



UNIVERSITY OF EDUCATION, WINNEBA



UNDERGRADUATE STUDENTS'

HANDBOOK on **RULES AND REGULATIONS**

Issued on the Authority of the
UEW Academic Board



UNIVERSITY OF EDUCATION, WINNEBA

**Undergraduate Handbook on
RULES AND REGULATIONS (UHRR)**

**Issued on the Authority of the
UEW Academic Board
for the
Governing Council
2019**

© UEW Academic Board - 2018

First Published 1999

Reprinted 2000, 2001, 2008, 2010, 2014, 2015, 2018

Revisions

1st Revision	2002
2nd Revision	2005
3rd Revision	2008
4th Revision	2018

Revised and Expanded by the Office of the Dean of Student Affairs - 2018

Issued on the Authority of the
UEW Academic Board for the
Governing Council of
University of Education, Winneba

CAMPUS	E-MAIL	CONTACT
Winneba	odsa@uew.edu.gh registrar@uew.edu.gh	(03323) 21027 (03323) 22269/22139/22140
Kumasi	vicedean.coltek@uew. edu.gh registrar.ksi@ uew.edu.gh	0205 111 905 (03220)53602/50331/53616
Asante- Mam- pong	odsa.mpg@uew.edu. gh registrar.mpg@uew. edu.gh	(03222) 22251/22232/0202041116
Ajumako	odsa.ajumako@uew. edu.gh registrar.aju- mako@uew.edu.gh	(03320) (03320) 96438

Cover Design by:

Division of Publications & Communication, UEW.

BRIEF HISTORY

On 14th May, 2004 the University of Education Act, Act 672 was enacted to upgrade the status of the University College of Education of Winneba to the status of a full University and to provide for related matters.

The University of Education, Winneba (UEW) was established in September, 1992 as a University College under PNDC Law 322. UEW brought together seven diploma awarding colleges located in different towns under one umbrella institution, viz., the Advanced Teacher Training College, the Specialist Training College (STC) and the National Academy of Music, all at Winneba; the School of Ghana Languages, Ajumako; College of Special Education Akwapim-Mampong; the Advanced Technical Training College, Kumasi; and the St. Andrews Agricultural Training College, Mampong-Ashanti.

The Winneba campus is the seat of the Vice-Chancellor with satellite campuses at Kumasi, Mampong and Ajumako. The current total staffing position at 2018 is 2,467 while student population is over 61,711 including *regular, sandwich, distance learning and evening classes*.

VISION

To be an internationally reputable institution for teacher education and research.

MISSION

To train competent professional teachers for all levels of education as well as conduct research, disseminate knowledge and contribute to educational policy and development.

CORE VALUES

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

SPECIAL STATUS AND MANDATE

The University is charged with the responsibility of producing professional educators to spearhead a new national vision of education aimed at redirecting Ghana's efforts along the path of rapid economic and social development. The University of Education is expected to play a leading role in the country's drive to produce scholars whose knowledge would be fully responsive to the realities and exigencies of contemporary Ghana and the West African sub- region.

UEW LOGO



Designed by

Nana Yaw Gyapong (1993)

Department of Art Education

The principal motif of the University Crest, the *Adinkra Ntesie* is a Ghanaian cultural symbol associated with wisdom and knowledge as the essential ingredients of education.

Arising from the Adinkra motif is a torch radiating its light in all directions, suggesting that the knowledge nurtured at the University would become a source of enlightenment to all people far and wide. It is a flame that would dispel the darkness of ignorance.

The Starburst motif of the Crest is made up of different wave lengths and conveys the idea that teachers trained by the University would disperse into every corner of the country and render services to all Ghanaians irrespective of social status, religion or sex.

The red colour combines with the blue against a background of pure white to symbolise hard work and perseverance. All the symbols are set in a circle bearing the motto: Education for Service and symbolising the completeness of training at the University of Education, Winneba.

UEW ANTHEM

(The Victory Anthem)

Composed by

Cosmas W.K. Mereku (1993)
Department of Music Education

We Hail You Oh UEW,
Your name is in our hearts.
We uphold You, and proud of You;
For You'll make the nation's teachers strong.
Our Love for you arouses us:
To nobler thoughts, to nobler words, to nobler deeds,
And to nobler heights;
We shall learn to serve,
UEW shall grow;
By the Power
By the Power of God.

Refrain:

Victory, Shall be ours! [*3 times*] (Oh Lord)
We shall fight, fight on and succeed.

SCORE

UEW Anthem

**DEDICATED TO ALL
PIONEERING LECTURERS AND
STUDENTS**

(The Victory Anthem)

**Composed and Arranged for Military Band
by Cosmas W. K. Mereku
Music Department, UCEW, 31/01/1993**

STUDENTS

Music Department, UCEW, 31/01/1993

Vigorouso *mf*

f *ff*

mf

hail— You, Oh U— E— W! Your name is in our hearts; We up—

f *mf*

hold— You, and proud of You, For You'll make the na—tion's tea—chers strong.

mf *p* *mp*

strong. Our love for You a—rou—ses us, To no—bler thoughts, To

mf *f* *ff*

no—bler words, To no—bler deeds, And to no—bler heights; We shall learn to serve, U—E—

cresc *ff*

W— shall grow By the pow—er, by the pow—er of God. Vic—to—ry! Shall be

fff

ours Vic—to—ry Shall be ours Vic—to—ry Shall be ours (Oh Lord) We shall

allagando

fight, fight on and suc—ceed. fight fight on and suc—ceed.

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
USHRR	Undergraduate Students' Handbook on Rules and Regulations
UGC	University Governing Council

TABLE OF CONTENTS

BRIEF HISTORY	iii
UEW LOGO	v
UEW ANTHEM	vi
LIST OF ACRONYMS	viii
LIST OF TABLES	xviii
PREAMBLE	xix
1.0 ADMISSIONS AND REGISTRATION	1
1.1 APPLICATION METHOD	1
1.2 ADMISSION REQUIREMENTS	1
1.2.1 Minimum Entry Requirements	1
1.2.2 Definition of Terms	4
1.2.3 How To Apply	4
1.2.4 Other Specialised Programmes	5
1.2.5 Getting Your Documents Verified	7
1.3 ADMISSION PROCESS	7
1.3.1 Approval of Admission	7
1.3.2 Offer of Admission	8
1.3.3 Acceptance of Admission	8
1.3.4 Non-Acceptance of Admission	8
1.3.5 False Declaration	8
1.4 REGISTRATION BY FRESH STUDENTS'	8
1.4.1 Full Fees Payment Requirement	8
1.4.2 Self-Registration Requirement	8
1.4.3 Registration Deadlines	8
1.4.4 Medical Examination Requirement	9
1.5 CONTINUING STUDENTS REGISTRATION	9
1.5.1 Full Fee Payment Obligation	9
1.5.2 Lapsed Registration	9
1.6 IDENTITY CARDS	10
1.6.1 Conditions for Holding an ID Card	10
1.6.2 Arrangements for Collection of ID cards	11
1.7 CHANGE OF STATUS	11
1.7.1 Name	11
1.7.2 Date of Birth	12

