

ROYAL ANN COLLEGE OF HEALTH
STUDENT HANDBOOK

1.0 PREAMBLE

- i. Royal Ann College of Health is a private Health Institution located at Atwima Manhyia in the Atwima Nwabiagya Municipal Assembly in the Ashanti Region. It is located in a serene environment greened with grass and trees to espouse nature, devoid of traffic, noise, hustles and bustles associated with cities, thus making it very conducive for teaching and learning. It has a fortified walled-compound with 24-hour security guard. It is accessible due to its proximity to the Kumasi-Sunyani trunk road and is only a kilometre from Government and Private Hospitals, in case of an emergency.
- ii. Though the institution is not religious-based, it espouses Christian beliefs and virtues; hence students conduct non-denominational church service on weekends. It derives its rules and motivation entirely by the principles of Christian education which are based on the Bible – the Word of God. With the fundamental belief that the, “The fear of God is the beginning of wisdom” our students are inspired to discharge their professional duties with trust in God, honesty, discipline and hardwork.
- iii. The institution academically seeks to prepare minds for creative thinking and trains health care professionals both in academic excellence and high moral standards to provide quality health care to humanity. It also seeks to prepare the individual to serve God and humanity. In response to contemporary societal challenges, the Institution seeks to produce leaders with scholarly depth, moral uprightness and potential for further education.
- iv. The express purpose of this Handbook is to give the student the opportunity to become familiar with the principles and code of conduct by which every student may develop towards professional perfection. Moderation in standards underpins these principles. It is the aim of the Institution that each student adopts the highest ideals and life style. Once a student decides to come to Royal Ann College of Health, he or she has agreed and expected to comply with and uphold all the regulations of the Institution.
- v. The Regulations in the Handbook for students are made under authority of Royal Ann College of Health Statutes promulgated from time to time. The term “Student” shall apply to a person enrolled in Royal Ann College of Health, Kumasi, for a programme of study. The Institution has a general disciplinary authority over all students enrolled in the Institution. There are General Regulations affecting students that have been made by the Academic Board in accordance with the Statutes and passed by the Board of Governors.
- vi. In addition to these General Regulations, the Library, Hostel/Hall or any other Unit of the Institution has its own rules and regulations to govern the conduct of students provided that such rules and regulations are not inconsistent with the general regulations made by the Academic Board. The Academic Board shall approve such rules and regulations.

2.0 VISION

To become Centre of Excellence for health care training in Ghana

3.0 MISSION STATEMENT

Royal Ann College of Health shall train health care practitioners to identify, harness and develop their potentials toward professional health care competencies, recognised worldwide.

ACCREDITED BY:

1. Ghana Tertiary Education Commission (**GTEC**)
2. Nursing and Midwifery Council (**N&MC**)
3. Allied Health Professions Council (**APHC**)
4. Pharmacy Council (**PC**)

AFFILIATED TO:

1. University for Development Studies (**UDS-Tamale**)
2. Commission for Technical and Vocational Education and Training (**CTVET**)

4.0 STUDENTS' REPRESENTATIVE COUNCIL (SRC)

- i. The Students' Representative Council (SRC) was established to enable students to manage some of their own affairs on campus. There is an SRC constitution that regulates the work and the activities of the SRC.
- ii. The SRC President represents students and is empowered to handle the issues that come up among the student body to discuss matters of mutual interest.
- iii. If students wish to bring certain matters to the staff for discussions, it is understood that the SRC represents the whole student body, so that the decisions reached between the staff and the SRC are regarded as binding.
- iv. In some exceptional case, the staff may also meet with the whole student body to discuss an issue already agreed with the SRC.

5.0 STUDENTS' CODE OF CONDUCT

5.1 OUR PRINCIPLES

The Institution was founded to provide a sound holistic education to help men and women to know God and to serve Him and their fellow humankind.

To achieve these aims, the Institution will try to:-

- i. Lead students to dedicate their lives to spiritual leadership and selfless services for God and mankind.
- ii. Guide students in the formation of character marked by God-fearing, integrity, self-discipline, responsibility, tolerance and loyalty to God and humankind and to one's nation.
- iii. Develop the students' ability to think critically and to cultivate the highest levels of human values.

- iv. Provide students a systematic preparation for vocation and profession.
- v. Encourage students' wholesome respect for the dignity of labour and to offer assistance to the community and society.

5.2 GENERAL RULES OF CODE OF CONDUCT

Standards to be maintained at the Institution are based on the following principles:

- i. The Biblical standard of morality and social conventions of good taste.
- ii. An understanding of the fact that our appearance in every respect should be characterised by neatness, purity, cleanliness, and simplicity.
- iii. The Institution expects that its students will cooperate to respect opinion of the majority of the College's constituency and others in the community whom they would otherwise offend.
- iv. The Administration trusts that students will understand the philosophy of the Institution and be willing to cooperate.

5.3 RELIGIOUS ACTIVITIES

The Institution believes that any holistic educational training will not only address the academic work of students, but will also address their moral, social and spiritual lives. As part of our spiritual training the institution conducts church services and worship as part of the college programme.

The following are the general schedule of worship activities which all students are expected to strictly conform to:

- I. Daily morning devotion in classroom.
- II. Non-denominational church services on Saturdays between the hours of 8:30 a.m-12:30 p.m. and is compulsory for all Hostel Students.
- III. Religious groups approved by Administration are allowed to worship on approved days and time in the designated areas or rooms.

