: none"> i. Sports and Games Secretary ii. Information, Publicity and Editorial Committee iii. Welfare, Health & Sanitation Committee iv. Entertainment Committee v. Projects and Programmes Committee vi. Electoral Commission vii. Judicial Board viii. Audit Board ix. Hall Chaplaincy x. Hall Imam xi. Block Coordinators |

15.1.4 Conditions of acceptance into Residential accommodation

- i. Junior Members offered accommodation are expected to move into residence on the first week of the semester unless special permission has been granted by the Hall Manager/Manageress.
- ii. Any Junior Member offered accommodation who reports after the first week, without a valid reason(s) May pay a fine.
- iii. All Junior Members offered accommodation must, on arrival, sign a Residence Book at the Porters' Lodge of their respective Halls.
- iv. Any student who wishes to transfer from one Hall to another may do so only once but with the prior consent of the Hall Tutor. The conditions are:
 - a) Such a student must be known to have a disability which necessitates his/her being accommodated on campus where lectures for his/her course are generally held; OR
 - b) Such a student must present tangible medical reasons supported by a medical certificate from a Government Hospital or endorsed by the Medical Officer in charge of a Government Hospital; OR
 - c) Where there is another student who is ready to exchange Halls.

16.0 SEMESTER ARRANGEMENTS

16.1 AT THE BEGINNING OF THE SEMESTER

16.1.1 Acceptance of the Residential Offer

- i. All Junior Members accommodated in Halls of Residence are expected to stay in residence till the end of each semester. Any member, who by necessity, has to leave before the end of the semester must seek permission in writing from the Hall tutor.
 - a) NUJACED officially closes on the last day of the semester. Residential students shall leave the Halls within 24 hours of that day unless an exemption has been granted by the Hall Tutor.
 - b) Failure to comply will attract the commercial rate in force at the time for each day the student holds the key.
- ii. Every residential student must sign a Residence Book before departure. Failure to do so will attract sanctions from the Hall Tutor.
- iii. All residential students are to leave the vacation contact addresses at the Porters' Lodge of their Halls of Residence before going down at the end of each semester.
- iv. No residential student is permitted, under any circumstance, to go down with the key to his or her room or leave his/her belongings in his/her room during holidays.
 - a) All keys must be deposited at the Porters' Lodge with the Hall Assistant on duty. Any violation of this rule will result in sanctions from the Hall Manager.

- b) In the case of a student not handing over the key, he/she will be surcharged with the cost of replacement with a new lock. The Hall authorities will not be responsible for any loss or damage to belongings left behind. This is without prejudice to sanctions in (ii b) above.
- v. Vacation accommodation may be granted to a student only on application to the Hall Tutor.
- vi. A student who has been granted permission to stay in residence during vacation shall abide by the laid- down regulations of NUJACED.

16.2 AT THE END OF THE FINAL SEMESTER

16.2.1 Going through the Clearance Process

Upon final departure from NJA College, either on completion of a programme of study or for any other reason, a student must obtain a *Clearance Certificate* duly endorsed by the following officers:

- (a) NJA College Library
- (b) Dean, Student's Faculty
- (c) HOD, Student's Department
- (d) Deputy Registrar, Division of Academic Affairs
- (e) SRC Office
- (f) Finance Office
- (g) Dean, Student Affairs
- (h) Hall Manager, Student's Hall of Residence/ Affiliation

Also, refer to *Section 2.2.6 (vi and vii.)* of this document.

The *Clearance Certificate* Form shall be available at the Hall Manager's Office or the Office of Dean of Student Affairs.

17.0 TRANSFER OF NUJACED PROPERTY

- i. No Student shall displace or transfer NUJACED property of any kind, e.g., furniture and fittings, without prior written permission from the appropriate authorities e.g., Head of Department, Estate Officer, Lecturer or Hall Manager.
- ii. Sanctions, including the cost of replacement, loss of residential status, suspensions and dismissal, shall be applied for breach of any of the regulations.

18.0 DAMAGE TO OR MODIFICATIONS TO NUJACED PROPERTY

- i. Students shall not make modifications of any kind to any NJA College property, e.g., furniture and fittings;

- ii. Students shall not interfere with the electrical installations in their rooms or any part of NUJACED;
 - (a) First offenders will be warned in writing, by the Hall Manager/ Dean, ODSA;
 - (b) Subsequent breach will lead to loss of residential status; Students are liable for any loss of, or damage to, furniture, fittings or equipment of any kind caused by them;
- iv. Breach of any of the rules will attract a penalty (to be determined by NJA College authorities), in addition to payment of the cost of repairs or replacement;
- v. Defacing (including posting of bills, graffiti and writing on walls) of any NJA College property is strictly prohibited.

19.0 KEEPING THE ENVIRONMENT CLEAN

- i. It is expected that all students will keep the environment clean and tidy at all times and thus refrain from degrading the surroundings.
- ii. Any student who habitually throws water from the balcony to the ground degrades the environment or throws litter around will lose his/her residential status.
- iii. Other sanctions like written warning or suspension shall be imposed by NJA College authorities on both residential and non-residential students who breach the above rule.

20.0 RULES ON KEYS, VISITORS' & EXEAT BOOKS

20.1 Key Movement

- i. Residential Junior Members shall deposit their room keys at the Porters' Lodge whenever they are leaving their Halls of Residence. A student who loses the key to a room will be required to pay for its replacement.
- ii. No residential student shall keep a duplicate key to his/her room. Breach of this rule shall lead to a loss of residential status.
- iii. Residential students shall not be allowed to live in the Halls of Residence with their *families or friends*. Any breach will lead to loss of the accommodation.

20.2 Travelling Outside Campus

20.2.1 Signing the Hall Departure and Arrival Books

- i. Residential students travelling outside campus shall sign the Exeat Book at the Porters' Lodge. Upon their return, such students are required to check-in by making appropriate indications in the Exeat Book at the Porter's Lodge.

- ii. NJA College shall be absolved of any responsibility and/or assistance arising out of any breach of this regulation. In addition, such students shall be given a written warning by the Hall Manager.

20.2.2 Carrying Your NUJACED Identity Card

- i. In their own interest, any student travelling should have his/her NUJACED Identity Card on him/her. He/She may find it useful in times of trouble or in case(s) of emergency.

20.3 External Visitors to Halls of Residence

20.3.1 Signing the Visitors Book

All external visitors to a Hall shall sign a Visitors Book at the Porters' Lodge on arrival and sign off when leaving. No visitors will be allowed to stay in the Hall of Residence after midnight.

20.3.2 Breaches of the Visitors' Regulation

- i. Visitors who fail to comply may be refused entry.
- ii. Students who entertain unauthorised visitors shall first be given a written warning by the Hall Tutor.
- iii. Persistent offenders shall face the disciplinary committee.

21.0 USE OF APPLIANCES AT THE HALL

Students shall observe any rules and regulations that may be put in place from time to time by NJA College on the use of appliances in Halls of Residence.

Students shall accord the personnel whom NJA College may put in charge of the facility the greatest respect and comply with directions given from time to time with regards to the use of appliances.

21.1 ACCEPTABLE APPLIANCES

21.1.1 Acceptable Electrical appliances

The college's residential accommodation isn't as equipped as those in the Universities, as a result:

- i. Only the following appliances or equipment may be used in the rooms allocated or any other part of the facility:
 - a. Electric pressing iron. Where it is used, safety measures should be taken to prevent the outbreak of fire.
 - b. Computers (PCs and Laptops), Printers/Scanners and mobile phone
- ii. The Hall Tutor reserves the right to determine the number of PCs that can be used in one room.

21.2 UNACCEPTABLE APPLIANCES

21.2.1 Unacceptable Electrical/Gas appliances

- i. The use of the following appliances in the Hall of Residence is, however, **prohibited**:
- a. Electric ovens
 - b. Washing machines
 - c. Gas cookers
 - d. Electric sewing machines
 - e. Photocopiers
 - f. Electric heaters
 - g. Air Conditioners
 - h. Rice Cookers
 - i. Blenders
 - j. Electric Hairdryers/Hair Straighteners
 - k. Juice Makers
 - l. Toasters
 - m. Cake Mixtures
 - n. Microwaves
 - o. Electric kettles

And any modern/obsolete equipment not listed above but can have severe consequences to the supply of electricity and the cost to electricity provision to the hall.

- ii. The use of combustible substances, such as petrol or gas, by students in the Hall and other unauthorised premises of NJA College is prohibited.
- iii. Students found using any of the prohibited appliances or combustible substances will lose their residential status, after being warned in the first instance.