1.8	ELECTRONIC RECORDS	12
1.8.1	What is Electronic Record	12
1.8.2	Tampering and Manipulation of Electronic Records	12
2.0	ACADEMIC CALENDER	13
2.1.1	Semester System	13
2.1.2	The Semester Structure	13
2.1.3	Modes of Instructional Delivery	13
2.1.4	The Semester Calendar	14
2.2	COURSE WORK REQUIREMENTS	15
2.2.1	Programme and Course	15
2.2.2	Credit Weighting and Course Coding	17
2.2.3	The Alpha-numeric Course Code	17
2.2.4	Minimum and Maximum Load for Semester	18
2.2.5	Total Credit Load for Programme	18
2.2.6	Graduation Requirements	19
3.0	ASSESSMENT OF COURSE WORK	20
3.1	MODES OF ASSESSMENT	20
3.1.1	Assessment of Student Performance	20
3.1.2	Continuous Assessment	21
3.1.3	End-of-Semester Examinations	21
3.1.4	Marks and Grade Point Equivalence	22
3.1.5	Grade Labels and Descriptions	22
3.1.6	Formal Approaches	24
3.1.7	Informal Approaches	24
4.0	ENROLMENT AND COURSE PROGRESSION	25
4.1	ATTENDANCE AT LECTURES	25
4.2	PROGRESSION FROM SEMESTER TO SEMESTER	25
4.2.1	Progression at Level 100 to 200	25
4.2.2	Progression at Levels 200 to 400	26
4.2.3	Qualification for Graduation	27
4.2.4	Re-sit of examination papers	27
4.2.5	Re-sit/Supplementary Examination Conditions	27
4.2.6	General Rules on Re-sit of Examinations	27
4.3	PUBLISHING OF EXAMINATION RESULTS	28
4.3.1	Deadlines for Publication of Results	28
4.4	COMPUTATION OF THE GPA & CGPA	28

4.4.1	Variables Needed for Computation	28
4.4.2	Calculating the Weighted Grade Point (WGP)	29
4.4.3	Calculation of the CGPA	29
4.4.4	Sample Computation of the CGPA	30
4.4.5	GPA for Trailing and Repeating Courses	30
5.0	CLASSIFICATION OF CERTIFICATES	30
5.1.1	Bachelor's Degree Classification	30
5.1.2	Diploma and Certificate Programmes	31
6.0	LONG ESSAY/PROJECT WORK	31
6.1	Submission Deadlines	31
6.2	Formatting Long Essay/Project Work	32
7.0	REQUIREMENTS FOR GRADUATION	32
7.1	Key Requirements	32
7.2	Certificates	33
7.3	Academic Transcripts	33
7.4	Transfer of Credits	34
8.0	DEFERMENT	34
8.1	Before Commencement of Programme	34
8.2	On Grounds of Ill-Health	34
8.3	On Grounds other than Ill-Health	34
8.4	Maximum Period for Deferment	35
9.0	STUDENT SERVICES	35
9.1	Academic Counseling	35
9.2	The UEW Counseling Centre	35
10.0	ORIENTATION FOR FRESH STUDENTS	36
10.1	Intensive Pre-academic Orientation Programme (IPOP)	36
10.2	Regular and Sandwich IPOP	36
11.0	NEWLY ELECTED STUDENT LEADERS WORKSHOP (NESLW)	37
11.1	Rationale for NESLW	37
11.2	Range of Topics for NESLW	37
11.3	Paying for NESLW	38
12.0	DRESSES FOR CEREMONIAL OCCASIONS	38
12.1	ACADEMIC CEREMONIES	38
12.1.1	Pomp and Pageantry of Academic Ceremonies	38
12.1.2	The Matriculation Ceremony	39

12.1.3	The Congregation Ceremony	39
12.1.4	Faculty Colours for Congregation Ceremony	40
13.0	QUALITY ASSURANCE	40
13.1	ASSESSMENT OF TEACHING	40
13.1.1	Students Feedback on Teaching	41
13.1.2	Lecturers Feedback on Teaching & Learning	41
14.0	EXAMINATIONS	41
14.1	THE CONDUCT OF EXAMINATIONS	41
14.1.1	Rules and Regulations	41
14.1.2	Qualifying to Write University Examinations	43
14.2	EXAMINATION TIME TABLE	43
14.2.1	Drawing the Examination Time Table	43
14.2.2	Venues and Seating Arrangements	44
14.2.3	Candidate Identification at the Exams Hall	44
14.3	ENTERING AND LEAVING EXAMS ROOMS	45
14.4	PROCEDURE DURING EXAMINATION	45
14.4.1	Use of Index Numbers and Seating Arrangements	45
14.4.2	Signing the Exams Attendance Register	45
14.4.3	Borrowing of Materials in the Exams Hall	46
14.4.4	Verbal or Non-verbal Communication	46
14.4.5	Invigilator's 'Start Work' Instruction	46
14.4.6	Answer Booklet	46
14.5	ABSENCE FROM EXAMINATION	46
14.6	EXAMINATION OFFENCES	47
14.7	COMPLAINTS AND APPEALS ON EXAMINATION ISSUES	49
14.7.1	Request for Review/Re-Marking	49
14.7.2	Re-marking Application Deadline	49
14.7.3	Re-marking of Results and Ratification	49
14.7.4	Refunding of Re-marking Fees	49
14.8	EXAMINATIONS OFFENCES AND PENALTIES	49
15.0	STUDENT HOUSING AND RESIDENTIAL LIFE	52
15.1	REGISTRATION WITH HALLS OF RESIDENCE	52
15.1.1	Fresh Students	52
15.1.2	New Student Reservation and Contract Form	52
15.1.3	Continuing Students' Eligibility	52
15.1.4	Portfolios that Qualify for Campus Residential Accommodation	54
15.1.5	Conditions of Acceptance into Residential Accommodation	55

16.0	SEMESTER ARRANGEMENTS	56
16.1	AT THE BEGINNING OF THE SEMESTER	56
16.1.1	Acceptance of the Residential Offer	56
16.2	AT THE END OF THE FINAL SEMESTER	57
16.2.1	Going through the Clearance Process	57
17.0	TRANSFER OF UEW PROPERTY	57
18.0	DAMAGE TO OR MODIFICATIONS TO UEW PROPERTY	57
19.0	KEEPING THE ENVIRONMENT CLEAN	58
20.0	RULES ON KEYS, VISITORS' & EXEAT BOOKS	58
20.1	Key Movement	58
20.2	Travelling Outside Campus	59
20.3	External Visitors to Halls of Residence	59
21.0	USE OF APPLIANCES AT THE HALL	60
21.1	ACCEPTABLE APPLIANCES	60
21.1.1	Acceptable Electrical Appliances	60
21.1.2	Acceptable Appliances with Permission	60
21.2	UNACCEPTABLE APPLIANCES	61
21.2.1	Unacceptable Electrical/Gas Appliances	61
22.0	CHANNELS OF COMMUNICATION	61
22.1	ACADEMIC MATTERS	62
22.1.1	Individual Student Issues	62
22.1.2	Matters Affecting Students Collectively	62
22.2	NON-ACADEMIC MATTERS	62
22.2.1	Individual Student Matters	62
22.2.2	Individual Student Hall Matters	62
22.2.3	Collective Student Body at the Residence Hall	62
22.2.4	Non-Residential Collective Student Body	63
22.3	PROCEDURES	63
22.3.1	Junior Common Room Council (JCRC)	63
22.3.2	Student Representative Council (SRC)	63
22.3.3	Appeals	63

23.0	ASSOCIATIONS, CLUBS AND SOCIETIES	64
23.1	RATIONALE	64
23.2	FORMS OF STUDENT ASSOCIATIONS	64
23.2.1	Statutory Associations	64
23.2.2	Non-Statutory Associations.	64
23.3	CONDITIONS FOR RECOGNITION	65
23.3.1	Primary Conditions	65
23.3.2	Secondary Conditions	66
23.3.3	Unrecognised Organisations	66
23.4	PROCESSES FOR RECOGNITION	67
23.4.1	Renewal and New Registration	67
23.4.2	Conditions to Stay Recognized	67
23.5	PRIVILEGES OF RECOGNIZED ASSOCIATIONS	68
23.5.1	Use of the University's facilities	68
23.5.2	University's Name and Trademarked Images	68
23.5.3	Announcements and Adverts at UEW Website	68
23.5.4	Supervisory Assistance	68
23.6	ACTIVITIES OF REGISTERED ASSOCIATIONS	68
23.6.1	The Amalgamated Clubs Calendar	68
23.6.2	Permission for Events	69
23.6.3	Association Celebrations	69
23.7	FUNDING	70
23.7.1	Association Membership Levy Processes	70
23.7.2	Components of Association Membership Levy	71
23.8	FINANCIAL MANAGEMENT	73
23.8.1	Annual Budget of Organisations	73
23.8.2	Signatories to Accounts	74
23.9	EXPENDITURE GUIDELINES	76
23.9.1	Processes for Making Association Expenditure	76
23.9.2	Audit of Financial Statement	78
23.9.3	End of Financial Report	78
23.9.4	University Audit Section as External Auditors	78
24.0	STUDENT ELECTIONS	78
24.1	Committee System of Governance	78
24.2	CGPA Requirement for Eligibility	79
24.3	Election Dispute Resolution Procedures	79