5.4.0 STANDARDS OF DRESS

- i. Students are expected to maintain an appearance consistent with the principles of neatness, modesty, cleanliness and appropriateness.
- ii. Students must observe the simple rule that there is appropriate dressing for each occasion and place. This being so, dressing for any activity on campus must be decent and win for each individual student respect from society in general and the Christian community in particular.
- iii. Because opinions regarding appropriate dress vary widely, controversial areas are dealt with in the following specifics:

5.4.1 STUDENTS ATTIRE

- i. Men and women avoid clothing that is tight fitting, torn or frayed or revealing. Students will wear clothing appropriate to their gender. Shoes or sandals are to be worn in all places. Words, pictures and symbols displayed should be consistent with the Institution.
- ii. Modest walking shorts are considered acceptable hostel wear. Cut-offs and bicycle shorts, however are appropriate only for sports activities. Shorts are not permitted at lectures and worship on Campus at any time.

5.4.2 WOMEN'S ATTIRE

The following specifications are permitted;

- i. The formal combination is skirts and blouses or any acceptable dress, apart from classes and special functions and everyday activity.
- ii. Skirts must be long enough to the knees. Transparent shirt or tight fitting blouses and sweaters or skirts are not permitted on campus.
- iii. Dresses with low necklines, and those that do not fully cover the shoulder and armpits are not permitted for official functions. Slacks with blouses, sweaters and/or jackets are appropriate for occasions like prep and other informal activities.
- iv. The hair shall be well groomed at all times. Noticeable make-up, coloured nail polish and unnatural hair colour must be avoided for lectures.

5.4.3 MEN'S ATTIRE

- i. Trousers with shirts are the most appropriate basic dress for campus wear. Shirts for lectures must always be tacked in.
- ii. Acceptable propriety will not permit you to wear bathroom slippers or bare feet in public places such as the classroom, library or laboratories.
- iii. Dress for church services or special formal occasions may be either national or western style, provided that the costume complies with the principles set forth in the general regulations. Men's attire for lectures should consist of prescribed trouser and shirt and must be decent.
- iv. Persons who will be on platform in any formal meetings should dress decent attire.

5.4.4 WORSHIP DRESS

- i. Formal attire is expected – formal by both National and Western standard.
- ii. Jeans or T-Shirts are not considered appropriate.

iii. 5.4.5 MAKE-UPS AND JEWELRY

Bracelets, necklaces, chains, dangling earrings, ornamental are unacceptable for lectures. Wedding and engagement rings are an exception. Moderate make-up is acceptable only for official gatherings and church service and **not for lectures**.

5.4.6 HAIR AND GROOMING

Students are allowed moderate use of unnatural hair make-up only for official gatherings. Unnatural hair braided or attached should match with the natural hair colour. Multi-colour hair-do is not accepted for lectures. Good taste indicates that haircut, hairstyles and personal grooming be neat and clean at all times.

5.5 OTHER MORAL ISSUES

No students shall indulge in illicit sexual behaviour of any kind on campus. It is an offence for a student to practice fornication, adultery, prostitution, lesbianism or homosexuality, pornography or be in possession of any pornographic material on campus. Sexual harassment in any form is unacceptable among students on the campus. Gambling, stealing, fighting abusive language, cursing and profane songs are prohibited on campus.

6.0 GENERAL RULES AND REGULATIONS

6.1 ENFORCEMENT OF REGULATIONS

Members of the Academic Board, Management Committee, Disciplinary Committee, Students' Representative Council (SRC) and other authorised persons or bodies for a purpose shall maintain order and proper conduct and take appropriate disciplinary action against students or breach of rules and regulations.

6.2 REPORTING SICK

Students should report sick through the Administration with a written note. Sick students should not stay in the hostel without notifying Administration. During clinical attachment all excuse duties should be shown to the In-charges and brought to the College. Disciplinary action will be taken against any student who absents himself or herself from work or lectures without permission.

6.3 TRAVELLING

Any student who wishes to travel should obtain permission from the Registrar or the authorised person by letter stating reasons for the journey, date of departure, destination, return date and contact address.

6.4 VISITOR

Visitors are allowed in the hostel compound and are expected not to infringe the hostel rules. Visitors may call daily between 7:00 a. m and 5:30 p. m when there are no lecturers. They may be entertained only on the campus premises and compound of the hostel and not in the student's room. Outside the hostel should not be used as a meeting place for visitors because such practices destroy the good name of both the students and the College.

6.5 NOISE

The hostels should be kept reasonably quiet as noise disturbs other students who may be studying or sleeping. We recognise that students need time when they can relax and make noise. We also recognise that there should be quietness during class and private study periods in the afternoons and evenings. Hence, during study periods, playing loud musical instruments and using radios or cassette recorders should be avoided.

6.6 CLASSROOMS

Students are expected to be in **uniform** for all classes. They should keep classrooms tidy at the end of lectures and switch off any lights, fans and all electrical gadgets after lectures and prep. Students should not be noisy in the classrooms as this could be distracting to the lecturers. Classes are conducted within the hours of 8:00 a.m and 6:30 p.m but there are exceptional cases.

6.7 MOBILE PHONES

Mobile phones are not allowed in the classroom during lectures and also at clinical setting. Any student who goes against this regulation will be sanctioned. Students are expected to visit the library regularly for research and studies.

6.8 LIBRARY

Students should obey the library regulations of the College. Failure to obey library regulations would be met with severe punishment. Stealing of books from library will result in payment of the books and **shall** be banned from accessing the library.

6.9 HOSPITAL ATTACHMENT

Students should go to work punctually and report for duty to their In-charges. Student trainees should respect all members of the hospital staff, patients, relatives of patients and visitors to the hospital.

6.10 MEALS

The College does not currently feed students. Students will therefore prepare their own meal or eat at the privately-managed canteen on campus.

6.11 ROLL CALL

Designated staff reserves the right to conduct occasional roll call in the hostel at any time during day and night.