22.0 CHANNELS OF COMMUNICATION

Unless otherwise stated, the procedure for dealing with undergraduate matters shall be as provided below:

All students shall follow the following procedures to have their academic and non-academic requests met and their complaints resolved. No student or group of students shall deal directly with the Vice-Chancellor except through the procedure and channels that start from the top of each subsection below, and ultimately creates a bottom-up arbitration process. For all requests, notifications and complaints from individuals or collective student bodies, the channels shall be:

22.1 ACADEMIC MATTERS

22.1.1 Individual Student Issues

- i. Course Representatives

- ii. Academic Counsellors
- iii. Examinations Officer
- iv. Head of Department
- v. Dean of the Faculty (if it is an inter-departmental matter)
- vi. Pro-Vice-Chancellor/ Principal/Registrar (if it is inter-faculty matter)

22.1.2 Matters affecting Students Collectively

- i. Departmental Student-Staff Consultative Committee
- ii. Departmental Board
- iii. Faculty Board (if it is an inter-departmental matter)
- iv. Institutional (Student-Staff Consultative Committee)

22.2 NON-ACADEMIC MATTERS

22.2.1 Individual Student Matters

- i. SRC Presidents
- ii. Dean/Vice Dean of Student Affairs
- iii. Registrar/College Registrars/Study Centre Coordinators
- iv. Pro-Vice-Chancellor or Principals
- v. Vice-Chancellor

22.2.2 Individual Student Hall Matters

- i. Hall Administrator
- ii. Hall Manager/Manageress
- iii. Dean or Vice Dean of Student Affairs as the case may be (if the matter is still unresolved)

22.2.3 Collective Student Body at the Residence Hall

- i. JCRC Presidents
- ii. Hall Administrator
- iii. Hall Manager/ Manageress
- iv. Dean/Vice Dean of Student Affairs
- v. Registrar/College Registrar/Study Centre Coordinators
- vi. Pro-Vice-Chancellor or Principals
- vii. Vice-Chancellor

22.2.4 Non-Residential Collective Student Body

- i. SRC/DESA Presidents
- ii. Hall Manager/Manageress (Hall of Affiliation)
- iii. Dean/Vice Dean of Student Affairs
- iv. Student Residential Management Committee

22.3 PROCEDURES

22.3.1 Junior Common Room Council (JCRC)

- i. All JCRC requests and notifications affecting students of a Hall as a group shall go to either or the Hall Council or the Hall Manager/ Manageress.
- ii. Cases requiring redress of grievances shall go to the Hall Manager/ Manageress, at the first instance. If not resolved it shall go to the Hall Council.
- iii. Any unresolved problem in a Hall should be referred to the Students Residential Management Committee (SRMC) by the Hall Council and copied to the SRC.

22.3.2 Student Representative Council (SRC)

- i. All requests, notifications and redress of grievances affecting the student body as a whole should pass to the Dean/Vice Dean of Student Affairs to the appropriate officer and unresolved issues should go to the appropriate quarters through the Dean/Vice-Dean of Student Affairs
- ii. Where a special committee exists, grievances should be channelled through this Committee in the first instance.

22.3.3 Appeals

As a last resort, appeals on inter-faculty matters may be made to the Vice-Chancellor and, if necessary, to NJA College Governing Council whose decision shall be final.

23.0 ASSOCIATIONS, CLUBS AND SOCIETIES

23.1 RATIONALE

- i. NUJACED places students at the nucleus of its educational processes, with the belief that student learning and development has intellectual, social, spiritual, physical and emotional dimensions. Student learning and development is therefore seen to occur inside and outside of the Lecture Hall, and for this reason student organizations are considered vital partners in the educational process.
- ii. NJA College promotes student organizations and clubs and sees student leadership as a liaison between the student body and Management, hence, student activities are supported. However, though NJA College recognizes the right of its students to freedom of association, it also recognizes the need to ensure that the exercise of such right does not result in conflict with the rights of others.
- iii. The terms *association*, *club* and *society* are used interchangeably in this document to refer to student organizations.
- iv. A student association shall comprise of **at least** twenty registered NUJACED students, officially recognized by the Office of the Dean of Student Affairs as a group who come together to pursue their common interest that helps in the attainment of NJA College's broad objectives.

23.2 FORMS OF STUDENT ASSOCIATIONS

NUJACED shall recognize student associations under two broad categories, namely:

- (a) Statutory Associations; and (b) Non-Statutory Associations.

23.2.1 Statutory associations

These are associations whose formation is required by NJA College Statute. They include the Student Representative Council (SRC/ DESA) and the Junior Common Room Council (JCRC).

23.2.2 Non-Statutory Associations.

- i. These are students-initiated organisations. They comprise subject associations, religious, social, recreational, political clubs
- ii. Membership of non-statutory associations shall be voluntary and open to all registered members of NJA College. Examples are listed below.

| | |
|--|---|
| Academic Subject Associations | Religious |
| Political / Social Activism TEIN, TESCON, Gender Club, Publications SRC & D& D Magazine | Performance / Sports / Recreational NJA Choir, D&D |
| Regional Groupings | Old Student Associations Service / Honorary Air Force Cadet Corps, Prisons Cadet Corps, Students Bar Assoc., etc. |

23.3 CONDITIONS FOR RECOGNITION

23.3.1 Primary Conditions

For a student organisation to be considered for recognition, it must demonstrate that its activities promote the educational process by any of the following:

- i. Supporting NJA College's curricular and co-curricular programmes;
- ii. Contributing to the intellectual, spiritual, social, emotional, and physical development of students;
- iii. Serving as a vehicle for service to the campus and surrounding communities;
- iv. Providing an environment that facilitates individual growth and development;
- v. Fostering social responsibility of students within a larger community; and

- vi. Enhancing the overall quality of student life at NJA College of Education.

23.3.2 Secondary Conditions

- i. No association shall adopt a name or symbol which is either the same as, or deceptively similar to the name or logo of NJA College or any division or department of NJA College, or an existing registered student association.
- ii. The name of any association formed must clearly reflect the purpose and mission of the group, and distinctly identify it from other organizations.
- iii. The purpose of the association shall not contradict or undermine the vision, mission and core values of NJA College.
- iv. The association shall be non-profit motivated and therefore, shall not engage in commercial activities.
- v. Except in cases where the legitimate purpose of the organization require limitation of membership to specific persons, student organizations generally shall not discriminate in admitting members on the basis of sex, ethnic origin, political or religious belief.
- vi. The organization shall not have members who are not registered students of NJA College.
- vii. It shall have patrons or advisors who are Senior Members of NJA College.
- viii. Selection of leadership shall be by democratic processes.

23.3.3 Unrecognised Organisations

NJA College shall not recognize any group that engages in or encourage conduct and/or beliefs that promote conflict or contradict the community standards and expectations. Thus, student associations that shall not qualify for approval or recognition include those based on tribal, native towns and ethnic groupings; groups that practise occultism, homosexuality, lesbianism and other socially unacceptable behaviours in Ghana.

23.4 PROCESSES FOR RECOGNITION

23.4.1 Renewal and new Registration

- i. The SRC/DESA and the JCRC have automatic recognition.
- ii. Any other prospective student association or club may seek recognition by applying to NJA College Registrar, through the Dean/Vice Dean of Student Affairs. This shall be done by filling a registration application form either online (available at NJA College website) or at the Office of the Dean of Student Affairs.
- iii. Renewal of Registration shall be done by newly elected executives at the end of the second semester (i.e., the end of the academic year).
- iv. The application shall be submitted together with the following:
 - (a) The Constitution governing the organization (for fresh registration);
 - (b) The names and contact phone numbers and e-mail addresses of founding members, officers and patrons/advisors of the organisation. The Patrons shall be Senior Members of NJA College;

- (c) The proposed activities and an annual budget of the organisation;
 - (d) Reports on activities and financial accounts for the previous year;
 - (e) Budget and proposed activities for the coming current year; and
 - (f) The names, phone numbers and e-mail addresses of the incoming executive members and new Patrons (where applicable) of the association;
- v. The approval of the registration shall depend upon compliance with the conditions in 23.4.1(iv.) and any additional rules decided on by the Office of the Dean of Student Affairs.
- vi. Once the association's documents have been perused and approved, a Licence for Operation shall be issued to the association with a copy to the Registrar.

23.4.2 Conditions to Stay Recognized

The requirement for renewal of registration and staying recognized in that the association:

- (a) must not have acted contrary to its approved objectives;
- (b) has not acted or engaged in any activity that conflicts the educational functions or policies of NJA College; and
- (c) has not engaged in actions or activities that in any way endangered life and/or property or disrupted academic life or other activities of NJA College.

