

# METHODIST UNIVERSITY COLLEGE GHANA

## STUDENT HANDBOOK

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## **1.0. PREAMBLE**

- 1.1 This Handbook is meant to help students understand how the Methodist University College Ghana (MUCG) operates, the governing rules and regulations and consequences for breach, what role they are expected to play, and how they can make the best of their stay in the University College.
- 1.2 The term “Junior Member”, otherwise referred to as “Student”, shall apply to any person who is enrolled as a student in MUCG for an approved course of study.
- 1.3 These Rules and Regulations are complementary to the rules and regulations for Junior Members made by the Academic Board, in accordance with the Statutes of the University College.

In addition, each Hostel, Department, the Students’ Representative Council (SRC) and Service Units of the University College may issue its own rules governing the conduct of Junior Members within its domain, as long as they are not inconsistent with the general rules made by the Academic Board. Such rules must be approved by the Academic Board. In the event of conflict the rules by the Academic Board shall prevail.

- 1.4 Copies of all such regulations shall be deposited with the Principal, Vice Principal, Registrar, the Dean and Vice Dean of Students, Deans of Faculties, Hostel Wardens and Heads of Department.
- 1.5 These Rules and Regulations apply to, and are binding on all Junior Members. Ignorance of the rules and regulations or of any public notice shall not be accepted as an excuse for any breach of these rules and regulations.
- 1.6 Every student, enrolled in MUCG shall be required to obtain a copy of such Rules and Regulations as are, for the time being, in force from the designated office of MUCG as indicated on the admission letter of students.
- 1.7 All cases of breach of discipline will attract sanctions which may involve a fine, suspension or dismissal. The Principal shall be the ultimate authority on all disciplinary matters.

1.8 The Methodist University College Ghana is a pluralist community. It is therefore, necessary that a standard of proper conduct be adhered to so that one member's freedom does not impinge on another member's rights. Junior Members are expected to maintain discipline and courtesy and refrain from actions likely to cause embarrassment to the University College and to one another.

## **2.0 ORIENTATION FOR FRESH STUDENTS**

2.1 Orientation for fresh students takes place at the beginning of each academic year and all fresh students are required to be present. The purpose of the orientation may be summarized as follows:

- a) To welcome the fresh students to MUCG, and help them adjust and adapt to University life.
- b) To explain the registration procedure to them.
- c) To expose them to facilities available in MUCG, which make University education a rewarding experience.
- d) To advertise the rules and regulations that govern the relationship between students and the SRC.
- e) To let students know their rights, privileges, obligations and responsibilities in relation to University authorities and statutory bodies and the consequences for breach or abuse of these rights and responsibilities.

## **3.0 REGISTRATION**

3.1 All students are expected to register in their Faculties, Hostels, (if available) and Academic Affairs Section within the period advertised.

3.2 The Faculty and appropriate Hostel registration forms will be used and must be endorsed respectively by the Faculty Officers and Hostel Wardens.

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

- 3.4 A fine, determinable from time to time and advertised, shall be imposed for failure to register for each day after the deadline for registration elapses.
- 3.5 Students can only add/drop courses within the first 28 days of re-opening.
- 3.6 No registration shall be allowed beyond four weeks after close of registration.
- 3.7 Students who fail to register by the final deadline shall lose their status as students.
- 3.8 The following must be observed:
  - (a) Fresh students are required to pay the full fees in the first semester / trimester of admission before registration. In subsequent semesters/trimesters, at least 60% of fees must be paid before registration, or as may be determined by the Academic Board from time to time.
  - (b) Continuing students are to pay at least 60% of fees on commencement of the semester/trimester before registration, or as may be determined by the Academic Board from time to time.
  - (c) Additional 20% by the beginning of mid-semester/trimester.
  - (d) Final 20% before the start of end-of-semester/trimester examinations.
  - (e) Application of penalty for late registration will commence with effect from mid-semester/trimester (or the seventh week) whichever occurs first and the amounts will be as prescribed by the Academic Board.
  - (f) No payment of fees shall be entertained during the period of examinations and defaulters shall not be permitted to write any examination.

#### **4.0 CHANGE OF NAME**

A student will be required to use the name with which he/she applied for admission and was admitted with during the duration of his/her studies in the University College.

#### **5.0 CHANGE OF DATE OF BIRTH**

No change in date of birth will be entertained. A student will be required to use the date of birth he/she provided on his/her application form, and with which he/she was admitted during the period of his/her studies in the University College.

#### **6.0 REFUND OF FEES**

- 6.1 15% of fees once paid shall be non-refundable.
- 6.2 Application for the refund of fees shall not be entertained twenty-eight (28) days after the commencement of any semester.
- 6.3 Any student with a credit in fees shall have the amount credited to his/her fees account and not refunded to him/her.

#### **7.0 PROGRAMMES OF STUDY**

- 7.1 A candidate admitted to a degree programme shall be required to follow an approved course of study.

##### **7.2 Duration of Programme of Study**

- i. Admission to the Bachelor's degree programme may be granted at Levels 100, 200, or 300. The duration of a programme of study at the various Levels is as follows:

Level 100: a minimum of eight (8) and a maximum of twelve (12) semesters

Level 200: a minimum of six (6) and a maximum of ten (10) semesters

Level 300: a minimum of four (4) and a maximum of eight (8) semesters.