6.12 DISCIPLINARY CODE

- i. The purpose of punishment is to reform offenders, serve as deterrent, and help the culprits to cultivate good behaviour. Students are therefore, expected to accept punishment willingly, and in good spirit, and to endeavour to change for the better.
- ii. The present system of College punishment for various offences is designed to provide every student an ample opportunity for reform without compelling the authority to unnecessarily resort to outright suspension or expulsion.
- iii. The objective of Management is not to expel any student and, and should that happen then it is the student who had expelled himself of herself. Therefore any student expelled should certainly blame himself/herself for his/her expulsion.
- iv. It is hoped that all students will co-operate with the College authorities for the success of this system which is aimed at raising both the academic and disciplinary standards of the College.

7.0 GUIDING PRINCIPLES

Any breach of good manners or lack of common sense is a breach of Rules.

8.0 ACADEMIC PROGRAMME

Students shall attend lectures, tutorial and practical classes as required for their programme. Any student who absents himself/herself for a period of 15 days from lectures, tutorials, practice and other activities will be withdrawn from the programme. Any student who is on suspension loses his/her

student privileges during the period (if any). Any student who is on suspension for any reason may not be entitled to attend lectures.

9.0 PUNCTUALITY

Students should note the time of different activities and ensure that they are present with all the necessary equipment, so that the activity may begin at the stated time. This applies to all activities such as classes/lectures, worship, and official programmes.

10.0 RESPONSIBILITIES FOR NOTICES

All students of the Institution shall be interested in all notices on campus and take keen interest of the content. Notices are normally published on Notice Board hence students should endeavour to visit there frequently. No excuse whatsoever will be tolerated for not reading notices published.

11.0 BEGINNING OF SEMESTER

Re-openings of College are planned for a purpose. Students should ensure that they allow plenty of time for travel and arrive at the Institution on the given day. Under normal circumstances the academic calendar shall run from September to June. Each semester will last for sixteen (16) weeks. There shall be a minimum break of four (4) weeks between the first and second semesters.

12.0 DAMAGING INSTITUTION PROPERTY/NAME

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the Institution. Where such damage is done, the offender shall be required to make good the damage as deemed necessary by the Institution's authorities. Physical damages shall be surcharged to the offending student for replacement.

13.0 HOUSING POLICY

- i. The Institution provides accommodation for all full- time students regardless of programme of study. Students have to pay the required lodging fees.
- ii. No student is allowed to entertain or house visitors in hostel room.
- iii. Students have the responsibility of cleaning their bathrooms, toilets, rooms and kitchen to keep the general surroundings clean.
- v. No food shall be cooked in the bedrooms or on verandahs **except** the designated kitchen.
- vi. All students are required to vacate the hostel within the stipulated period.
- vii. A student wishing to use Institution accommodation during vacation is required to inform the Administration in writing and pay the required fee for the period requested for before the commencement of the period.
- viii. Students should not use electrical gadgets such as hair dryer, kettle, water, etc
- ix. Room lights should be off by 10.00 p.m. to enable members to enjoy sound sleep. Light should not be on for purposes of studying.
- x. Students found sleeping together on one bed will be punished according to disciplinary code.

14.0 CODE OF ETHICS

- i. Sound conduct in all things, places and at all times.
- ii. Avoid all actions that will bring the name of the Institution into disrepute.
- iii. Avoid the use of drugs, alcoholic beverages and indulging in sexual immorality.
- iv. Decent and appropriate dressing for all occasions.
- v. Commitment to worship and academic work.
- vi. Setting examples in good deeds to both students and staff.
- vii. Regularity and punctuality.
- viii. Pursuit of excellence and hard work.
- ix. Commitment to deadlines.
- x. Proper handling of Institution equipment and items.
- xi. Moral relationship with students.

15.0 RELATIONS

It is expected that student-student and staff-staff relationship shall show high ethical standards. The relationship shall be one of care and friendship; mutual respect and courtesy. Relationship between opposite sexes of students should demonstrate high moral standards. Homosexuality, lesbianism and trans-sexuality as well as occult practices and belonging to secret societies are inimical and are forbidden at the Institution.

16.0 STUDENT – STUDENT RELATIONS

Students should not indulge in any form of sexual relationship. Male students should not be seen in female hostel room and vice versa. Students should not condone in any form of act that will be viewed as repulsive. Students should respect and tolerate each other's views and contributions in decision-making and other discussions concerning their welfare. Students should not discriminate against each other on the basis of sex, race, religion and nationality.

17.0 STAFF – STUDENT RELATIONS

Staff should not indulge in threats, victimization and intimidations of students. Staff should involve students in decision-making and other discussions concerning the welfare of students. Staff should respect and tolerate student's views and contributions in decision-making and other discussions concerning their welfare. Staff should not condone with students to commit any crime that will be viewed as repulsive. Staff and Students should not indulge in any form of sexual relationship.

18.0 INSTITUTION-PUBLIC RELATIONS

Students should not condone with the public to commit any crime that will be viewed as repulsive. The Institution should not indulge in threats, victimisation and intimidations of the public. The Institution should not engage in any form of act that will bring tension and animosity to the public. Students should not indulge in threats, victimisation and intimidations of the public.

19.0 DISCIPLINARY COMMITTEE

The Disciplinary Committee of the College shall be vested in the Registrar. It shall be an offence to disobey any Officer in the discharge of their duties. A student who flouts Rules and Regulations of the

Institution shall be disciplined with the consent of the Registrar. The Disciplinary Committee shall be guided at all times by basic philosophy that discipline must be redemptive.

20.0 DEALING WITH BREACHES OF CODE OF CONDUCT

Upon receiving a complaint, the Disciplinary Committee will study the charges and conduct the necessary investigations. The Disciplinary Committee will give equal opportunities to all parties involved to appear before it. The hearing will include presentations of all relevant evidence from all parties. The Disciplinary Committee will respect the student's right of appeal to those who appear before it.