23.5 PRIVILEGES OF RECOGNIZED ASSOCIATIONS

23.5.1 Use of NJA College's facilities

Student associations that are duly registered may use NJA College's physical facilities and space for their meetings, activities, etc. on request, subject to the rules governing the use of such facilities.

23.5.2 NJA College's name and Trademarked Images

Registered associations may also use the name of NJA College, its trademarked images and logos in the identification of the organization.

23.5.3 Announcements and adverts at NUJACED Website

The registered association shall be listed on NJA College's website, with the opportunity to market itself, and with permission to recruit members from NJA College community. It shall also be permitted to place materials on general-purpose notice boards as well as in student pigeon holes/message boxes at the Halls of Residence.

23.5.4 Supervisory assistance

Special advisory and supervisory assistance is also obtainable from the Office of the Dean of Student Affairs and other offices of NJA College.

23.6 ACTIVITIES OF REGISTERED ASSOCIATIONS

23.6.1 The amalgamated Clubs Calendar

- i. Student associations are expected to submit to the Dean of Student Affairs, at the beginning of each semester, a calendar of proposed activities and events. The calendar shall include the event description, date, venue and time. This information will be used to come up with the *Amalgamated Clubs Calendar*.
- ii. The Office of the Dean of Student Affairs reserves the right to edit requests. Simply submitting proposed activities of the association does not guarantee the inclusion of the request in the *Amalgamated Clubs Calendar*.
- iii. The inclusion of the proposed activities of an association in the *Amalgamated Clubs Calendar* is not a guarantee of final approval for the event to take place.

23.6.2 Permission for Events

- (i) Any association that intends to hold an on-campus or off-campus activity such as processions, rallies, symposium, annual week celebrations, etc. shall seek clearance from either the Registrar or the Dean/Vice Dean of Student Affairs, at least, two weeks before the event, depending on the nature of the activity.
- (ii) Any association that plans to hold an on-campus or off-campus activity such as processions, rallies, symposium, annual week celebrations, etc. shall in addition to (i.) above, notify the Police Command in the respective towns of NUJACED satellite campuses. This is a provision required by the *Public Order Act of Ghana [Act 491]*.

23.6.3 Association Celebrations

- i. Students (residential and non-residential) are required to attend association meetings and also participate fully in games and competitions. Students who participate actively in association activities shall be considered for additional privileges as deemed appropriate.
- ii. Before any association makes an arrangement to invite a guest speaker or artistes from outside NJA College to address a meeting or provide entertainment, a formal written request must be made to the Registrar, through the Patron(s), Hall Manager/Manageress or SRC President (as appropriate), and through the Dean of Student Affairs.
- iii. No such invitation shall be made until permission has been granted by the Registrar.
- iv. Association Week Celebrations shall take a maximum of **three days** within the week.
- v. No association activity shall go beyond 9.00 p.m.
- vi. No association shall plan a **float** as part of its activities. This activity has been banned in NUJACED.

Float refers to the packing of students on low-loader trucks with loud music and parading the streets of the various towns of NUJACED satellite campuses. Offenders (i.e., event organisers) who flout this regulation shall face serious sanctions.

Note: *Health Walk* is not a float.

- i. During association week celebrations students are required not to dress outrageously both on-campus and off-campus. Offenders shall face serious sanctions.
- ii. Associations that do not comply shall be banned from organizing any activity in the ensuing academic year. Offenders shall face serious sanctions.

23.7 FUNDING

- (1) All associations shall be self-financing;
- (2) No NJA College funds are available for financing the activities of student associations;
- (3) The association shall be financed by approved levies, donations or any legal innovative ventures

23.7.1 Association Membership levy Processes

- i. Student associations shall be allowed to levy membership fees (dues) to finance their regular operational costs. They shall also be allowed to solicit external assistance for financing events.
- ii. The amount of money to be levied as dues for **SRC** and **JCRC** shall be recommended by their Finance Committees and forwarded for consideration by their Executive Committees and subsequently forwarded for approval by the Dean/Vice Dean of Student Affairs for final ratification by the Registrar at the end of the month of May every year.
- iii. The amount of money to be levied as dues for **Subject associations** shall be forwarded to the Head of Department (or the Patron) for consideration and subsequent final approval by the Registrar at the end of the academic year (i.e., end of the month, May).
- iv. The amount of money to be levied as dues for **all other associations/Clubs/Societies** shall be forwarded to their Patron for consideration and subsequent final approval by the Registrar at the end of the academic year (i.e., end of the month, May).

23.7.2 Components of association Membership levy

The association membership dues for the academic year shall be based on the components below. The following shall be the components of **SRC** dues for the academic year:

Table 10: Components of SRC levy

| S/N | DESCRIPTION OF ITEM | FRESHERS (level 100 only) | CONTINUING STUDENTS (levels 200, 300 & 400) |
|-----|---------------------------|------------------------------|---|
| 1. | Administrative Costs | | |
| 2. | Development Project (Bus) | | |

| | | | |
|----|---|--|--|
| 3. | Sports Dues (GHS5 for GUSA) | | |
| 4. | Magazine | | |
| 5. | Welfare | | |
| 6. | Edutainment (Freshers' Akwaaba, Fresher Games & SRC Week) | | |
| 7. | NUGS | | |
| 8. | TAG | | |
| | Total | | |

The table above was the APPROVED SRC DUES for 2015-2016 academic year.
The following shall be the components of JCRC dues for the academic year:

Table II: Components of JCRC levy

| S/N | DESCRIPTION OF ITEM | FRESHERS (level 100 only) | CONTINUING STUDENTS (levels 200, 300 & 400) |
|-----|--|------------------------------|--|
| 1. | Administrative Costs | | |
| 2. | Sports Dues | | |
| 3. | Welfare | | |
| 4. | Edutainment (Freshers' Akwaaba, Fresher Games & Hall Week) | | |
| | Total | | |

The table above shows the APPROVED **JCRC DUES** for 2015-2016 academic year.

The following shall be the components of the levy for all other Clubs/ Associations/Societies for the academic year:

Table 12: Components of the levy for all other Clubs/associations/ Societies

| S/N | DESCRIPTION OF ITEM | FRESHERS (level 100 only) | CONTINUING STUDENTS (levels 200, 300 & 400) |
|-----|--|---------------------------------|--|
| 1. | Administrative Costs | | |
| 2. | Sports /Indoor Games, etc. | | |
| 3. | Newsletter | | |
| 4. | Welfare | | |
| 5. | Edutainment (Subject Association Week, Field Trips, etc.) | | |
| 6. | Local Conferences | | |
| | Total | | |

The table above shows the APPROVED **CLUBS/ASSOCIATION DUES** for 2015-2016 academic year.

- i. Any variations in the breakdown above must be discussed with the ODSA and approved by the Registrar before students are asked to pay.
- ii. It must be noted that Souvenirs are not mentioned in the breakdown. All Clubs/Associations who want souvenirs should discuss with the Office of the Registrar. Clubs/Associations may also discuss their specifications with the Registrar/College Registrars who would facilitate purchases and put them at the NUJACED Souvenir Shop for students to buy.

23.8 FINANCIAL MANAGEMENT

23.8.1 Annual Budget of Organisations

- Between the months of May and July every year, the SRC Finance Committee shall draw their annual budget for consideration by the Local SRC Executive Committee that shall be forwarded to the Dean of Student Affairs for approval and subsequent final *ratification* by their Local Assembly (LA) at the beginning of the academic year.
- Between the months of May and July every year, the JCRC shall draw their annual budgets that shall be forwarded to the Hall Managers/ Manageress for consideration and subsequent final approval by the Dean of Student Affairs at a Joint Hall Council Meeting (JHCM) at the beginning of the academic year.
- Subject Associations shall draw their annual budgets that shall be forwarded to the Heads of Department (or the Patron) for consideration and subsequent final

approval by their Executive Committee or as otherwise directed by their Constitution.

- All other Clubs, Associations and Societies shall draw their annual budget that shall be forwarded to their Patron for consideration and subsequent final approval by their Executive Committee or as otherwise directed by their Constitution.
- The approved budget shall be the basis for all expenditure of all associations, clubs and societies.