25.0	DEMONSTRATIONS, RALLIES AND PROCESSIONS (DRaP)	80
25.1	DRaP PROCEDURES	80
25.1.1	Application to Undertake a DRaP	80
25.1.2	Responsibility of DRaP Organisers	80
25.1.3	Presentation of DRaP Petitions	81
26.0	STUDENTS' PUBLIC RELATIONS	82
26.1	Publications	82
26.2	Communication with Government Ministers and Officials / Embassies / High Commissions / The Press / Individuals and Organisations outside UEW	83
27.0	EXCURSIONS AND EDUCATIONAL TRIPS	83
27.1	Decision to Undertake the Trip	83
27.2	Application to Embark on a Trip in Ghana	84
27.3	Application to Embark on a Trip Outside Ghana	84
27.4	Conditions for Organising a Trip	84
28.0	MEETING VENUES AT WINNEBA	85
28.1	Designations of Meeting Venues	85
28.2	Application Processes for Meeting Venues	85
29.0	USING UNIVERSITY TRANSPORT FACILITIES	86
29.1	Application Processes for Transport	86
29.2	Use of Personal Private Vehicles on Campus	86
29.3	Use of Association Vehicles on Campus	87
30.0	OTHER STUDENT BY-LAWS	88
30.1	MAINTAINING A CONDUCTIVE ACADEMIC ENVIRONMENT	88
30.1.1	Noise-Making	88
30.1.2	Equipment of Public Nuisance	89
30.1.3	Breach of Public Nuisance By-law	89
31.0	DRUNKENNESS	89
32.0	SMOKING	90
33.0	TRADING	90

34.0	OPERATING CREDIT UNION/MONEY LENDING	90
35.0	COLLECTION OF MONEY	91
36.0	ARMS AND AMMUNITION	91
37.0	ILLICIT DRUGS	91
37.1	Definition of Illicit Drugs	91
38.0	DISCIPLINARY ACTIONS SANCTIONS	92
38.1	DISCIPLINARY ACTION AND SANCTIONS	92
38.2	SANCTIONS ATTACHED TO OFFENCES	93
38.2.1	Theft	93
38.2.2	Embezzlement of Student Fund	93
38.2.3	Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug use and Peddling	94
38.2.4	“Ponding” of a Student	94
38.2.5	Unauthorised Transfer of UEW Property	94
38.2.6	Mutilation or Unauthorised Removal of Library Books, Refusal to Pay Fines Imposed.	94
38.2.7	Non-Vacation of room or Taking away Keys during Holidays	95
38.2.8	Damage to UEW Property	95
38.2.9	Conduct of Classes toward Entrance Examination	95
38.2.10	Anonymous Letter Writing	95
38.2.11	Prosecution by Civil Authorities	96
39.0	APPLICATION OF THE LAWS OF GHANA	96
40.0	APPEAL	96
41.0	ANTI-SEXUAL HARASSMENT REGULATIONS	98
41.1	INTRODUCTION	98
41.1.1	Preamble	98
41.1.2	Statement of Principle	98
41.1.3	Jurisdiction	99
41.1.4	What Constitutes Sexual Harassment	100

42.0	COMPLAINT PROCEDURES	101
42.1	PROCEDURES	101
42.1.1	Making a Complaint	101
42.2	INFORMAL	101
42.2.1	Registration of Protest by Harassment Victims	101
42.2.2	Informal Harassment Redress Process	101
42.3	FORMAL	102
42.3.1	Registration of Protest by Harassment Victims	102
42.3.2	Formal Harassment Redress Process	103
43.0	SANCTIONS	104
44.0	ANTI-HARASSMENT MANAGEMENT	104
44.1	ANTI-HARASSMENT ADMINISTRATION	104
44.1.1	Description of Anti-Harassment Roles	104
44.1.2	Responsibilities of Advisors	105
44.1.3	Anti-Harassment Office on Campuses	105
45.0	OTHER FORMS OF HARASSMENT	107
45.1	HARASSMENTS NOT COUNTENANCED	107
45.1.1	Types of Harassment not Countenanced	107
46.0	DEFINITION OF OTHER HARASSMENTS	107
46.1	Tribal Harassment	107
46.2	Bullying	107
46.3	Personal Harassment	108

LIST OF TABLES

TABLE 1:	ALPHA-NUMERIC COURSE CODE	17
TABLE 2:	PROGRAMME TYPE	18
TABLE 3:	DURATION FOR COMPLETION OF PROGRAMMES	20
TABLE 4:	MODE OF ASSESSMENT	20
TABLE 5:	MARKS AND GRADE POINT EQUIVALENCE	22
TABLE 6:	TABLE OF ACADEMIC JARGONS	22
TABLE 7:	BACHELOR’S DEGREE CLASSIFICATION	31
TABLE 8:	DIPLOMA AND CERTIFICATE CLASSIFICATION	31
TABLE 9:	CAPTION COLOURS FOR CONGREGATION CEREMONY	40
TABLE 10:	COMPONENTS OF SRC LEVY	71
TABLE 11:	COMPONENTS OF JCRC LEVY	72
TABLE 12:	COMPONENTS OF THE LEVY FOR ALL OTHER CLUBS/ASSOCIATIONS/SOCIETIES	72
TABLE 13:	STATUTORY SIGNATORIES TO SRC ACCOUNTS	74
TABLE 14:	STATUTORY SIGNATORIES TO JCRC ACCOUNTS	74
TABLE 15:	STATUTORY SIGNATORIES TO SUBJECT ASSOCIATIONS ACCOUNTS	75
TABLE 16:	STATUTORY SIGNATORIES TO ALL OTHER CLUBS, AND ASSOCIATIONS SOCIETIES ACCOUNTS	75
TABLE 17:	STUDENT DRIVERS’ LICENSE REQUIREMENTS	87
TABLE 18:	ANTI-HARASSMENT OFFICE ON CAMPUSES	106

PREAMBLE

The Undergraduate Students' Handbook on Rules and Regulations (USHRR) contains the policies, rules and regulations that the UEW 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 UEW undergraduate programmes on all satellite campuses.

The USHRR shall be the main document for the undergraduate student body of the University that shall regulate students' academic and non-academic conduct.

Responsibilities for undergraduate programmes are shared with the colleges, schools, institutes and departments. These units have requirements and rules specific to their undergraduate programmes.

In addition, each hall, student association/club and society and other service units of the University 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 the University.

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 the University 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 USHRR 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 UEW website shall be the authoritative version. Each new edition will be archived.

Rev. Fr. Professor Anthony Afful-Broni
Acting Vice-Chancellor, UEW

May, 2018

1

P A R T

ACADEMIC POLICIES

1.0 ADMISSIONS AND REGISTRATION

1.1 APPLICATION METHOD

- The University currently has two institutes, three eleven colleges, faculties, two schools and over fifty academic departments. Over 160 undergraduate academic programmes are run in the University. The Division of Academic Affairs (DAA) administers applications for undergraduate degrees including certificates, diploma and bachelor's degrees.
- The application and information about procedures, requirements, fees, and deadlines are available online as well as at the Division of Academic Affairs (DAA) on all satellite campuses. The UEW 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 official advertisement to that effect in national newspapers and on the UEW 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 Deputy Registrar, Division of Academic Affairs (DAA) not later than the advertised deadline.
- Always print a copy of your completed application form for reference purposes, as directed.

1.2 ADMISSION REQUIREMENTS

1.2.1 Minimum Entry Requirements

These are basic requirements to be satisfied to qualify for entry into the University. 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 A1-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).