Details of findings, charges, and recommended disciplinary action to be meted out to the offending parties will be documented in writing and communicated to them and be presented to Management as recommendation. Management shall take final decision and action. A guilty party may be reprimanded, suspended, or expelled from the Institution depending on the nature and degree of the offence.

21.0 PENALTIES FOR BREACH OF REGULATIONS

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

21.1 REPRIMAND

A reprimand is suitable in instances where the degree of the offence does not warrant severance, but the offender must be made to know that his/her behaviour is unacceptable. The reprimand may be administered privately or publicly with or without probation.

21.2 SUSPENSION

The Disciplinary Committee may recommend that a student be suspended from attending classes, holding SRC office, or participating in other activities that may be organised on campus. The Disciplinary Committee will spell out clearly the conditions governing the suspension.

21.3 EXPULSION

This is the severest form of discipline. Here the student is expelled from the Institution with immediate effect. Expulsion will be applied only in instances where there are repeated offences or where there are violations of disciplinary contract, or an examination malpractice or where there is evidence of guilt in civil or criminal cases or flagrant violations of the Institution's norms. Expulsion is irrevocable. It also involves automatic public notice to the parents/guardian and sponsoring body.

22.0 ACADEMIC INTEGRITY

All students must demonstrate professional and academic integrity as a way of life at the Institution. Students are free to engage in any research work so long as such work is the person's genuine independent effort. While it is expected that such research will take cognizance of works done by others in the said field, it is expected that all cited works be appropriately acknowledged. Thus plagiarism is an unacceptable practice in the Institution and will be severely sanctioned. Plagiarism and examination malpractices will result in disciplinary actions.

23.0 PUBLICATIONS

All students' publications shall receive approval of the Registrar through the Academic Board before publication. Copies of these publications shall be deposited with the Registrar, Academic Board, Library and SRC. No publication shall have elements of falsehood, obscenity, derogatory and libelous statements, personal attacks or statements that may cause disharmony among the Institution's community or the public. Each issue shall state the name of the editor, the membership of the editorial board, and the publisher. The members of the editorial board shall be held jointly and severally responsible for the whole contents of each issue of the publications

24.0 ACCESS TO REGULATIONS

Copies of all regulations shall be available to the Registrar, Dean of Students, Heads of Department, and Student Representative Council and shall be brought to the attention of students. Students shall acquaint themselves with all Regulations as well as official notices, which affect them, and ignorance of them shall not be acceptable excuse for breach of discipline.

24.1 ENFORCEMENT OF REGULATIONS

Members of the Academic Staff, the Academic Board, Dean of Students, the Registrar and other persons, so authorised for the purpose, shall maintain order and proper conduct and take appropriate disciplinary action against any student for misconduct, and may be withdrawn at anytime for unsatisfactory academic work or misconduct.

25.0 MISCONDUCT

It shall be misconduct for any student:

- i. To be absent from the campus without permission from the appropriate authority or reasonable excuse;
- ii. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
- iii. To indulge or to be involved in any anti-social activity while in residence or inside the campus which tends to bring the name of the Institution into disrepute.

26.0 BANNED ACTIVITIES

The following activities are prohibited on campus and it shall be misconduct for any student to indulge in them.

26.1 POSSESSION OF FIRE ARMS

It shall be a breach of the Institution rules and regulations for any student or group of students to be found in possession of firearms on campus.

26.2 SMOKING AND DRINKING ALCOHOLIC BEVERAGES

Smoking and drinking of alcoholic beverages in all public or communal places of the Institution and in all offices on campus is banned. It shall, therefore, be an offence for any student to be found smoking or drinking alcoholic beverages, for example in and around the lecture halls, classrooms, among other.

26.3 SALE OF CIGARETTE AND ALCOHOLIC BEVERAGES

The sale of cigarette and alcoholic beverages is not allowed on the Institution campus.

26.4 NARCOTIC AND ILLICIT DRUG

It is an offence and a breach of the Institution Regulations to indulge in the use of narcotic and illicit drugs.

26.5 INDECENT EXPOSURE

The act of exposing a part of the body especially the genitals, publicly as to make it offensive to modesty or propriety is prohibited. The practice of students embarking on procession naked is, thus, anti-social, reprehensible and is prohibited.

27.0 DISCIPLINARY APPEAL

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

28.0 CHANGE OF NAME

For the purposes of the Institution, students are known only by the name as used in completing their application for admission and are known by those names only in the sequence in which they are written. The Institution shall not entertain change of names of any form. Once a student has been registered with a name he/she goes through his/her programme with that name.

29.0 ADMISSION AND ACADEMIC REGULATIONS

29.1 ADMISSION OF STUDENTS (FRESHERS)

Only students who fully satisfy the entry requirements for their programme of study can be admitted to the Institution. Any student found not to be qualified would be withdrawn immediately. All students shall pay all approved fees at the Accounts Office on or before registration.

29.2 REGISTRATION

- i. All new students, after payment of their fees, are expected to undertake a registration process. This is to ensure that students have been admitted into a Department and are taking the appropriate courses.
- ii. Registration for fresh students shall not be considered complete unless a medical examination has been conducted by the Institution.

- iii. All students are to note that registration is required and it is to be completed within the time stipulated by the Institution. It also needs to be done in person.
- iv. The Institution will not tolerate any lateness in registration thus a fine, determinable from time to time for each day after the deadline will be imposed on any student who defaults. However, a student who is unable to register within the formal registration period on grounds of ill health, on the provision of a medical report, will be allowed to register within seven days from the day of the closure of formal registration.
- v. Registration shall not go beyond the stipulated time, thus students who fail to register will be automatically deferred.

29.3 CONTINUING STUDENTS

Continuing students shall be registered by the Registry and their respective Departments. Late registration shall attract penalties as may be determined by the Academic Board.