23.8.2 Signatories to accounts

- To ensure the effective and efficient management of associations' revenue, expenditure, assets, liabilities and resources, the NUJACED Management shall supervise and monitor associations' finances. Consequently, statutory signatories to all student account with any financial institution shall be as stated below.
- The statutory signatories to **SRC** account with any financial institution shall be as follows:

Table 13: Statutory Signatories to SRC accounts

| CATEGORY | | DESIGNATION |
|----------|---------|--------------------------------|
| A | Any One | President |
| | | Financial Secretary |
| | | Treasurer |
| B | Any One | Vice Principal |
| | | Dean, Student Affairs |
| C | Any One | NUJACED Finance Officer |
| | | NUJACED Deputy Finance Officer |

The mandatory signatories that would render a cheque valid are a signatory each from ALL categories A, B and C.

The statutory signatories to JCRC account with any financial institution shall be as follows:

Table 14: Statutory Signatories to JCRC accounts

| CATEGORY | | DESIGNATION |
|----------|---------|----------------------------|
| A | Any One | President |
| | | Financial Secretary |
| | | Treasurer |
| B | Any One | Hall Manager |
| | | Hall Accountant |
| C | Any One | Dean, Student Affairs |
| | | Vice Dean, Student Affairs |

The mandatory signatories that would render a cheque valid are a signatory each from ALL categories A, B and C.

The statutory signatories to Subject Associations account with any financial institution shall be as follows:

Table 15: Statutory Signatories to Subject associations accounts

| CATEGORY | | DESIGNATION |
|----------|---------|--------------------|
| A | Any One | President |
| | | Treasurer |
| B | Any One | Head of Department |
| | | Patron |

The mandatory signatories that would render a cheque valid are a signatory each from the TWO categories **A** and **B**.

The statutory signatories to all other Clubs, Associations and Societies account with any financial institution shall be as follows:

Table 16: Statutory Signatories to all other Clubs, Associations and Societies accounts

| CATEGORY | | DESIGNATION |
|----------|---------|-------------|
| A | Any One | President |
| | | Treasurer |
| B | Any One | Patron I |
| | | Patron II |

The mandatory signatories that would render a cheque valid are a signatory each from the TWO categories **A** and **B**.

23.9 EXPENDITURE GUIDELINES

23.9.1 Processes for Making association Expenditure

To ensure the effective and efficient management of associations' revenue, all associations are to adapt the guidelines below:

| S/N | Persons Involved at each stage of the activity | Action Required | Decisions that need to be taken at each Stage. |
|-----|--|---|--|
| 1. | Sector Chairman / Secretary | Submits a Memorandum seeking authorization for the expenditure to be undertaken to President. | President refers Memo with all attachments to the Vice President (Chairman of Finance Committee) to check (i). if there is provision made in the budget and (ii). if there are enough funds for the activity. |
| 2. | Vice President (Chairman of Finance Committee) | Sends comments to the President - either positive or negative. If <i>positive</i> , the President gives <i>approval</i> for the Financial Secretary to raise the Payment Voucher and the cheque (together). | Financial Secretary raises the PV with all the necessary attachments (e.g., invoices/lists/breakdown of events / etc.) and writes the cheque for the approved amount by the President then forwards it to the Chairman of the Audit Board . |
| 3. | Audit Board Chairman | Checks the documents and gets convinced about all attachments; then appends his/her signature at the portion provided | When satisfied, the cheque is finally forwarded to the President for Category a cheque signing. President (or any other member of Category A below) <i>signs the cheque</i> and forwards it to the Dean's Office . |

| | | | |
|----|--|--|---|
| | | for on the PV. If <i>negative</i> , he/she raises queries and it is returned to the Financial Secretary. n.B.: Audit Board Chairman endorses with GREEN PEN. | [Category a: SRC President, SRC Financial Secretary and SRC Treasurer] |
| 4. | Dean / Vice Dean –Student Affairs / Hall tutor / Head of Department / Patron (Category B) | Checks the documents and gets convinced about all attachments then appends his/her signature on the <i>cheque</i> and forwards it to the Finance Office . | ODSa records document and forwards to the Finance Officer. The Treasurer or the Financial Secretary can facilitate this process by taking it to the Finance Office. |
| 5. | Finance Officer / Deputy Finance Officer (Category C) | Checks the documents and gets convinced about all attachments then appends his/her signature on the cheque. Finally, Category C forwards it to the Treasurer . | i. Treasurer detaches cheque from the document and issues it to the Sector Officer seeking the expenditure and ensures that the person signs the <i>voucher</i> and <i>ledger</i> before taking the cheque away. ii. On the other hand, if it is cash , in which case, the Treasurer cashes the cheque, individuals collecting monies from the Treasurer must be made to <i>sign the ledger corresponding to the cheque number</i> . |
| | | | Subsequently, <i>all documents</i> (i & ii) should be lodged with the Financial Secretary for safekeeping of the records for the transaction. |

It is always advisable the Treasurer makes a photocopy of the cheque for his/her records at this stage.

23.9.2 Audit of Financial Statement

- i. All associations shall have their financial statements audited at the end of each semester by the Audit Board. The audited report shall be published and a copy submitted to the Office of Dean of Student Affairs.
- ii. The final audit report of the year shall be completed and certified by the Dean of Student Affairs before handing over.
- iii. No ex-gratia shall be paid until after the audit report has been accepted and all financial issues resolved.

23.9.3 End of Financial Report

At the end of each academic year, the Financial Secretary of each approved association shall present a detailed *Audited Financial Statement* duly signed by him/her and the President or the Patron to the Registrar, through the Dean of Student Affairs Office.

23.9.4 NJA College audit Section as External auditors

At the end of each semester, all associations shall submit their books to NJA College Internal Audit Section to be audited. This Audit Report shall be sent to the Vice-Chancellor and copied to the Registrar and the Office of the Dean of Student Affairs.

24.0 STUDENT ELECTIONS

24.1 Committee System of Governance

- i. NUJACED practices a committee system of governance. Student leadership shall emulate this most democratic and representative form of governance that upholds the principles of accountability, transparency and involvement.
- ii. Elections shall be the formal decision-making process by which students shall choose their leaders. Leaders of statutory and approved associations/clubs and societies shall be democratically elected.
- iii. All statutory and approved associations/clubs/societies shall be guided by their own constitutions in matters regarding elections. In addition, the *Guidelines for Organizing Election of Student Leaders* issued by the Office of Dean of Student Affairs (2012) shall be applied.

24.2 CGPA Requirement for Eligibility

In this NJA College, aspirants for different portfolios shall obtain the following minimum Cumulative Grade Point Average (CGPA) to be eligible for elections:

- i) **3.0** for all presidential candidates and their running mates for all statutory and approved associations/clubs/societies.
- ii) **2.7** for all other candidates for all statutory and approved associations/clubs/societies.

24.3 Election Dispute Resolution Procedures

- i. Petitions on the vetting results for all statutory and approved associations/clubs/societies elections shall be entertained within a day after the declaration of the vetting results.
- ii. Such petitions shall be reported to their Judicial Board or Committee which will gather the necessary information and consult the Dean of Student Affairs/Hall, Manager/Manageress, for arbitration.
- iii. Arbitration shall take a maximum of one day and the decision of the Dean of Student Affairs/Hall Tutors shall be final.
- iv. When the arbitration is unsuccessful or beyond the Dean of Student Affairs or Hall Manager, the matter shall be referred to the Registrar/College Secretary who will appoint a Committee to investigate and make recommendations to the Principal.
- v. Based on the Dean/Hall Manager/Patrons report, the Registrar may make any of the following orders:
 - (a) Declare that the election to which the petition relates is void; and
 - (b) Dismiss the petition and uphold the result of the election.
- vi. No student shall resort to any Law Court until all these processes have been duly explored and its procedures exhausted.

25.0 DEMONSTRATIONS, RALLIES AND PROCESSIONS (DRAP)

25.1 DRAP PROCEDURES

25.1.1 Application to Undertake a DRAP

- i. Students seeking to organise, start or end a DRAP on any of the campuses of NUJACED shall seek permission, in writing, from the College Secretary through the Dean/Vice Dean of Student Affairs, with copies to the Principal, Vice-Principal The SRC/DESA President (if he/she is not the organiser).
- ii. The written application should reach the Registrar/College Registrar., at least, 72 hours before the DRAP is due to commence.
- iii. The application shall state the purpose of the DRAP, the name (s) of the organiser (s), the organising body and the duration of the DRAP.
- iv. A DRAP shall be held at a place or places approved by the Registrar/ College Registrar and all route marches shall avoid obstructing the flow of traffic and the movement of pedestrians.
- v. Any association that plans to hold a DRAP, either on-campus or off-campus, shall in addition to (i.–iii.) above, notify the Police Command in the respective towns of NUJACED satellite campuses. This is a provision required by the *Public Order Act of Ghana [Act 491]*.