SC/GCE Certificate holders

Two (2) 'A' Level passes (other than General Paper) in relevant subjects, as well as credits (Grade 6 or better) in five (5) subjects at GCE 'O' Level, including English Language, Mathematics and a Science subject.

Note: *Applicants with GCE results, which are over five (5) years old, should apply as Mature Applicants.*

MATURE APPLICANTS

Must be at least 25 years by August 1, 2019;

1. Should have a minimum of SSSCE/WASSCE Certificate or DBS /RSA certificate;
2. Must pass the UEW Entrance Examination.

Post-Diploma Applicants

Must possess a Higher National Diploma or an equivalent Certificate in a relevant field of study from a recognised tertiary institution.

The class obtained should be at least a Second Class Lower Division or its equivalent to qualify for placement at Level 200 or 300.

Candidates may be required to pass an interview.

Two-Year Diploma Programmes

WASSCE/SSSCE with passes (A1-D7/A-D) in three (3) Core subjects: English Language, Mathematics, and Integrated Science/Social Studies, plus Credits (WASSCE A1-C6/SSSCE A-D)) in three (3) relevant Elective subjects. **OR**

GCE “O” Level with Credits (Grade 6 or better) in five (5) subjects, including English Language, Mathematics and a Science subject. **OR**

A Distinction or Credit in an accredited Certificate programme.

Mature Applicants must be at least 25 years, with WASSCE/SSSCE/GCE Certificate, and must pass UEW Entrance Examination.

One-Year Diploma in Education Programme

A Bachelor’s degree, Diploma, or Advanced Handicraft Certificate in a relevant programme from an accredited Tertiary Institution.

People with higher qualifications can apply.

At least Credit in Core English at SSSCE/WASSCE.

Distance Learning Business Programmes

Three-Year Diploma in Accounting Studies.

Three-Year Diploma in Management Studies.

Two-Year Post-Diploma (Bachelor of Business Administration) in Accounting Studies.

Two-Year Post-Diploma (Bachelor of Business Administration) Human Resource Management.

Four-Year Bachelor of Business Administration in Accounting Studies

Four-Year Bachelor of Business Administration in Human Resource Management.

Distance Learning Education Programmes

3-Year Diploma in Basic Education;

3-Year Diploma in Early Childhood Education;

1-Year Diploma in Education;

2-Year Post Diploma (B.Ed) in Basic Education;

2-Year Post Diploma (B.Ed) in Early Childhood Education;

3-Year B.Ed. in Basic Education; 4-Year B.Ed. in Basic Education;

4-Year B. Ed. in Early Childhood Education;

4-Year B.A. in English Language Education;

4-Year B.Sc. in Mathematics Education;

4-Year B.A. in Social Studies Education.

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 the University's Entrance Examinations except for programmes whose entry requirements so demand.

Mature Applicants

Mature Applicants are those required to pass the University's Entrance Examinations before selection. They are applicants who are 25 years and above and who, although usually have WASSCE/SSSCE/GCE certificate, cannot obtain direct admission because they do not have the required passes. They are admitted based on their performance in the Entrance Examinations.

Post-Diploma Applicants

Post-Diploma Applicants are applicants who have Higher National Diploma or equivalent Tertiary Diploma Certificates. They usually seek admission to pursue degrees in their previous areas of study.

1.2.3 How To Apply

1. There are three application options: Direct, Mature and Post-Diploma. Obtain an appropriate Application Voucher from any of the following Banks: GCB Bank, HFC Bank, Agriculture Development Bank (ADB), Zenith Bank, Unibank or Fidelity Bank. International Students may use VISA card.
2. Visit the University's website www.uew.edu.gh. Click on Admissions, and select Apply Online >>>. Log in with your Voucher Serial Number and PIN.
3. Choose an appropriate 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.uew.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 is available to Ghanaian applicants who do not meet the competitive selection cut-offs but satisfy the minimum university requirements.
- Mature Applicants for Special Education are expected to pass the Entrance Examination in Special Education as well as in their second programme.
- Physical Education and Sports Coaching applicants should **not** be more than forty (40) and fifty (50) years respectively.
- Successful Post-Diploma applicants may be placed at Level 100, 200 or 300 of the Four-Year degree programme depending on the programme in question and the background of the applicant.
- All certificates and results other than those from the West African Examinations Council, the Universities and Polytechnics in Ghana and institutions accredited by the National Accreditation Board should be cleared with the National Accreditation Board and the evaluation reports submitted to the university.

You may call National Accreditation Board on 0302-518630, 286013/14, 518570 for assistance. Applicants with Baccalaureate and other foreign qualifications will therefore be considered on recommendation and establishment of equivalence by the National Accreditation Board. Otherwise, such candidates may apply as Mature Applicants.

1.2.4 Other Specialised Programmes

(a) Specialised BSc Degree and Diploma Programmes

Programmes available that can be pursued through the Distance Education mode include Automotive Technology, Mechanical Technology, Wood Technology, Construction Technology, Electricals or Electronics Technology, Fashion and Textile Design Technology as well as Catering and Hospitality Technology Education.

The following minimum requirements shall be met by candidates applying for specialised BSc degree or diploma programmes offered by Distance Education mode:

- i. Four (4) GCE 'O' Level credits or three (3) SHSCE credits in English Language, Mathematics and Integrated Science.
- ii. One of the following qualifications:
 - (a) *Automotive Technology* — Motor Vehicle Technician III (MVT III)
 - (b) *Mechanical Technology* — Mechanical Engineering Technician III (MET III)
 - (c) *Wood Technology* — Advance Furniture Design and Construction/Advance
 - (d) *Carpentry and Joinery Construction Technology* — Construction Technician
- iii. Must pass UEW Entrance Examination.

(b) Specialised Certificate II or III Programmes

Programmes available that can be pursued through the Distance Education mode include Electricals/Electronics Technology, Fashion and Textile Design Technology and Catering & Hospitality Technology.

The following minimum requirements shall be met by candidates applying for specialised certificate programmes offered by Distance Education mode:

- i. Four (4) GCE 'O' Level credits or three (3) SHSCE credits in English Language, Mathematics and Integrated Science.
- ii. One of the following qualifications:
 - (a) *Automotive Technology* — Motor Vehicle Technician III (MVT III)
 - (b) *Electricals/Electronics Technology* — Electrical Technician Engineering III
 - (c) *Fashion and Textile Design Technology* — Advanced Fashion Certificate III
 - (d) *Catering and Hospitality Technology* — Advanced Cookery Certificate (812/2)

iii. **Must pass UEW Entrance Examination.**

Some of the regular undergraduate programmes are also offered using the Distance Education (DE) mode that may have similar minimum requirements. Check from the Institute of Educational Development and Extension (IEDE) section of the Admissions Brochure.

In this respect, applicants are entreated to study the Admissions Brochure and other instructions carefully before completing an application.

1.2.5 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, University) 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 the University. 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 direct to the University 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 Deputy Registrar, DAA.

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 the University.

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 re-opening (1st semester) and 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 University 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 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 Deputy Registrar, DAA 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 pre- requisite for that course.

1.6 IDENTITY CARDS

1.6.1 Conditions for Holding an ID Card

- i. Identity Cards (ID) will be issued to all Junior Members admitted to programmes in the University.
- ii. Each student of UEW should endeavour to carry on him/her the Identity Card of the University 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.

1.6.2 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 the University 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 the University 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 the University Revenue Office.

1.7 CHANGE OF STATUS

1.7.1 Name

Upon admission to University of Education, Winneba, 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 University of Education, Winneba, 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 University 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 the University.
 - ii. Assessment and Examination record is also defined as any data that is captured electronically by academic departments and University Administration as a reflection of a student's performance in the University.
 - iii. Financial records are defined as any data that is captured electronically by the Finance Office/University's Bankers as a student's financial obligation to the University.

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 the University systems.
- ii. A person personally or through a third party tampering with or hacking into any of the University 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 university document that is different from the real results on the University'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 University.