29.4 ORIENTATION

Orientation programmes will be organised for all new students and attendance is compulsory. This is to introduce to students the institution, its facilities and resources for academic and non-academic work. The general areas can be summarised as follows:

29.5 MATRICULATION

No one shall be matriculated into the Institution unless he/she has fully satisfied and fulfilled all the conditions prescribed by the Academic Board and has been accepted for admission.

29.6 BEGINNING OF SEMESTER

A student who does not begin a semester within the prescribed period by the Academic Board for the start of the semester shall be precluded from commencing the semester's programme of courses.

29.7 IDENTITY CARDS

- i. All new students shall be given identity cards (ID) at the start of their programmes and the Institution will produce the ID cards.
- ii. The ID cards shall remain the property of the Institution and must be returned upon request to the Registry in case of suspension, dismissal or withdrawal.
- iii. Students should do well to carry it on them always for identification purposes and may be used during examinations and other purposes.
- iv. Students are encouraged to safe keep the ID cards.
- vi. It is an offense to print, possess or use forged Royal Ann College of Health ID card and that will lead to suspension, dismissal or prosecution of whoever is involved.

29.8 DURATION OF STUDY PROGRAMME

To remain in good academic standing a student must attend a continuous programme of study. The minimum period for completion of Diploma and Higher National Diploma (HND) programmes shall be six (6) semesters for level 100 and 4 semesters for level 200. Commission for Technical and Vocational Education and Training (CTVET) formerly, NABPTEX Diploma programme entrants shall have 4

semesters period. After completion of the programme, students have two extra semesters within which they should finish the programme.

29.9 INTERRUPTION OF STUDY PROGRAMME

- i. A student may interrupt his/her programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.
- ii. A student who wishes to interrupt his/her programme shall apply at least four weeks before commencement of the semester to the Registrar, stating reasons why he/she wants to interrupt his/her study programme and permission duly granted before he/she leaves the Institution.
- iii. At the express permission of the Registrar, a student may be permitted to interrupt his/her studies by two additional semesters but not exceeding four semesters overall.
- iv. A student who interrupts his/her studies for more than four continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such student may, however, be allowed to re-apply for admission into the Institution.
- v. Where the ground for interruption of studies is medical, the Institution shall require a Medical Officer to advise the Registrar on the propriety and length of period of interruption.
- vi. Any student who does not go through the approved procedures before interruption of his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the student roll.

29.10 WRITTEN ASSIGNMENT

All written assignments are expected to be typewritten and submitted on time. Key information to include in every written assignment is the name of the student, course name, instructor's name, date assignment was submitted. Include this information in the text at the top of the first page of the paper.

29.11 PROJECT WORK

Students are to abide by the **research methods and procedures** adopted by the Institution for research or project work. Plagiarism is recognised as unacceptable form of academic behaviour.

- i. Project works shall be submitted on the due date. Any of these submitted late without any tangible reason, shall be marked zero but in the case of Project Work they shall be assessed at the stage of presentation.
- ii. Students should not miss project work deadlines or assessments taking place within scheduled class meeting/laboratory sessions without good reasons(s). Where a student knows in advance that he/she will be unable, for a good reason, to submit project work by the due date or attend an assessment during scheduled class hours where there is a good reason, a written explanation from the student enclosing where appropriate, any documentary evidence for instance a medical report should be submitted to the Examiner.

29.12 PLAGIARISM

- i. Plagiarising is presenting words or ideas not your own as if they were your own. Three or more sequential words taken directly from another author must be enclosed in quotation marks and footnoted.

- ii. The source of distinctive ideas must also be acknowledged in a footnote. The words or ideas of another are not made one's own by simple paraphrasing. Even a paraphrase should be acknowledged by a footnote.
- iii. Submitting a paper written by another student or another person as if it were one's own.
- iv. Submitting a paper written for another course or occasion without the explicit knowledge and consent of the instructor.

30.0 EXAMINATION AND ASSESSMENT

- i. Students' academic work is assessed on the basis of their performance in class work and also in examinations.
- ii. The examinations are held each semester. In addition there shall be a system of continuous based assessment or any of a combination of the following: mid-semester examination, class test, essays, reading reaction, tutorial assignments, et cetera.
- iii. The end of semester examinations for NABPTEX programmes shall be weighted 60% and continuous assessment 40% of the total marks as may be required by a programme of study.
- iv. The end of semester examinations for Nursing and Midwifery programmes shall be weighted 70% and continuous assessment 30% of the total marks as may be required by a programme of study.

31.0 GRADING SYSTEM AND GRADUATION REQUIREMENT FOR NABPTEX PROGRAMMES

MARK RANGE	LETTER GRADE	NUMERICAL EQUIVALENT
85 -100	A+	5.0
80 - 84	A	4.5
75 - 79	B+	4.0
70 – 74	B	3.5
65 – 69	C+	3.0
60 – 64	C	2.5
55 – 59	D+	2.0
50 – 54	D	1.5
0 – 49	F	-

31.1 CUMULATIVE GRADE POINT AVERAGE (CGPA)

The student's cumulative grade point average is calculated by dividing the total number of Grade Points obtained, up to any significant time, by the total number of credits for all courses for which the student has registered up to that time.

CLASS OF AWARD	CGPA
First Class	4.0 and above
Second Class Upper	3.00 – 3.99
Second Class Lower	2.00 – 2.99
Pass	1.50 – 1.99
Fail	Below 1.5

31.2 DEFINITION OF GRADES

Pass Grades: Grades A to D constitute Pass grade

Failure Grades: F constitutes failure grade.

31.3 PASS MARK

- i. The pass mark for any NABPTEX course shall be 50% and shall be required at the end of each semester. However, pass mark for Nursing and Midwifery programmes shall be 40%.
- ii. Where a student does not maintain the above minimum pass, he/she will write re-sit.
- iii. A final year student who passes in all courses but does not achieve the required CGPA of 1.5 pass and he/she has not exhausted his/her grace period shall be put on probation to improve his/her CGPA in accordance with the recommendation of the academic staff.
- iv. If the required CGPA is not achieved after exhausting the grace period, the student will be advised to terminate the programme.