The Police notification that shall be in writing shall be through the association's President and the Dean/Vice Dean of Student Affairs, with copies to the Principal, Vice-Principal and College Secretary for their information.

25.1.2 Responsibility of DRAP Organisers

- i. During a DRAP, nothing shall be done or said that may provoke violence.
- ii. The organisers of a DRAP shall be held jointly and severally responsible for any act of violence or breach of NJA College's rules and regulations that occurs during the DRAP.
- iii. Participants in a DRAP shall be held collectively and individually responsible for any act of lawlessness or destruction that occurs during the DRAP.
- iv. The Registrar may prescribe conditions, restrictions or limitations that he considers appropriate in any given situation.
- v. Participants and organisers of a DRAP outside the campuses of NUJACED shall be deemed to have familiarised themselves with the laws of the country on DRAP.
- vi. No DRAP shall be allowed between the hours of 6.00 p.m. and 6.00 a.m. Exceptions may be granted depending upon the circumstance.
- vii. The granting of permission to embark on a DRAP shall not prejudice the position of NJA College vis-à-vis the objectives of the DRAP.
- viii. The authorities of NUJACED shall grant group exeats to participants in DRAP staged outside the campuses only after satisfying themselves that adequate notice has been given to the Police and approval given to them.
- ix. Before a DRAP begins, any student who disagrees with the move and wishes to be disassociated from it may do so by writing to the Hall Manager/Manageress or Academic Counsellor or Dean/Vice Dean of Student Affairs, disassociating himself/herself from the particular DRAP.
- x. Every member is expected to use the officially- approved channels of communication and to follow the laid-down procedures to resolve grievances.

25.1.3 Presentation of DRAP Petitions

- i. In the case of the presentation of formal **petitions or resolutions** or organisation of protests, the residences of employees and officials of NUJACED shall be out of bounds.
- ii. All formal negotiations should take place in the offices of such officials or at designated venues.
- iii. In all matters of negotiation, the Central Administration will meet only the accredited representatives of recognised student organisations in NUJACED and agreements reached are deemed to be binding on both sides.
- iv. Contravention of any of the regulations on DRAP shall attract a fine, suspension or dismissal.

- v. In addition, any damage caused to NJA College and/or non-NJA College property shall be repaired or replaced by the offending student (s).
- vi. Students seeking to embark on a DRAP need to be clear on DRAP rules and regulations. Organisers who intend to make political statements outside NJA College campuses shall follow the procedures prescribed in this Handbook. This should not be construed as restricting students' political rights.

26.0 STUDENTS' PUBLIC RELATIONS

26.1 Publications

The following shall govern all student publications:

- i. The Dean/Vice Dean of Student Affairs shall be informed of any intention to produce a student publication and approval shall be duly given by the Registrar/College Secretary before publication.
- ii. Copies of each publication shall be deposited with the Principal, College Secretary, Dean/Vice Dean of Student Affairs, Hall Tutor (for Hall Publications only), (Division of Publications & Communication), NJA College Librarian, the NUJACED Webmaster, the SRC and Ghana Library Board.
- iii. Each issue of a publication shall indicate the names of the editor(s), members of the Editorial Board and the publishers.
- iv. Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.
- v. The Editorial Board shall ensure that no publication has elements of obscenity, derogatory and libellous statements, personal attacks, falsehoods or any statement that may cause disaffection or disharmony.
- vi. The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

26.2 Communication with Government Ministers and Officials/ Embassies/High Commissions / The Press / Individuals and Organisations outside NUJACED

- i. Students who intend to make political statements outside NJA College campuses shall follow the procedures prescribed in this Handbook. This should not be construed as restricting students' political rights.
- ii. Students are not allowed to have direct communication with the Press, any Government Ministers and Officials, Embassies/High Commissions, individuals and organisations on any matter affecting NUJACED life, policy and administration.
- iii. All formal communication on NUJACED matters should be forwarded, through the Dean/Vice Dean of Student Affairs to the Registrar. The Office of the Registrar is the statutory organisation that performs NJA College's PRO functions.

- iv. All formal communication with Government Ministers and Officials, Embassies/High Commissions, the Press, Organisations and individuals outside NUJACED should be forwarded through the Head of Department, Dean of Faculty or Dean/Vice Dean of Student Affairs, to the Registrar who will issue covering letters for them.
- v. The Registrar/College Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

27.0 EXCURSIONS AND EDUCATIONAL TRIPS

Excursions and educational trips organised by students shall be governed by the following regulations:

27.1 Decision to Undertake the Trip

The decision to undertake the trip shall be taken at a general meeting of the club or society.

27.2 Application to Embark on a Trip in Ghana

- i. Written permission for an excursion or an educational tour within Ghana, shall be sought from the Dean/Vice Dean of Student Affairs or the Head of Department concerned who shall, in turn, inform the Registrar.
- ii. The application letter should contain the list of those undertaking the trip, indicating their programmes, levels and Halls of Residence or Affiliation and Residence outside the campus and the relevant portion of the minutes of the meeting at which the decision for the trip was taken.
- iii. The application shall be endorsed by the Chief Patron or his/her representative.
- iv. The trip shall be restricted to only NJA College members of the club or other students of NJA College.
- v. Documentary evidence of correspondence between the club/society and the institutions or establishment to be visited and arrangements for accommodation (where applicable), shall accompany the application letter.

27.3 Application to Embark on a Trip Outside Ghana

For excursions or educational tours outside Ghana, permission and approval shall be sought from the College Secretary, through the Head of Department or Dean/Vice Dean of Student Affairs. The College Secretary shall, upon approval, inform the Principal or Vice-Principal.

27.4 Conditions for Organising a Trip

- i. No student shall take part in any excursion organised within or outside the country without prior permission from NUJACED authorities.
- ii. The purpose of any trip shall relate to the aims and objectives of the club or society.
- iii. No student or unapproved or unrecognised group shall organise local or foreign trips.

28.0 USING NJA COLLEGE TRANSPORT FACILITIES

28.1 Application Processes for Transport

- i. Where NJA College transport facilities are available, they may be booked for any approved journeys by the organisers of the approved group of students.
- ii. Transport request should be made to the college administrator through the SRC President/HOD/Patron to the Dean/Vice Dean of Student Affairs or Head of Department, at least, five working days in advance. *NUJACED Transport Request Form* should be used.
- iii. In the instance of a fee being charged, approval would be given only when the receipt of full payment has been inspected by the Division of Operations.

28.2 Use of Personal Private Vehicles on Campus

- Any student who wishes to use or keep a vehicle on the campus of NJA College shall inform the Hall tutor and the estate officer who is also in charge of Security Services.
- The use of such vehicles is a privilege enjoyed at the sole risk of the persons concerned. The privilege will be withdrawn if it is abused.
- NJA College does not provide garages for students' vehicles. Any arrangement for garaging vehicles in NJA College shall be made privately by the owners with the Hall Tutor and the Head of NUJACED Security Services.

28.3 Use of association Vehicles on Campus

- i. Associations who procure their own means of transport shall be required to ensure that all national registration requirements provided at the Driver & Vehicle Licensing Authority (DVLA) are strictly adhered to: These include;
 - (a) Vehicle Registration Certificate
 - (b) Transfer of Ownership (if sold second-hand)
 - (c) Vehicle Examination Certificate Validation
 - (d) Certificate of Insurance in respect of the Motor Vehicle
- ii. Associations who procure their own means of transport after going through regulation 20.2.2 (i[a-d]) above, shall also, in addition, register such vehicles with:
 - (a) NUJACED Transport Section; and
 - (b) NJA College Security Directorate/SectionsPhotocopies of the attachments listed at 20.2.2 (i.[a-d]) above shall be submitted for this registration.
- iii. To certify the competencies of drivers who drive such vehicles, drivers of such vehicles shall also be cleared by the:
 - (a) NUJACED Transport Section; and
 - (b) NJA College Security DirectorateThis is to ensure the safety of such vehicles to carry students of NUJACED safely.

- iv. Student drivers of association vehicles shall go strictly by the national norms on license requirements.