2.0 ACADEMIC CALENDER

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 examination period.

2.1.3 Modes of Instructional Delivery

The University offers its undergraduate programmes through the following modes:

- (a) campus-based learning (regular),
- (b) sandwich,
- (c) distance education,
- (d) evening classes, and
- (e) weekend.

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.	Faculty Board 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;

v.	Publication of Final Year DE Examination Results;
vi.	Congregation or Graduation for DE Students;
vii.	End of Semester Examinations;
viii.	Students go down;
ix.	Departmental Examination Committee to Consider Results
x.	Faculty Board 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 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 certificate, 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 in.
- 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 and DE Study Centre Coordinators.
- 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 the University 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 Academic Planning Committee (APC) on behalf of the Academic Board.

2.2.3 The Alpha-numeric Course Code

Table 1: 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 serial number of courses prescribed in the course structure by the Faculty for that semester, i.e., 1st course mounted for programme.
- (e) **3** credits in the last column refers 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 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. The University offers four-year undergraduate degree programmes as well as three-year distance education diploma and post-diploma programmes.
- ii. Students may be admitted directly into degree programmes in the second year (i.e., Level 200) or the third year (i.e., Level 300) depending on the candidate's qualification, assessment and recognition of their prior learning. See Entry Requirements in this document.
- iii. 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, BSc, BA, etc.	60–72
iii.	2-Year Diploma (Regular)	60–72
iv.	3-Year Diploma (Regular)	
v.	3-Year Diploma (Distance)	60–72
vi.	3-Year Degree (Distance) in Basic Edu.	30–36
vii.	1-year Certificate (Regular)	30–36
viii.	1-year Certificate (Sandwich)	30–36

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 the University;
- 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 the University's name into disrepute.
- vii. Would have settled all financial and other obligations—DAA, Department(s), Faculty, Hall and ODSA, etc.,—and consequently been cleared at the following offices at the University:
 - (a) Finance Office
 - (b) University Library
 - (c) Dean, Student's Faculty
 - (d) HOD, Student's Department
 - (e) Deputy Registrar, Division of Academic Affairs
 - (f) Hall Manager, Candidate's Hall of Residence/ Affiliation
 - (g) SRC Office
 - (h) Dean, Student Affairs
- viii. The University reserves the right to make curricula changes (add and/or delete courses) and require 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 the University.
- 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 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
b)	2-Year Post-Diploma (BEd, BSc, etc.	2 years	4 years
c)	2-Year Diploma (Regular)	2 years	4 years
d)	2-Year Diploma (Sandwich)	2 years	4 years
e)	3-Year Diploma (Regular)	3 years	5 years
f)	3-Year Diploma (Distance)	3 years	5 years
g)	3-Year Degree (Distance) DE		
h)	1-year Certificate (Regular)	1 years	2 years
i)	1-year Certificate (Sandwich)	1 years	2 years
j)	1-year Certificate (Distance)	1 years	2 years

3.0 ASSESSMENT OF COURSE WORK

3.1 MODES OF ASSESSMENT

3.1.1 Assessment of Student Performance

- i. Assessment of a student's performance shall be by a combination of:
 - (a) Continuous Assessment; and
 - (b) End-of-Semester Examinations.
 - (c) The weightings for the two modes of assessment are as follows:

Table 4: Mode of Assessment

Mode	Weighting
Continuous Assessment	40%
End of Semester Examination	60%
Total	100%

- ii. The minimum pass mark for a course shall be 50%.
- iii. If the CGPA of a student is less than 1.0, he/she shall be completely withdrawn from the University.

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

- 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 on 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 the University’s examinations for a stated period, or indefinitely, or may be expelled from the University 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 any one 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 Modulesand any other pedagogical methods of current best practice.
- 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

4.0 ENROLMENT AND COURSE

PROGRESSION

4.1 ATTENDANCE AT LECTURES

- The University 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, 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 the University 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 the university 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 the university 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 the University.

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 semester basis.
- b) There shall be an early publication of 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

- Any student re-sitting a course shall be allowed to do so at the end of the semester;
- Re-sit examination shall be organised two-weeks before the commencement of a new semester;
- There shall be probation period;
- A student of the university shall be allowed to repeat a level only twice during the entire programme of study;
- If the CGPA of a student is less than 1.0 he/she shall be completely withdrawn from the university;
- A student may have the opportunity to re-sit his/her failed courses twice;

- A student embarking on internship should not trail in any courses; and
- 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 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)

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

The Weighted Grade Point (WGP) = *Grade Point for Letter Grade x Credit Hours* for the course

4.4.3 Calculation of the CGPA

Total Grade Point for semester (TGP) = Sum of all WGPs for the Semester

Semester Grade Point Average (SGPA) = $TGP \div \text{Sum of Semester's Credit Hours (TCR)}$

CGPA is similar to SGPA, taking all years spent as if it were a semester.

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**.

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, 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 University of Education, Winneba.
- 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. the University'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 University.
- 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 the University;
- v. The student should be in good standing, not barred for disciplinary reasons.
- vi. The University reserves the right to make curricula changes (add and/ or delete courses) and require students to meet the new courses 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 the University.

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 UEW website.
- Certificates will be given out to graduands as follows:
 - a) during the main UEW 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 the University'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. The University 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 one University to the University of Education, Winneba shall accumulate a minimum of 60 credits over the period approved for his/her programme as a full time student of UEW before he/she shall become eligible for graduation.
- a student of UEW can also transfer his/her credits to any other university.

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 Counsellors/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 bona fide student of the University. 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 the University.
- iii. In all cases of deferment of examination(s) or programme(s), written permission should be obtained from the Deputy Registrar (Academic) before leaving the University.

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 UEW Counseling Centre

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

10.0 ORIENTATION FOR FRESH STUDENTS

10.1 Intensive Pre-academic Orientation Programme (IPOP)

There shall be 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 university life.
- ii. To expose them to facilities available in UEW to make university 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 university authorities and statutory bodies.

10.2 Regular and Sandwich IPOP

The ODSA in collaboration with the University 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 the University'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 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 the University.
 - (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) UEW Governance Operates on Committee System
- (d) UEW Corporate Strategic Plan Objective 6: Improving on Professionalism and Administrative System
- (e) Undergraduate Handbook on Rules and Regulations (UHRR) — Academic Highlights
- (f) Undergraduate Handbook on Rules and Regulations (UHRR) — 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) University Transport System
- (o) Campus Security & Student – Police Relationship
- (p) What is Involved in 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 UEW 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 University 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 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 the University. It is an important requirement and the University Statutes requires that a person enrolling in the University 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 UEW to welcome new students to the University.
- 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 UEW 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 University 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 mortar board 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.

12.1.4 Faculty Colours for Congregation Ceremony

Here are the faculty colours used for the hoods.

Table 9: Caption Colours for Congregation Ceremony

S/N	FACULTY	COLOUR NAME	COLOUR
1.	Agriculture Education	Maize	
2.	Educational Studies	Light Blue	
3.	Business Education	Drab	
4.	Languages Education	White	
5.	Creative Arts	Brown	
6.	Social Science Education	Citron	
7.	Science Education	Gold	
8.	Technology Education	Orange	
9.	IEDE	Light Blue	

13.0 QUALITY ASSURANCE

13.1 ASSESSMENT OF TEACHING

Student feedback on teaching is an important element of the University'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 a University..

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 the University. 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 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 University 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 University examinations.
 - b) Suspension from the University.
 - c) Expulsion from the University.

14.1.2 Qualifying to Write University Examinations

A candidate shall qualify to write a University 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 the University.
- 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 the University or the premises of any other academic institution approved by the University.
- 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 the University 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 UEW 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, 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) mis-reading 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 the University 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 any 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 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.
- ix. Verbal or physical assault on an invigilator over alleged examination offence.
- x. Destroying materials suspected to help establish cases of examination malpractice
- xi. Writing after examination has ended.
- xii. 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.
- xiii. Plagiarism include:
 - (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
- xiv. Tampering and Manipulation of Electronic Records

14.7 COMPLAINTS AND APPEALS ON EXAMINATION ISSUES

14.7.1 Request for Review/Re-Marking

A candidate who is not satisfied with the results of any University 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 UEW system.