32.0 GRADUATION REQUIREMENT FOR THE AWARD OF CERTIFICATE

To qualify for the award of certificate a candidate should pass all prescribed courses and obtain Cumulative Grade Point Average (CGPA) count of 1.5 or more. The awarding body or institution will award the certificate for the Diploma and HND programmes.

33.0 DECLARATION OF RESULTS

- i. Semester examinations results shall be approved by the Academic Board of the Institution. The approved results shall be published on the Notice Board of the Institution before the commencement of the ensuing semester. However, publication of first semester results may be in the second week of the second semester if the first and second inter-semester break is only four (4) weeks.
- ii. The end of programme results shall be approved by the Academic Board. The Registrar shall compile and publish the final results on the Institution's notice board. The results will indicate both passed and failed courses of respective students.

34.0 TRAILING OF COURSE

- i. First year students who fail in four (4) or more than half the number of courses in the first semester examination shall be withdrawn at the end of the first semester.
- ii. First year students who trail in total of four (4) courses at the end of the second semester examinations shall be withdrawn at the end of the second semester examinations.
- iii. Second year students who trail four (4) courses at the end of the re-sit examination shall be put on probation for one semester.

35.0 RE-SIT EXAMINATION

- i. Re-sit examination will be conducted only for students who have taken the main examination and have failed in the courses. A student who has failed or been referred in one or more papers would have to register and sit for those papers in the subsequent semester within which the exams for those papers are conducted.
- ii. A student who fails to write a re-sit examination after registration without any valid reason will be deemed to have failed the paper again.
- iii. A student may decide to re-register for and repeat a failed course on a future occasion. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion.

36.0 REVIEW OF EXAMINATION RESULTS

- i. A candidate who is not satisfied with the results of the Institution examination may request a review by submission of an application to the Registrar. Payment of a review fee shall be determined by the Institution.
- ii. An application for a review shall be submitted to the Registrar not later than 21 days after the date of release of the said results as approved by the Academic Board and shall state the grounds for review.
- iii. The Institution shall not entertain an application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself and shall take no action if the application is submitted outside the time stipulated above. Review shall proceed when the review fee is fully paid.
- v. The Academic Board may authorise the Registrar to amend the results as released in the light of the review. If it emerges that a complaint for review is frivolous or ill – motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from the Institution examination for a stated period or an indefinite period.
- vi. Registration of courses shall take place at the beginning of each semester.

37.0 ARRANGEMENT FOR FINAL GOING DOWN

When a student has completed his/her programme of studies in the Institution or leaves the Institution for any other reason, he/she shall obtain clearance certificate from the authorities especially the Accountant to the Registrar who shall issue him with a final exeat. A final year student who is not cleared will not have his/her certificate released and no academic transcript will be issued on his/her behalf.

38.0 INSTITUTION PROPERTY

Students shall be liable to pay for any loss or damage to the Institution's property of any kind caused by students. This includes SRC property. Students shall not make attachment to, nor transfer furniture or fixtures of any kind from any part of the Institution buildings without prior permission from the appropriate Authority. Students must not interfere with the electrical installation in their lecture rooms, hostels or any other part of the Institution.

39.0 LIBRARY

- i. The Librarian or his/her Deputy shall be responsible for maintaining order in the library and may require any person who is guilty of disorderly or improper conduct or of any breach of regulations to withdraw from the library for stated period.
- ii. Students are required to make themselves familiar with the regulations of the library.
- iii. All final year students are required to return their library books, if any, one (1) week before the beginning of the second semester examinations.
- iv. The names of all final year students who do not return their books by the stated period shall be sent to the Registrar who shall, ensure that the students are debarred from taking examinations.

40.0 CLUBS AND SOCIETIES

40.1 MEMBERSHIP

Students shall have freedom of Association. However, only Clubs/ Societies recognised by the Institution shall be entitled to use its facilities. Identified student Clubs and Societies on campus fall within Religious, Alumni, Professional, Departmental and International. Clubs/Societies are financed by the members. Clubs and Society Secretaries are required at the beginning of each academic year to submit particulars of Principal Officers and Committee Members of their Club or Society with a copy to the Registrar.

40.2 REGISTRATION PROCEDURES

The registration procedures are set out below:

- i. A new Club or Society shall be required to obtain an application form from the Office of the Student Representative Council (SRC). The completed form shall be submitted, to the SRC accompanied by three (3) copies of its constitution and forwarded by the SRC to the Dean of Students, with the necessary comments. The Dean of Students shall vet the submitted application form and constitution, as appropriate. If the application is by a non-religious Club or Society, it shall be submitted to the Dean of Students for approval/recognition, after the vetting.
- ii. If the application is by a Christian, Religious Club/Society, it shall be submitted by the Dean of Students to the Chaplaincy Board for their comments or recommendations. The application shall then be returned to the Dean of Students for approval or recognition. The Dean of Students shall request the applicant to submit a required number, as considered appropriate, of the vetted application and constitution for submission to the Management Committee.
- iii. After approval of application by the Management Committee, a certificate for commencement of activities shall formally be issued at a cost (to be determined by the SRC in consultation with the Dean of Student) to the Club/Society by the Office of the Dean of Students with a copy to Registrar and the SRC.
- iv. No Club/Society shall be inaugurated without a certificate of commencement of activities shall not be entitled to the use of the Institution facilities.
- v. Every Club/ Society, which collects or receives funds, shall submit an annual statement account to the Office of Dean of Students in accordance with the Institution regulations. Such reports should reach the Dean of Students not later than two weeks after the handing over of office or before a new Executive takes over.