Table 17: Student Drivers' license Requirements

| CLASS/ TYPE | DESCRIPTION/CLASS | CATEGORIES (IN KGS)/CC |
|--------------------|--|--|
| A | MOPEDS, with or without sidecars | 50–250cc and above. |
| B | CARS and 4x4 Cross Country Vehicles | Vehicles not exceeding 3000 Kg |
| C | Goods Carrying Vehicles & Buses / Coaches | Vehicles of 3000–5500 Kg (1–33 Passengers) |
| D | Goods Carrying Vehicles & Buses / Coaches | Vehicles not exceeding 8000 Kg |
| E | Graders, Loaders, Forklifts, Tractors, Bulldozers, Dumpers and Rollers | SPECIAL |
| F | Goods Carrying Vehicles & Buses / Coaches and Heavy Articulator Vehicles | Vehicles over 8000 Kg |

- i. It must be noted that driving a bus requires, at least, **license C**. Student who do not meet this requirement shall be banned from driving the bus that carries students. This is to ensure the safety of students on such vehicles.
- ii. Patrons shall ensure this requirement is duly enforced.
- iii. Members of the association who sit in the vehicle shall ensure that students driving the vehicle have the requisite license. iv. Associations who have vehicles shall strictly adhere to the national renewal policies for the following documents annually:
 - (a) Vehicle Examination Certificate Validation; and
 - (b) Certificate of Insurance in respect of the Motor Vehicle
- v. The Transport Section shall provide a designated parking space(s) for association vehicles.

29.0 OTHER STUDENT BY-LAWS

29.1 MAINTAINING A CONDUCTIVE ACADEMIC ENVIRONMENT

29.1.1 Noise-Making

- i. Students shall maintain, at all times, a kind of environment that supports the basic academic enterprise.

- ii. To maintain a suitable academic environment, it is desirable that the campuses of NJA College are kept as quiet as possible, at all times. Students shall not make undue noise on the campuses of NUJACED, especially from 10.00 p.m. to 6.00 a.m.
- iii. This rule (ii.) above may be relaxed for purposes of association celebrations. Due permission shall be sought and approval granted for such purposes by NJA College Authority concerned.
- iv. The club, society, religious and political meetings shall not be held in students' rooms.

29.1.2 Equipment of Public nuisance

- i. Radios, stereophonic instruments and musical instruments may be used in rooms in a manner that will create no nuisance to others.
- ii. Use of megaphones for announcements must be moderated especially when it is between 10.00 p.m. and 6.00 a.m.
- iii. Request for NJA College Public Addressing equipment shall be made to the Head, Educational Resource Centre (ERC).
- iv. In the instance of a fee being charged, approval would be given only when the receipt of full payment has been inspected by the Head, ERC.
- v. In all cases, approval for the use of equipment must be received before it could be set up for the event.

29.1.3 Breach of Public Nuisance By-law

- If regulations 30.1.1 and 30.1.2 above are not observed, this privilege may be restricted, or in serious cases, withdrawn by NJA College Authority concerned.
- Breach of any of these regulations shall attract a sanction to be determined from time to time by the NUJACED Authorities concerned.

30.0 DRUNKENNESS

- i. Drunken and disorderly behaviour on any NUJACED campus constitutes a serious breach of discipline.
- ii. Habitual drunkenness on campuses or in town, especially if accompanied by disorderly or scandalous behaviour, shall be considered as bringing NUJACED into disrepute.
- iii. No student shall be under the influence of alcohol during lectures, games, competitions and other activities approved by NJA College.
- iv. Any student breaching any of these regulations will first be given a written warning by the Hall Council or Head of Department, as appropriate.
- v. If the student persists in drunken and disorderly behaviour, the Hall Council or Head of Department shall recommend appropriate sanctions.

31.0 SMOKING

- i. Smoking is forbidden in all public places on campus.
- ii. Smoking is not allowed in students' rooms. Breach of this rule will lead to a loss of residential status.

32.0 TRADING

- i. No unauthorised trading, including the sale of food items and alcoholic beverages, shall take place in the Hall of Residence or any part of NUJACED Campus.
- ii. Any student who trades in the Halls of Residence or in NJA College does so at his/her own risk.
- iii. Any student who violates 21.4 (i.) above shall be warned in writing in the first instance. Subsequent violations shall attract confiscation of the items and/or loss of residential status or suspension from NJA College.
- iv. Hawkers are not allowed to sell in the Halls of Residence or any part of NJA College.

33.0 OPERATING CREDIT UNION/ MONEY LENDING

- i. NUJACED does not approve the formation and operation of Credit Unions by Junior Members. Accordingly, any group of students that undertakes such a venture does so at their own risk.
- ii. No student shall operate a money lending or personal loan scheme. Students who indulge in these ventures do so at their own risk.
- iii. Students who contravene these rules shall either be suspended or dismissed.

34.0 COLLECTION OF MONEY

- i. Permission to make general collections of money, other than for club subscriptions, video shows or parties, must be obtained from the Registrar, the Head of Department, Patron or the Hall tutor as appropriate.
- ii. Illegal levies or collection of money is prohibited.
- iii. Students who breach these rules shall be warned in the first instance and suspended or dismissed for subsequent breaches.
- iv. Junior Members are advised to demand and see the license or other valid documents/authority of any unknown collector who approaches them from outside NJA College.

35.0 ARMS AND AMMUNITION

No student is allowed to possess any form of arms or ammunition, whether licensed or unlicensed, on campus.

36.0 ILLICIT DRUGS

36.1 Definition of Illicit Drugs

- i. A drug is any chemical/substance used in the prevention, cure, or alleviation of disease or pain or as an aid in some diagnostic procedures. These include both legal and illegal substances.
- ii. Drugs can be categorised in many ways, hard or soft, uppers or downers, addictive or non-addictive, most harmful and least harmful.
- iii. Drugs are categorised into three types based on their effect on the body:
 - (a) Stimulants
 - (b) Depressants, and
 - (c) (c) Hallucinogens
- iv. Illicit drugs are illegal which are banned OR controlled by law because when used can be injurious to health, addictive and affects the central nervous system.
- v. Illicit drugs include cocaine & crack, heroin, cannabis (also marijuana, weed, ganja, etc.), etc. Possession of, and indulgence in illicit drugs such as tramadol, cocaine, on any part of NJA College premises is prohibited.

37.0 DISCIPLINARY ACTIONS SANCTIONS

37.1 DISCIPLINARY ACTION AND SANCTIONS

- i. The officers of NUJACED who have direct responsibility for the discipline of Junior Members in the Halls are the Hall Tutor and Hall Fellows. The Dean of Student Affairs shall be notified of any action taken.
- ii. Disciplinary measures shall be taken by the authorities of the Hall against any student violating Hall regulations.

Heads of Department are responsible for discipline in their respective Departments.
- iii. It shall be an offence to disobey these officers in the discharge of their official duties.
- iv. A Junior Member who flouts the Statutes and Regulations of NUJACED shall be disciplined, only with the consent of the Principal.
- v. The operation of NJA College regulations is without prejudice to the application of the general laws of the land which apply also to all persons in NJA College.
- vi. If a student violates any Regulations of NUJACED, outside his/her Hall of Residence, it shall be reported to the Dean/Vice Dean of Student Affairs who will apply the appropriate sanction and notify the Hall Manager/Manageress of the sanctions applied.

- vii. For serious offences (or offences involving a group of students) the Dean/Vice Dean of Student Affairs shall appoint a committee to investigate the matter and apply disciplinary sanctions or make recommendations to the Vice-Chancellor or Principal.
- viii. It shall be an offence for a Junior Member or group of Junior Members to 'pond' any person in NJA College, no matter the form the 'ponding', in any form, may take.
- ix. If disputes arise between students from different Halls, the Hall Tutor of the Halls concerned shall resolve the dispute.
- x. Should attempts of the Hall Tutor fail, the matter shall be referred to the Dean/Vice Dean of Student Affairs. Also, see Regulation 13.0 on Channels of Communication.

37.2 SANCTIONS ATTACHED TO OFFENCES

The following offences shall attract the sanctions listed under them:

37.2.1 Theft

- i. Loss of residential status.
- ii. Refund/Replacement/Return of the stolen item (s).
- iii. Suspension or dismissal from NUJACED, depending on the gravity of the offence.

37.2.2 Embezzlement of Student Fund

Embezzlement of statutory and approved association /clubs /societies funds:

- i. Refund of the embezzled funds;
- ii. Suspension or dismissal from NUJACED, depending on the gravity of the offence; and
- iii. Withholding of results.

37.2.3 Rape, Sexual Molestation, Fighting, assault, Intimidation, Examination Malpractice, arson, Drug use and Peddling

- i. Suspension or dismissal from NUJACED, depending on the gravity of the offence. Any offence the Criminal Code considers felony shall attract outright dismissal, and as a misdemeanour, suspension for one academic year.
- ii. Withholding of results for a period determinable by NUJACED authorities.
- iii. Other forms of sanctions, depending on the nature of the offence.