14.7.2 Re-marking Application Deadline

An application for review/re-marking shall be submitted to the Deputy Registrar, Division of Academic Affairs not 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.

14.7.3 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.

14.7.4 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 for remarking is (i) without merit, the student will forfeit the money paid, (ii) 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 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 candidate's paper
5.	Impersonation	Dismissal of 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 other candidate(s) or detracting their attention	Cancellation of candidate's paper(s) and rustication for two semesters
9.	Verbal/Physical assault on invigilators and other 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 candidate's long essay/project
13.	Plagiarism.	Cancellation of candidate's long essay/project.
14.	Tampering and Manipulation of Electronic Records	Dismissal from the University

Expulsion

2

P A R T

GENERAL RULES & REGULATIONS

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 the University to live in an on-campus residence hall for the first year subject to availability of space. Students are required to move out the subsequent years into off-campus accommodation. The IN-OUT-OUT-OUT structure shall therefore be used as the basis for housing students in the University.

The policy also required non-residential students to register with their halls of affiliation.

15.1.2 New Student Reservation and Contract Form

- i. This contract form can be obtained from respective halls of residence. This must be filled and submitted to the Hall Manager. Allocation will be done on first come first served basis. This housing contract shall be binding for the academic year.
- ii. Housing is a scarce resource, and so not all fresh students may be offered on-campus accommodation in the first year.

15.1.3 Continuing Students' Eligibility

The Student Housing Policy (SHP) requires all continuing students studying in the University to look for their own off-campus accommodation during their subsequent years of study. However, some categories of students will be eligible for consideration for on-campus (Halls of Residence) accommodation for reasons for Sports, Leadership Positions as well as Health and Disability Issues:

The following categories of students will be considered for on-campus (University Hall of Residence) accommodation:

(a) Sportsmen and Sportswomen

- i. The Office of the Amalgamated Sports Club will compile the list of all good and reliable sports men and women in their estimation who are ready to compete for the University as well as their Halls. The approved list, signed by the Chairman, shall be submitted to the Office of Dean of Student Affairs by 30th April each year. The list shall, then be forwarded to the Hall Managers/Manageress for consideration.
- ii. Such applicants shall fill in *Continuing Student Reservation and Contract for University Housing Form*. Application forms can be picked up from the Hall Manager's Office from 1st May each year. This must be filled in and submitted to the Hall Manager and Manageress of the hall of affiliation by 31st May (i.e., before students go down for the second semester).

(b) Health/Pregnancy and Disability Issues

Students with health and disability issues shall apply by filling in the *Health/Disability Student Reservation and Contract for University Student Housing Form* and submit to the Hall Manager/Manageress of hall of affiliation by 31st May each year for consideration for on-campus residential accommodation.

(c) Leadership Positions Accommodation

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

15.1.4 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. Women's Commissioner viii. General Sports and Games Secretary ix. General Sports and Games Treasurer x. NUGS Secretary xi. NUGS 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

15.1.5 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 on-campus accommodation who reports after the first week, without valid reason(s) stands the risk of losing the accommodation offered.
- iii. All Junior Members offered accommodation must, on arrival, sign a Residence Book at the Porters' Lodge of their respective Halls.
- iv. A student who is offered on-campus accommodation but declines the offer, must inform, the Hall Manager/Manageress, in writing, his/her decision to decline the offer.
- v. No student shall, under any condition or circumstance, either sublet his/her Hall accommodation to any other student or accept such an illegal offer.
- vi. Any student who breaches (v.) above shall either pay a fine or be suspended from the Hall for a period determinable by UEW authorities and/or lose his/her residential status.
- vii. Any student who wishes to transfer from one Hall to another may do so only once but with the prior consent of the Hall Manager/Manageress. The conditions are:
 - a) Such a student must be known to have 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 semester must seek permission in writing from the Hall Manager.
- a) UEW 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 Manager.
- 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 Manager.
- 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 Manager.
- vi. A student who has been granted permission to stay in residence during vacation shall abide by the laid-down regulations of UEW.

16.2 AT THE END OF THE FINAL SEMESTER

16.2.1 Going through the Clearance Process

Upon final departure from the University, 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) University 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 UEW PROPERTY

- i. No Student shall displace or transfer UEW 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 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 UEW PROPERTY

- i. Students shall not make modifications of any kind to any University property, e.g., furniture and fittings;
- ii. Students shall not interfere with the electrical installations in their rooms or any part of UEW;

- (a) First offenders will be warned in writing, by the Hall Manager/Dean, ODSA;
- (b) Subsequent breach will lead to loss of residential status;
- iii. 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 the University authorities), in addition to payment of cost of repairs or replacement;
- v. Defacing (including posting of bills, graffiti and writing on walls) of any University 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 the University 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 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. The University shall be absolved of any responsibility and/or assistance arising out of any breach of this regulation. In addition, such students shall be given written warning by the Hall Manager.

20.2.2 *Carrying Your UEW Identity Card*

- i. In their own interest, any student travelling should have his/her UEW 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 written warning by the Hall Manager.
- iii. Persistent offenders shall lose their residential status.

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 the University on the use of appliances in Halls of Residence.

Students shall accord the personnel whom the University 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

- i. The following appliances or equipment may be used in the rooms allocated or any other part of the facility:
 - a. Table top electric stoves with regulators. Where these are used, safety measures should be taken to prevent the outbreak of fire.
 - b. Deep freezers may be used only when they are to be for communal use.
 - c. Fridges
 - d. Computers (PCs and Laptops), Printers/Scanners
- ii. The Hall Manager/Manageress reserves the right to determine the number of fridges and PCs that can be used in one room.

21.1.2 Acceptable Appliances with Permission

- i. The following appliances or equipment may be used in the rooms allocated or any other part of the facility provided the student(s) seek(s) appropriate permission, and authorisation is granted by the Hall Manager/Manageress:
 - a. Rice Cookers
 - b. Blenders
 - c. Electric Hair dryers/Hair Straighteners
 - d. Juice Makers
 - e. Toasters
 - f. Cake Mixtures
 - g. Microwaves
 - h. Electric kettles

- ii. The Hall Manager/Manageress reserves the right to determine the number of appliances or equipment 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 ConditionersAnd 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 the University 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 sub- section 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 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 the University Governing Council whose decision shall be final.

23.0 ASSOCIATIONS, CLUBS AND SOCIETIES

23.1 RATIONALE

- i. UEW 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. The University promotes student organizations and clubs, and sees student leadership as liaison between the student body and Management, hence, student activities are supported. However, though the University 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 UEW 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 the University's broad objectives.

23.2 FORMS OF STUDENT ASSOCIATIONS

UEW 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 the University 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 the University. Examples are listed below.

Academic Subject Associations SOSSA, SESA, ARTSOC, BESA, AMUS, ASGAL, ICT, AMES, SCAG, HPERSSA, ASSEF, ASSOSS, ASES, STARS, HESA, DESOC	Religious PAX ROMANA, GAMSU, PENSA, NUAS, ICGC, NUPS-G, ARS, GESAM, GHAFES, ADVENTISTS, APOSA, GHANA MUSLIM, AHMADIYYA MUSLIM
Political / Social Activism TEIN, TESCON, Gender Club, Child Rights, Conflict Resolution, WAVE Inc. etc. Publications SRC <i>Campus Lens</i> , Artsoc Arts <i>Wall Magazine</i> , English Dept. <i>Campus Spotlight</i> , etc.	Performance / Sports / Recreational University Choir, Mass Choir, Debating Society, Taekwondo, Bad minting, Aerobics, Basketball, Handball, Volleyball, etc.
Regional Groupings VORSA, BASU, BONABOTO, NSU, ASU, DASA, etc.	Old Student Associations AKORA, DATCOSA, MOBA, SANTA, AMANFO\$, KOSA, OFA, AMOSA, PASU ASA, MASA, INFOTESS, ESA, HOSSAG', CONWSA, NECHSA, ASSOL, etc. 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:

- Supporting the University's curricular and co-curricular programmes;
- Contributing to the intellectual, spiritual, social, emotional, and physical development of students;
- 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 University of Education, Winneba.