- vi. The Management Committee, on recommendation by the Dean of Students, shall ban any unregistered Club/Society formed on campus without due process.

41.0 PUBLIC FUNCTIONS ON CAMPUS

Permission to hold public functions on campus (by SRC/Clubs/Societies/Departments) shall be obtained from the Registrar. The applications must supply information relating to date, time of the function and place where the function is to take place including names and description of lecturers, speakers or artistes at the function. It must fulfill all requirements prescribed by the Institution's Statutes and Regulations in relation to the holding of such functions

42.0 EXAMINATION REGULATIONS

42.1 INSTRUCTIONS TO CANDIDATES

- i. Copies of the examination time tables shall be posted on the Student Notice Boards and it is the responsibility of candidates to consult these notice boards for details of their examinations.
- ii. The actual examination hall/room in which each paper will be taken is indicated on the timetables. In your own interest, candidates are strongly advised to find out where to report for each examination. Practical and oral examinations will normally be conducted in the Departments concerned.
- iii. The Institution reserves the right, where circumstances so demand to change the times appointed for holding examinations. If it should become necessary, for any change to be made in the timetables, candidates will be informed accordingly.
- iv. Candidates should report at the examination hall/room **not earlier than 30 minutes** before the time for the beginning of the Examination and should occupy the place assigned to them as indicated by the Index Number or any form of identification arranged by Invigilator on the examination timetable.
- v. No candidate shall enter the examination room **later than half an hour** after the commencement of the examinations.
- vi. No candidate will be allowed to leave the Examination room until half an hour after the commencement of the examination.
- vii. Any candidate who enters the examination room within 30 minutes from the start of the paper should report to the invigilator to be checked in.
- viii. Candidates are not permitted to commence writing in answer booklets until the Invigilator instructs them to do so. Writing in answer booklets prior to the start of the examination shall be treated as a breach of examination regulations.
- ix. Unless specifically authorised by the Examiner, no candidate shall take into an examination room or have in his/her possession during an examination, **any book, material, hat, bag, pencil case, mobile phone, programmable calculator, palm top computer, scanner, radio, etc.** An Invigilator has authority to confiscate such documents, materials or items and the matter shall be reported as a breach of examinations regulations to the Examinations Officer in writing.
- x. Candidates are to use only their index numbers throughout the examination. Under no circumstance should candidates use their names.

- xi. Candidates may leave the examination room temporarily only with the express permission of the invigilator.
- xii. Any candidate leaving an examination room temporarily shall be escorted by an attendant appointed for that purpose. The Invigilator shall take every necessary precaution including physical search of the candidate before a candidate is allowed to leave or return to the examination room. The maximum time the candidate can be away shall be indicated by the Invigilator.
- xiii. No communication between candidates or borrowing of materials shall be permitted during the examination. A candidate may attract the attention of the invigilator by raising an arm.
- xiv. At the end of each examination, candidates shall not take away any used or unused answer booklet, supplementary sheet or any material supplied for the examination.
- xv. Smoking or eating is not allowed in the examination room.
- xvi. No candidate will be allowed to leave the Examination room **half an hour to the end of the examination.**

42.2 MISCONDUCT OF CANDIDATES DURING EXAMINATIONS

- i. Candidate(s) caught in breach of examination regulations should be allowed to continue writing the paper. However, the Invigilator shall submit a written report of the incident including exhibit(s) to the Head of Department concerned.
- ii. The Head of Department shall take the appropriate action by promptly appointing a Committee to investigate the matter.
- iii. A copy of the report on the issue should be forwarded to the Registrar including his/her recommendations.
- iv. The Registrar shall take appropriate action before the results of the candidate(s) is/are declared.
- v. The Committee to investigate the alleged breach of examination regulations **may** include a Student Representative Council (SRC).

43.0 PROCEDURE FOR REQUESTING LETTERS, TRANSCRIPTS AND ACADEMIC RECORDS

- i. All the above shall only be issued to students in good standing with the Institution. Students who owe fees will be expected to have their arrears fully paid and those undergoing a disciplinary action would be expected to have served their term before the Institution will issue any formal letters or documents.
- ii. The following procedure for making request is to be adhered to. In requesting for the above, a formal application of request should be made to the Registrar's Office. Request will be processed within a specified time when appropriate fee is paid. An express request will attract higher fee upon request.
- iii. There shall be prices for the various forms of request and will be available at the Registry.

44.0 LIBRARY RULES AND REGULATIONS

44.1 OPENING HOURS

Monday – Thursday	8.00 a.m – 9.00 p.m
Friday	8.00 a.m – 5.00 p.m
Vacation (Monday to Friday)	9.00 a.m - 4.00 p.m

44.2 BORROWING OF BOOKS

- i. Students may be allowed to borrow books from the library except reference books, for a specified period and may be renewed.
- ii. Students are advised not to write or tear off pages in books, journals or other materials. Any contravention of this rule will attract appropriate sanction.
- iii. In case of loss of any material the student will pay double the current price of the missing material.

44.3 CONDUCT IN THE LIBRARY

- i. The library is for private research/study and not for group discussion. Hence, silence must be maintained in and around the Library. Books consulted are not to be returned to the shelves but left on the tables. Seats are not to be reserved for friends.
- ii. Vacation of a seat for more than 10 minutes entitles another person to occupy it. Students are not to wear a hat/cap in the library.
- iii. Food, water or any kinds of drink are not to be brought into the library. The library should always be kept neat.
- iv. Students should submit their books and briefcase for inspection by the library staff at the issue desk before leaving the library.
- v. Students should always have their student ID cards with them for identification purposes whenever the need arises.