37.2.4 "Ponding" of a Student

- i. Suspension or dismissal from NUJACED, depending on the gravity of the offence;
- ii. Withholding of result for a period determinable by NUJACED authorities; and
- iii. Compensation to the victim.

37.2.5 Unauthorised Transfer of NUJACED Property

- i. A fine is determinable by NUJACED authorities.
- ii. Habitual offenders shall be suspended.

37.2.6 Mutilation or Unauthorised Removal of library Books, Refusal to Pay Fines Imposed.

- i. A fine of not less than (3) times the current market prices of the book(s).
- ii. Withholding of results.
- iii. Suspension or dismissal from NJA College.

37.2.7 Non-Vacation of a room or Taking away Keys during Holidays

- i. Loss of residential status
- ii. Rent payment at the going commercial rate for the number of days and the number of beds in the room.
- iii. Withholding of semester and/or final results for refusal to pay.

37.2.8 Damage to NUJACED Property

- i. Repair or replacement of the property damaged and/or rustication and repair
- ii. Suspension or dismissal, should the culprit refuse to repair or replace the property.
- iii. NJA College reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property.
- iv. The culprit shall also bear the cost involved.

37.2.9 Conduct of Classes toward Entrance Examination

- i. No student shall, under any circumstance, conduct classes for candidates towards NJA College's Entrance Examination.
- ii. Any student who violates this regulation shall be suspended for one academic year.

37.2.10 Anonymous Letter Writing

- i. No student should engage in anonymous letter writing. Students with any grievances should properly document them for dialogue and discussion through the appropriate channel of communication.
- ii. Breach of this regulation shall attract outright dismissal if the writer is found out.

37.2.11 Prosecution by Civil authorities

The sanctions stated for any of the offences in 22.1, 22.2 and 22.3 do not preclude prosecution by Civil Authorities.

38.0 APPLICATION OF THE LAWS OF GHANA

- i. Every member of the NJA College community is bound by the Laws of Ghana and the walls of NUJACED do not protect anyone from the application of the laws of Ghana.
- ii. All regulations of NUJACED are consistent with the laws of the nation and shall be enforced accordingly. NJA College shall, therefore, not permit behaviour by any student, whether on-campus or off-campus, that contravenes the laws of Ghana.

39.0 APPEAL

- i. Any Junior Member who is aggrieved by any disciplinary action taken against him/her may appeal to the Dean/Vice Dean of Student Affairs through his/her Academic Counsellor for a review.
- ii. The appeal shall be lodged within seven days of the notification to him/her of the sanctions imposed on him/her.
- iii. The Dean/Vice Dean of Student Affairs, upon the receipt of the appeal, may request a reconsideration of the case by the appropriate authority.
- iv. Should the student still remain unsatisfied, he/she can appeal to the Principal, either through the Vice-Principal or the Dean/Vice Dean of Student Affairs.

3 P A R T

ANTI-SEXUAL HARASSMENT POLICY

40.0 ANTI-SEXUAL HARASSMENT REGULATIONS

40.1 INTRODUCTION

40.1.1 Preamble

- i. Sexual harassment is of particular concern to the NJA College of Education because it is discriminatory in nature and is forbidden by the laws of Ghana. Sexual harassment can harm the health and general wellbeing of its victims. It could create a hostile and stifling environment which may run counter to the realization of the goals of the institution. It could affect students' admission, progression academically as well as towards their leadership aspirations.
- ii. Since sexual harassment can subvert the vision and mission of an institution, it is considered a serious offence and shall not be countenanced by NJA College.
- iii. Sexual harassment is any act with a sexual connotation which is unwanted and offensive. It could be intentional or unintentional. It mostly occurs in relationships of unequal power or authority as in staff/student, supervisor/supervisee and mentor/mentee relationships. This is not to deny the fact that it could take place among peers. Even students could sometimes harass their lecturers.

40.1.2 Statement of Principle

- i. To forestall the occurrence of sexual harassment in NJA College, this policy on sexual harassment is established on the following principles:
- ii. Sexual harassment in every form is prohibited at NJA College.
- iii. It constitutes a punishable offence.
- iv. As much as academic freedom and the right of every member of the NJA College Community to the freedom of expression are permissible, these actions ought to be free from bias and harassment.
- v. Every member of NJA College – students, teaching and non-teaching staff – shall have access to its facilities and services without fear of harassment.
- vi. All persons in responsible positions shall ensure that their positions do not become tools for demanding sexual favours or coercing others into unwanted relationships.
- vii. Sexual harassment violates the basic human rights of its victims.
- viii. All records regarding complaints of harassment shall be treated with the utmost confidentiality.
- ix. Reported cases which are proven not to be harassment shall go through the existing grievance handling procedure (s).
- x. NJA College is mindful of complaints which may be false. Such malicious action(s) shall constitute grounds for disciplinary action to be taken against the complainant.

- xi. A wide range of disciplinary actions including dismissal could be taken against any offender.
- xii. It is an offence to intimidate or threaten any member of the NJA College community who chooses to utilize the provisions made in this policy.
- xiii. Students shall be sensitised through educational programmes and workshops from time to time by internal and external organisations including:
 - a) Gender Mainstreaming Directorate
 - b) Counselling Directorate
 - c) SRC Women's Commission
 - d) Centre for Conflict, Human Rights and Peace Studies (CHRAPS)

40.1.3 Jurisdiction

- i. Members of NJA College as stated herein shall refer to all:
 - (a. Junior members (students)
 - (b. Senior members (teaching)
 - (c. Senior members (non-teaching) (d.) Junior staff
 - (d. Senior staff
 - (e. All who transact business with NJA College
- ii. All parties involved in any given case, as well as witnesses, shall be treated fairly.
- iii. Where the issue involves a lecturer and his or her student, necessary arrangements shall be made for a disinterested party to co-supervise or mark the examination script, course work or a long essay/project of the student.

40.1.4 What Constitutes Sexual Harassment

Sexual harassment includes the following:

- i. Unlawful and discriminating acts with sexual connotations.
- ii. Unwelcome physical contact.
- iii. Suggestive comments with sexual connotations.
- iv. Unwelcome derogatory remarks (sexual in nature).
- v. Unwelcome request for sexual encounters and favours.
- vi. Indecent assault or rape.
- vii. Threats of academic failure or promise of academic success or other rewards in exchange for sexual favours.
- viii. Sexist jokes which cause psychological distress.
- ix. Unwanted sexual attention of a persistent nature, made by a person who knows or ought reasonably to know that such attention is unwanted.
- x. Gender-based bullying or intimidation. xi. Public display of pornographic material

- xii. Unwelcome repeated telephone calls, letters, emails, text messages which are derogatory or sexual in nature.
- xiii. Assaults and rape are criminal offences. These shall be reported to the police.

PLEASE NOTE:

The list is not exhaustive. Behaviours which are acceptable to some people may be offensive to others. The point of view of the complainant, and not the intention of the perpetrator, will guide the Advisers or Committee in deciding whether a reported incident amounts to sexual harassment or not. This policy is not against relationships based on mutual consent of the parties involved neither does it cover flirtation, “chats,” jokes and jesting that make life “interesting” for the parties involved and who find these acts acceptable.

41.0 COMPLAINT PROCEDURES

41.1 PROCEDURES

41.1.1 Making a Complaint

- i. Any member of NJA College community may seek advice or informal assistance from the Desk Officer and Advisers whose names are listed on the last page of this policy document.
- ii. No formal action shall be taken until a written complaint has been lodged with the Desk Officer or Advisers.
- iii. There are two options available to a complainant, namely:
 - a) *Informal* – Advisers will mediate between the parties involved to settle the matter amicably
 - b) *Formal* – The matter shall be brought before an Investigation Committee.

41.2 INFORMAL

41.2.1 Registration of Protest by Harassment Victims

- Any student victim who thinks or feels that he/she has experienced any form of sexual harassment and prefers the informal redress procedure shall first express his/her disapproval of the act to the offender if he/she thinks it is possible to do so.
- Secondly, the victim shall then contact the Desk Officer and lodge an official complaint verbally or written.