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 the University or any division or department of the University, 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 the University.
- 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 the University.
- vii. It shall have patrons or advisors who are Senior Members of the University.
- viii. Selection of leadership shall be by democratic processes.

23.3.3 Unrecognised Organisations

The University 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 social 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 the University Registrar, through the Dean/Vice Dean of Student Affairs. This shall be done by filling a registration application form either online (available at the University 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 the University;
 - (c) The proposed activities and 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 in-coming 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 are 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 the University; 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 the University.

23.5 PRIVILEGES OF RECOGNIZED ASSOCIATIONS

23.5.1 Use of the University's facilities

Student associations that are duly registered may use the University'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 University's Name and Trademarked Images

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

23.5.3 Announcements and Adverts at UEW Website

The registered association shall be listed on the University's website, with the opportunity to market itself, and with permission to recruit members from the University 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 the University.

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 UEW 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 arrangement to invite a guest speaker or artistes from outside the University 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 UEW.

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

Note: *Health Walk* is not a float.

- vii. During association week celebrations students are required not to dress outrageously both on-campus and off-campus. Offenders shall face serious sanctions.
- viii. 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 University 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 monies 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 monies 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 monies 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	12	12
2.	Development Project (Bus)	5	5
3.	Sports Dues (GHS5 for GUSA)	10	10
4.	Magazine	11	-
5.	Welfare	2	2
6.	Edutainment (Freshers' <i>Akwaaba</i> , Fresher Games & SRC Week)	5	3
7.	NUGS	3	3
8.	USAG	2	2
	Total	GHS50	GHS37

The table above were the APPROVED SRC DUES for 2015-2016 academic year.

The following shall be the components of JCRC dues for the academic year:

Table 11: Components of JCRC Levy

S/N	DESCRIPTION OF ITEM	FRESHERS (Level 100 only)	CONTINUING STUDENTS (Levels 200, 300 & 400)
1.	Administrative Costs	13	13
2.	Sports Dues	5	5
3.	Welfare	5	3
4.	Edutainment (Freshers' <i>Akwaaba</i> , Fresher Games & Hall Week)	1	1
	Total	GHS24	GHS22

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	12	10
2.	Sports /Indoor Games, etc.	1	1
3.	Newsletter	2	1
4.	Welfare	3	3
5.	Edutainment (Subject Association Week, Field Trips, etc.)	5	3
6.	Local Conferences	2	2
	Total	GHS25	GHS20

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 UEW 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 UEW Management shall supervise and monitor associations’ finances. Consequently, statutory signatories to all student accounts with any financial institution shall be as stated below.
- The statutory signatories to **SRC** accounts 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	Dean, Student Affairs
		Vice Dean, Student Affairs
C	Any One	UEW Finance Officer
		UEW 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 accounts 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 accounts 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 accounts 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 <i>Vice President</i> (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> , President gives approval 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	<i>Checks the documents</i> 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 Manager / 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 safe keeping 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 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 University Audit Section as External Auditors

At the end of each semester, all associations shall submit their books to the University 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. UEW 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 University, 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 Manager/Manageress 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 Registrar who will appoint a Committee to investigate and make recommendations to the Vice-Chancellor.
- 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 UEW shall seek permission, in writing, from the Registrar/College Registrar through the Dean/Vice Dean of Student Affairs, with copies to the Vice-Chancellor, Pro Vice-Chancellor and 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 UEW 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 Vice- Chancellor, Pro-Vice Chancellor, Principal, Registrar, 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 University'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 UEW 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 6.00p.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 the University vis- à-vis the objectives of the DRaP.
- viii. The authorities of UEW shall grant group exeats to participants in DRaPs staged outside the campuses only after satisfying themselves that adequate notice has been given to the Police and approval given 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 UEW 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 UEW 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 University and/or non-University 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 the University 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 Registrar before publication.
- ii. Copies of each publication shall be deposited with the Vice-Chancellor, Pro-Vice Chancellor, Principal, Registrar, Dean/Vice Dean of Student Affairs, Hall Managers (for Hall Publications only), Deputy Registrar (Division of Publications & Communication), the University Librarian, the UEW 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 UEW

- i. Students who intend to make political statements outside the University 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 UEW life, policy and administration.
- iii. All formal communication on UEW 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 the University's PRO functions.
- iv. All formal communication with Government Ministers and Officials, Embassies/High Commissions, the Press, Organisations and individuals outside UEW 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. A 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 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 University members of the club or other students of the University.
- 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 Registrar, through the Head of Department or Dean/Vice Dean of Student Affairs. The Registrar shall, upon approval, inform the Vice-Chancellor and Pro-Vice-Chancellor or 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 UEW 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 MEETING VENUES AT WINNEBA

28.1 Designations of Meeting Venues

28.1.1 *Winneba Campus*

The official meeting places on UEW Campus that student could be permitted to use shall include the following:

- (a) Council Chamber **
- (b) Jophus Anamuah-Mensah Conference Centre
- (c) Registrar's Conference **
- (d) Finance Conference **
- (e) Pecku Conference Room,
- (f) South Assembly Hall
- (g) J. N. Aryeetey Auditorium,
- (h) Amu Theatre
- (i) Council Chamber-South Campus,
- (j) IEDE Conference Room.
- (k) Liberation Square
- (l) IERIS Conference Room**

** Student may not be allowed to hold meetings solely at these venues.

28.1.2 *Designations of Meeting Venues-Kumasi*

28.1.3 *Designations of Meeting Venues-Mampong*

28.1.4 *Designations of Meeting Venues-Ajumako*

28.2 Application Processes for Meeting Venues

- i. The venues listed in above are available under certain conditions, for meetings. Associations shall always check for the current details on their status. Student should contact the Deputy Registrar, Division of Operations for this information.
- ii. In all cases, permission for use must be obtained from the Deputy Registrar, Division of Operations through the Dean/Vice Dean of Student Affairs.
- iii. At least, 72-hours of notice must be given for the granting of permission.
- iv. The Officer granting the permission reserves the right to impose conditions pertaining to the use of such premises.

- v. In the instance of a fee being charged, approval would be given only when the receipt of full payment has been inspected by the Deputy Registrar, Operations.
- vi. In all cases, approval for the use of a venue must be received before advertisements or notices are issued.

29.0 USING UNIVERSITY TRANSPORT FACILITIES

29.1 Application Processes for Transport

- i. Where University transport facilities are available, they may be booked for any approved journeys by the organisers of approved group of students.
- ii. Request for transport should be made to the Registrar/College Registrar 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. *UEW 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.

29.2 Use of Personal Private Vehicles on Campus

- Any student who wishes to use or keep a vehicle on the campus of the University shall inform the Hall Manager/Manageress and the Director, Directorate 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.
- The University does not provide garages for students' vehicles. Any arrangement for garaging vehicles in the University shall be made privately by the owners with the Hall Managers and the Director/Head of UEW Security Services.

29.3 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) UEW Transport Section; and
 - (b) University Security Directorate/Sections

Photocopies 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) UEW Transport Section; and
 - (b) University Security Directorate

This is to ensure safety of such vehicles to carry students of UEW 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 side cars	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 their colleague 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.

30.0 OTHER STUDENT BY-LAWS

30.1 MAINTAINING A CONDUCIVE ACADEMIC ENVIRONMENT

30.1.1 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 the University are kept as quiet as possible, at all times. Students shall not make undue noise on the campuses of UEW, 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 the University Authority concerned.
- iv. Club, society, religious and political meetings shall not be held in students' rooms.

30.1.2 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 University 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 setup for the event.

30.1.3 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 the University Authority concerned.
- Breach of any of these regulations shall attract a sanction to be determined from time to time by the UEW Authorities concerned.