45.0 FEES AND PAYMENT OF FEES

- i. The Institution is a fee-paying institution. Fees are fixed annually by the Academic Board with prior approval by the Governing Board.
- ii. Students are required to pay their fees in full or by installment as may be approved by the Accountant before the beginning or within the first week of the academic year.
- iii. Students who fail to pay approved fees shall not be registered to begin academic work and also shall not be admitted to their hostels.

46.0 DISCIPLINARY MEASURES

OFFENCE	PUNISHMENT
Fighting Provocation or inducement First offence	Warning

<p>Repeated Offence/Acting Fighting;</p> <p>a) The Provoked</p> <p>b) The Provoker</p> <p>Causing harm / injury</p> <p>Use of indecent language</p>	<p>Suspension for 14 days</p> <p>Warning and/or 2 weeks suspension</p> <p>Demotion and/or termination</p> <p>Warning and/or 14 days suspension</p>
<p>Stealing</p>	<p>Refund of article, Demotion and/or termination</p>
<p>Insubordination</p> <p>Flouting authority</p> <p>Rudeness to staff</p> <p>Rudeness to patients and visitors</p>	<p>Warning and /or 14 days suspension</p> <p>Warning and/or suspension not exceeding 7 days</p> <p>Warning and/or suspension for 2 weeks</p>
<p>Trading in the Hostel</p>	<p>Warning and/or confiscation and disposal of the goods.</p>
<p>Crediting</p>	<p>Warning and/or suspension not exceeding 7 days and paying at source</p>
<p>Willful damage of College or Hospital property</p>	<p>Warning, payment of the cost of articles and/or suspension-</p>
<p>Trespassing ; Accidental</p> <p>a) Entering into people 's rooms without authority</p> <p>b) Bringing unauthorized visitors to the hostel</p> <p>c) Harboring visitors in student room</p> <p>Male/Female</p>	<p>Warning</p> <p>Warning and/or suspension</p> <p>Warning and/or suspension</p>
<p>Usage of unauthorised appliances (except Electric Stoves, Rice Cooker, Radios & Iron) i.e. fridge, , TV etc in the hostel</p>	<p>Warning and or forfeiture of the article</p>
<p>I. Absenteeism</p> <p>a) From campus without permission</p> <p>b) From lectures</p> <p>c) From duty</p> <p>II. Lateness</p> <p>d. to duty - 1st Offence</p> <p>- 2nd Offence</p> <p>e. to lectures</p>	<p>Warning, cleaning/or suspension</p> <p>Same as above</p> <p>Same as above</p> <p>Warning and /or forfeiture of day off</p> <p>Demotion</p> <p>Warning/demotion</p>

<p>a. Sleeping out without permission - 1st Offence - 2nd Offence</p> <p>b. Sleeping in friend's room</p>	<p>Warning and/or demotion Suspension Warning and/or suspension</p>
<p>Female student entering male student's hostel after the approved period and vice versa</p>	<p>Suspension and /or termination</p>
<p>Pregnancy Sick Report</p> <p>a) Failure to report sick through the normal channels b) Failure to report sick</p>	<p>Deferment of programme Warning</p> <p>Warning and asking culprits to see the Doctor</p>
<p>All students must be in the hostel by the approved time. Exeat to overstay should be obtained for special occasions from the Registrar/Administrative Officer</p>	<p>Suspension and/or demotion/expulsion</p>
<p>Compromised immoral position of male and female students Fornication</p>	<p>Suspension Termination of programme</p>
<p>Criminal abortion</p> <p>a) The student /patient b) The operator – if a student</p>	<p>Dismissal/Report to the Police Termination of training/Report to Police</p>
<p>Failure to hand over keys to the appropriate authorities.</p>	<p>Warning and/or Expulsion from the hostel</p>
<p>Posting of unauthorised/anonymous notices on the Notice Board/School premises</p>	<p>Warning and/or suspension of the victim</p>
<p>Persistent flouting of college rules 3rd times –(offence)</p>	<p>dismissal</p>
<p>Failure to attend Prep 7:00p.m -9:00p.m First offence Second offence</p>	<p>Warning Suspension</p>
<p>School uniforms should not be taken to any functions including wedding and funerals, unless approved by the school authorities.</p>	

47.0 ORGANISATIONAL STRUCTURE

The institution is structured to enhance effective communication, morale and job satisfaction among all staff. The following key academic and administrative organs are responsible for the overall operations of the Institution.

- I. Board of Governors
- II. Academic Board
- III. Management Committee
- IV. Disciplinary Committee
- V. Library Committee

47.1 BOARD OF GOVERNORS

COMPOSITION OF MEMBERSHIP

Board Chairman

President

Vice President

Registrar- Member Secretary

SRC President

Representative of Affiliate University

Educationist

One Distinguished Member of Society

47.2 ACADEMIC BOARD

COMPOSITION OF MEMBERSHIP

Vice President-Chair

Registrar

Heads of Department

Examination Officer

Administrative Officer – Member Secretary

47.3 MANAGEMENT COMMITTEE

COMPOSITION OF MEMBERSHIP

President –Chair

Registrar

Administrative Officer – Member Secretary

Finance Officer

Chief Security Officer

Heads of Department

Examination Officer

Head of Library

**47.4 DISCIPLINARY COMMITTEE
COMPOSITION OF MEMBERSHIP**

Registrar – Chair

Representatives of Academic Departments

SRC President

Administrative Officer – Member Secretary

**47.5 LIBRARY COMMITTEE
COMPOSITION OF MEMBERSHIP**

Vice President- Chair

Head of Library- Secretary

Tutors -2

SRC Representative

Head of ICT

48.0 REVIEW

The Academic Board shall from time to time modify and amend these rules and regulations. The Code of Conduct of Students may be reviewed periodically to meet the contemporary challenges of the time without prior notice to students. However, Management in its own ingenuity and discretion may not hesitate to confer with students on this subject matter.