41.2.2 Informal Harassment Redress Process

- i. After the victim has reported the incident, the Adviser shall ensure that the problem is resolved amicably within **seven days** of the occurrence or complaint of the incident.
- ii. The Adviser shall serve as a mediator between the two parties.
- iii. The Advisor shall outline the incident which was considered by the complainant as harassment and advise the respondent to avoid the repetition of the alleged offensive behaviour. If the issue is resolved at this stage no further action shall be taken.
- iv. The respondent shall be required to render an unqualified apology to the complainant. The apology could be verbal or written
- v. The offender shall promise not to repeat the alleged offensive act, intimidate or victimize him/her by signing a bond.
- vi. It must be pointed out to the offender that taking reprisals against the complainant for the step taken is also an offence and will complicate matters for him/her.
- vii. If the matter remains unresolved or the complainant is unsatisfied with the outcome of mediations initiated by the Advisor on the complainant's behalf, a formal procedure shall be sought too. viii. If the informal complaint is not the first that is being made against a respondent, the Adviser, with the consent of the complainant, shall initiate the necessary action using the formal procedure.

41.3 FORMAL

41.3.1 Registration of Protest by Harassment Victims

- i. In the event of harassment, a student who prefers a formal procedure shall submit in writing a report that indicates the following details of the alleged incident:
(a.) time (b.) place, (c.) date, how it happened, and (d.) names of witnesses (if any).
- ii. The complainant may also indicate the type of remedy he/she seeks.
- iii. A written complaint must be filed within **one month** of the occurrence of the alleged harassment.
- iv. Where the complaint consists of a series of related incidents the time limit shall be within two months of the most recent incident.
- v. Within three working days of receiving a written complaint, the Advisor shall inform the offender the complaint that has been lodged against him/her.
- vi. If, after one month of filing the complaint, a complainant fails to initiate proceedings, all records pertaining to the incident shall be destroyed.

41.3.2 Formal Harassment Redress Process

If a student prefers a formal procedure for his/her redress, the following processes shall be followed by the Adviser:

- i. The Adviser shall submit the written complaint filed by the complainant to the Director, Gender Mainstreaming Directorate/ Desk Officer (at satellite campuses) who shall seek clearance from the Principal to constitute a Committee to investigate the incident.
- ii. The Director, Gender Mainstreaming Directorate/Desk Officer (at satellite campuses) shall establish the Committee and investigate the case.
- iii. The complainant, respondent and witnesses (if any) shall be interviewed separately as part of the investigation proceedings.
- iv. As part of the proceedings, cross-examination may be used. In order to protect the confidentiality, the Committee shall meet off-office premises in-camera or behind closed doors.
- v. All discussions shall be documented.
- vi. Both parties may be accompanied to the interview by trusted friends or Union representatives.
- vii. The Committee shall investigate the matter and when guilt is established, recommendations shall be made to the Vice-Chancellor/ Principal on the appropriate disciplinary sanctions as laid down in this *Undergraduate Handbook on Rules and Regulations*.
- viii. Where a complaint is established to be false, the matter shall be referred to the Vice Principal. Necessary consultations shall take place after which the matter shall be dealt with under the appropriate disciplinary procedures laid down in this *Students Handbook on Rules and Regulations*.
- ix. On the other hand, if a complainant feels that unfair treatment has been meted out to him/her, he/she may appeal to the Principal who will deal with the matter himself/herself. The Principal may request to meet the parties involved if deemed necessary.

42.0 SANCTIONS

- i. If it is established by either informal or formal redress procedures that the unwanted act did take place, the appropriate disciplinary sanction shall be taken against the offender.
- ii. The gravity of the offence shall determine the form the punishment shall take. Sanctions include
 - a) reprimand and signing of bond.
 - b) suspension or dismissal from NUJACED.
 - c) any offence the Criminal Code considers as *felony* shall attract outright dismissal; and as a *misdemeanour* shall attract suspension for one academic year.

- d) withholding of results for a period determinable by NUJACED authorities.
- e) other forms of sanctions, depending on the nature of the offence.
- iii. These provisions notwithstanding, an offender whose name keeps recurring may be punished in any other way deemed appropriate by the Vice Chancellor/Principal.

43.0 ANTI-HARASSMENT MANAGEMENT

43.1 ANTI-HARASSMENT ADMINISTRATION

43.1.1 Description of anti-Harassment Roles

- i. **Complainant:** Shall refer to a person who believes that he or she has been harassed and files a complaint.
- ii. **Respondent:** Shall refer to a person who may be alleged to have harassed a complainant.
- iii. **Desk Officer:** A person appointed by the Principal who shall co-ordinate the activities of the Advisors.
- iv. **Advisor:** Contact persons appointed by the Principal to respond to reported cases and provide support services to victims of harassment.

43.1.2 Responsibilities of Advisors

Responsibilities of advisors shall include but not be limited to the following:

- i. Assist the complainant in sorting out the facts of the complaint. This is to aid the advisor to establish whether the offence constitutes sexual harassment or not.
- ii. Discuss the possible ways of redressing the problem with the complainant. The decision to address the issue formally or informally lies with the complainant.
- iii. Provide support and counselling services when needed or refer them to the Counseling Centre.
- iv. Educate both the harasser and the harassed.
- v. Mediate between parties involved in a given case and resolve the matter amicably.
- vi. Draw the attention of both parties to the consequences of resorting to the formal mode as outlined in this document.
- vii. Keep proper record of all reported cases for purposes of improving upon policy, research and quarterly reports submitted to the Principal.
- ix. Advisors shall meet at least twice each semester.

- x. Organize educative campaigns on a regular basis to raise the awareness levels of NJA College community.
- xi. Term of office of the advisors shall be two years. The appointment may be renewed for a further period of two years.

44.0 OTHER FORMS OF HARASSMENT

44.1 Harassments not countenanced

If it is established by either informal or formal redress procedures that the unwanted act did take place, the appropriate disciplinary sanction shall be taken against the offender.

44.1.1 Types of Harassment not Countenanced

The following forms of harassment that shall not be countenanced by NJA College include:

- (a) tribal harassment,
- (b) bullying,
- (c) personal harassment and
- (d) harassment with respect to one's impairments.

45.0 DEFINITION OF OTHER HARASSMENTS

45.1 Tribal Harassment

- i. Any behaviour which is deliberately targeted at an individual or group of people which is related to their tribal affiliation or ethnic origin and which is found offensive or considered unacceptable by the victim(s) and which creates a stifling, hostile or intimidating environment.
- ii. Examples of such unacceptable behaviour are exclusion from activities on tribal grounds, ridicule of individuals on tribal grounds, name callings which are derogatory.

45.2 Bullying

Any behaviour which undermines the confidence, self-worth or self-esteem of the victim(s) and which creates a stifling, hostile or intimidating environment.

45.3 Personal Harassment

- i. Gibes (jokes, mockery, tease, ridicule) related to one's personal trait or appearance, invasion of one's private space, intentional acts targeted at one's self-esteem which creates a stifling, hostile or intimidating environment for the victim(s).
- ii. Harassment related to one's impairments.
- iii. Derogatory remarks or jokes and harassing behaviour which are targeted at People With Disability (PWD).



OATH OF PROFESSIONALISM

All students of Nusrat Jahan Ahmadiyya (N.J.A.) College of Education take the oath of professionalism, marking their official entry into the teaching profession:

DECLARATION

As I begin the study of Diploma in Basic Education at Nusrat Jahan Ahmadiyya College of Education, I,, gratefully acknowledge the privileges inherent in becoming a teacher and willingly accept the responsibilities that must accompany those privileges.

From this day forward, I solemnly swear to do my utmost to live up to the high ideals of my chosen profession. I will remember that my actions reflect not only upon myself but upon Nusrat Jahan Ahmadiyya College of Education and the teaching profession. I vow to be a person of principle, compassion, strength, and courage. At all times, I will conduct myself with dignity and civility and show kindness and respect toward my classmates/course mates, tutors, and all persons.

I have read the rules and regulations governing the conduct and discipline of students of Nusrat Jahan Ahmadiyya College of Education and I hereby commit that I will conduct my life in accordance with the values and standards expressed therein.

This oath I make freely and upon my honour.

SIGNED (Student):..... DATE:

FACULTY/ PROGRAMME ADMITTED TO:

REGISTRATION NO:

CONTACT ADDRESS:

CONTACT(S): E-MAIL:

WITNESS

NAME:

SIGNED: DATE:

CONTACT(S):

THIS UNDERGRADUATE HANDBOOK ON RULES AND REGULATIONS HAS BEEN CAREFULLY AND CRITICALLY EXAMINED, APPROVED AND ENDORSED BY THE ACADEMIC BOARD OF NJA COLLEGE OF EDUCATION AS A LEGAL DOCUMENT FOR THE CONDUCT OF JUNIOR MEMBERS IN NJA COLLEGE.

DATED THIS