31.0 DRUNKENNESS

- i. Drunken and disorderly behaviour on any UEW 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 UEW into disrepute.

- iii. No student shall be under the influence of alcohol during lectures, games, competitions and other activities approved by the University.
- 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.

32.0 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 loss of residential status.

33.0 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 UEW Campus.
- ii. Any student who trades in the Halls of Residence or in the University 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 the University.
- iv. Hawkers are not allowed to sell in the Halls of Residence or any part of the University.

34.0 OPERATING CREDIT UNION/ MONEY LENDING

- i. UEW 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.

35.0 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 Manager 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 the University.

36.0 ARMS AND AMMUNITION

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

37.0 ILLICIT DRUGS

37.1 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) 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 the University premises is prohibited.

38.0 DISCIPLINARY ACTIONS SANCTIONS

38.1 DISCIPLINARY ACTION AND SANCTIONS

- i. The officers of UEW who have direct responsibility for the discipline of Junior Members in the Halls are the Hall Managers 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.
- iii. Deans of Faculty and Heads of Department are responsible for discipline in their respective Faculties and Departments.
- iv. It shall be an offence to disobey these officers in the discharge of their official duties.
- v. A Junior Member who flouts the Statutes and Regulations of UEW shall be disciplined, only with the consent of the Vice-Chancellor or Principal.
- vi. The operation of University regulations is without prejudice to the application of the general laws of the land which apply also to all persons in the University.

- vii. If a student violates any Regulations of UEW, 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.
- viii. 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.
- ix. It shall be an offence for a Junior Member or group of Junior Members to 'pond' any person in the University, no matter the form the 'ponding', in any form, may take.
- x. If disputes arise between students from different Halls, the Hall Managers of the Halls concerned shall resolve the dispute.
- xi. Should attempts of the Hall Managers fail, the matter shall be referred to the Dean/Vice Dean of Student Affairs. Also see Regulation 13.0 on Channels of Communication.

38.2 SANCTIONS ATTACHED TO OFFENCES

The following offences shall attract the sanctions listed under them:

38.2.1 Theft

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

38.2.2 Embezzlement of Student Fund

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

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

38.2.3 Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug use and Peddling

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

38.2.4 “Ponding” of a Student

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

38.2.5 Unauthorised Transfer of UEW Property

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

38.2.6 Mutilation or Unauthorised Removal of Library Books, Refusal to Pay Fines Imposed.

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

38.2.7 Non-Vacation of 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.

38.2.8 Damage to UEW 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. The University 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 cost involved.

38.2.9 Conduct of Classes toward Entrance Examination

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

38.2.10 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.

38.2.11 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.

39.0 APPLICATION OF THE LAWS OF GHANA

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

40.0 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 re-consideration of the case by the appropriate authority.
- iv. Should the student still remain unsatisfied, he/she can appeal to the Vice-Chancellor, either through the Pro Vice-Chancellor/Principal or the Dean/Vice Dean of Student Affairs.

3

P A R T

ANTI-SEXUAL HARASSMENT POLICY

41.0 ANTI-SEXUAL HARASSMENT REGULATIONS

41.1 INTRODUCTION

41.1.1 Preamble

- i. Sexual harassment is of particular concern to the University of Education, Winneba 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 countenance by the University.
- 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 subordinate 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.

41.1.2 Statement of Principle

- i. To forestall the occurrence of sexual harassment in the University, this policy on sexual harassment is established on the following principles:
- ii. Sexual harassment in every form is prohibited at the University.
- iii. It constitutes a punishable offence.
- iv. As much as academic freedom and the right of every member of the University Community to the freedom of expression are permissible, these actions ought to be free from bias and harassment.
- v. Every member of the University – 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 utmost confidentiality.
- ix. Reported cases which are proven not to be harassment shall go through the existing grievance handling procedure (s).
- x. The University 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 university 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)

41.1.3 Jurisdiction

- i. Members of the University as stated herein shall refer to all:
 - (a.) Junior members (students)
 - (b.) Senior members (teaching)
 - (c.) Senior members (non-teaching)
 - (d.) Junior staff
 - (e.) Senior staff
 - (f.) All who transact business with the University
- 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 long essay/project of the student.

41.1.4 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, e- mails, 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.

42.0 COMPLAINT PROCEDURES

42.1 PROCEDURES

42.1.1 Making a Complaint

- i. Any member of the University 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.

42.2 INFORMAL

42.2.1 Registration of Protest by Harassment Victims

- i. 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.
- ii. Secondly, the victim shall then contact the Desk Officer and lodge an official complaint verbally or written.

42.2.2 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 mediator between the two parties.
- iii. The Advisor shall outline the incident which was considered by the complainant as harassment and advice 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 to.
- 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.

42.3 FORMAL

42.3.1 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.

42.3.2 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 Vice Chancellor/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 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 Chancellor/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 Vice Chancellor/Principal who will deal with the matter himself/herself. The Vice Chancellor/Principal may request to meet the parties involved if deemed necessary.

43.0 SANCTIONS

- i. If it is established by either informal or formal redress procedures that the unwanted act did take place, 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 UEW.
 - (c.) any offence the Criminal Code considers as *felony* shall attract outright dismissal; and as *misdemeanour* shall attract suspension for one academic year.
 - (d.) withholding of results for a period determinable by UEW 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.

44.0 ANTI-HARASSMENT MANAGEMENT

44.1 ANTI-HARASSMENT ADMINISTRATION

44.1.1 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 Vice Chancellor who shall co-ordinate the activities of the Advisors.
- iv. **Advisor:** Contact persons appointed by the Vice Chancellor to respond to reported cases and provide support services to victims of harassment.

44.1.2 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 establishing 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 counseling 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 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 Vice Chancellor.
- ix. Advisors shall meet at least twice each semester.
- x. Organize educative campaigns on regular basis to raise the awareness levels of the university community.
- xi. Term of office of the advisors shall be two years. The appointment may be renewed for a further period of two years.

44.1.3 Anti-Harassment Office on Campuses

The Offices designated for anti-harassment issues on the various campuses are in Table 19 below.

Table 18: Anti-Harassment Office on Campuses

Campus	S/N	Contact Persons	Office	Contact
Winneba	1.	Director, Gender Mainstreaming Directorate (GMD)	Pecku Annex, 2 nd Floor, North Campus	03323 22269
	2.	Desk Officer, GMD	Pecku Annex, 2 nd Floor, North Campus	
	3.	Director, Counselling Centre (CC)	Counselling Centre, North Campus	03323 22269
	4.	Dean, Student Affairs	Pecku Main Building, ODSA	03323 21027
Kumasi	5.	Gender Desk, GMD	Administration Building	
	6.	Vice Dean, Student Affairs	Administration Building	051 53621
	7.	Director, CC	Counselling Centre,	
Mampong Ashanti	8.	Desk Officer, GMD	Administration Building	
	9.	Vice Dean, Student Affairs	Administration Building	0561 22232
Ajumako	10.	Desk Officer, GMD	Administration Building	
	11.	Hall Manageress, Ajumako Hall Vice-Dean, ODSA	Home Economics Building	

45.0 OTHER FORMS OF HARASSMENT

45.1 HARASSMENTS NOT COUNTENANCED

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

45.1.1 Types of Harassment not Countenanced

The following forms of harassment that shall not be countenanced by the University include:

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

46.0 DEFINITION OF OTHER HARASSMENTS

46.1 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.

46.2 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.

46.3 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).

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

DATED THIS **FIRST DAY** OF AUGUST IN THE YEAR OF OUR LORD 2018.

REV. FR. PROFESSOR ANTHONY AFFUL-BRONI
VICE CHANCELLOR, UEW

Acknowledgements:

Professor C. W. K. Mereku for the review initiative and the word processing.
The Review Committee
Dean, ODSA

2019



UNDERGRADUATE STUDENTS'

HANDBOOK on RULES AND REGULATIONS

DESIGNED BY DEPARTMENT OF PUBLISHING & WEB DEVELOPMENT