- ii. After exhausting the minimum duration as specified in (i) above, a student may apply for extension of up to four more semesters, during which he/she shall be required to pay the relevant fees, pro-rated, according to the number of credits offered.
- iii. Under exceptional circumstances, a student in any of the programmes mentioned in (i) above, who is unable to complete his/her programme within the maximum period specified, may be allowed up to four additional semesters to complete his/her programme, on payment of the full fees.
- iv. A student who is unable to complete his/her programme within eight (8) semesters beyond the minimum period allowed (altogether fourteen (14) semesters for level 200 entrants and sixteen (16) semesters for level 100 entrants) shall lose all credits accumulated, and his/her studentship cancelled. Such a student may be allowed to re-apply for admission into the University College
- v. Re-sit candidates (or completed students who fall within any of the above extension periods) shall be allowed to register and attend lectures from the beginning of the semester on payment of the appropriate fees.

### **7.3 Availability of Programmes and Courses**

- a. Normally, no new programme shall commence with less than five students
- b. Normally, no course shall be taught if there are fewer than three students.

### **7.4 Exemptions**

- b. Depending on a student's background, the Academic Board may grant exemptions from Level 100 or 200 and hence admit a student to Level 200 or 300 respectively. There shall be no exemptions from Levels 300 or 400.
- c. Exemption from courses may be granted for those which do not count towards the classification of the degree. In

effect, no exemption from courses shall be granted at Levels 200 and above.

### **7.5 Change of Programme of Study**

- a. A fresh student who wishes to change his/ her programme of study shall be required to apply for the change within 28 days after commencement of the semester/trimester. He/She shall apply through the Dean of his/her Faculty and the Registrar to the Dean of the new Faculty in which he/she wishes to study. Approval may be granted and this shall be communicated to the student by the Registrar.
- b. No change of programme shall be allowed after the first 28 days of the semester for fresh students.
- c. No change of programme shall be allowed for continuing students.

### **7.6 Deferment of Programme of Study**

- a. A student who wishes to defer his/her studies shall apply to the Registrar for permission to do so.
- b. Deferments shall only be granted for periods of one year at a time.
- c. A student who wishes to defer his/her studies for more than four (4) continuous semesters shall upon grant of his/her application be deemed to have lost all accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University College.
- d. A student who requests for deferment of his/her studies twenty-eight (28) days after commencement of the semester shall forfeit the fees he/she has paid.
- e. A student who wishes to defer his/her programme because of inability to pay fees will be required to pay in full all arrears of fees before resumption of his/her studies.

### **7.7 Deferment of Admission**

A fresh student who wishes to defer his/her admission normally will be required to pay full fees before deferment is granted. If full fees are not paid the student shall be required to re-apply for admission the following year.

## **8.0 INTER-CAMPUS TRANSFER**

A student who wishes to transfer from one campus to another shall apply to the Registrar who shall refer the application to the relevant campus for consideration and approval. The Dean of the Faculty concerned shall approve the application if he/she is satisfied that the applicant has satisfactorily met the conditions for the transfer . The approval shall then be communicated to the applicant by the Registrar.

## **9.0 CHANGE OF SESSION**

A student who wishes to transfer from one session to another shall apply to the Registrar who shall refer the application to the relevant Faculty for consideration and approval. The Dean of the Faculty concerned shall approve the application if he/she is satisfied that the applicant has satisfactorily met the conditions for the change of session. The approval shall then be communicated to the applicant by the Registrar.

## **10.0 STRUCTURE OF SEMESTER**

**10.1** A semester shall be of 17 weeks duration and shall be structured as follows:

13 weeks of teaching  
1 week of revision  
2 weeks of examinations

### **10.2 Credit Hour**

A credit hour is defined as a one hour lecture period or its equivalent.

### **10.3 Course Credit**

One (1) course credit shall be defined as:  
One hour lecture per week for a semester, or  
One hour tutorial per week for a semester, or

One practical session (of two or three hours) or six hours of field work per week for a semester.

## **11.0 ATTENDANCE AT LECTURES**

- 11.1 Junior Members are required to attend all lectures, tutorials, practical classes and perform all written and practical activities specified for their course of study.
- 11.2 They shall write all examinations as the Department or the University may, from time to time, require.
- 11.3 Junior Members who are absent from lectures, tutorials and practical classes for a continuous period of 21 days or more in one semester will be deemed not to have satisfied the attendance requirements for the semester. Such Junior Members shall be required to withdraw from the University. They shall not be permitted to write the end of semester examination. They may be re-admitted only following a favourable consideration of an application.
- 11.4 A student who absents himself/herself for a continuous period of between 10 and 20 days shall be cautioned by the Head of Department.
- 11.5 In cases of absence involving non-attendance at lectures, tutorials or practical classes, permission shall be sought in writing, by the student from the Head of Department concerned.

## **12.0 MEASUREMENT OF PERFORMANCE**

- 12.1 Performance in a course shall be measured in terms of:
  - a) the results obtained from prescribed written and/or practical examinations, and/or
  - b) assessment of such essays, practical exercises and reports as may be prescribed for each course
  - c) Each course will be examined at the end of the semester for 70% of the total marks.
  - d) Continue assessment based on class work including practicals, homework and test will account for 30% of the total marks for the course.

## **13.0 EXAMINATIONS**

### **13.1 Eligibility for Examination**

- i. A student shall attend all such lectures, tutorials, seminars and practicals and undertake all other assignments as are approved by the University College.
- ii. In any case, a student who is absent for a cumulative period of 21 days from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the semester examination for that course.
- iii. A student who does not participate in the continuous assessment of a course shall normally not qualify to take the end-of-semester examination in that course.
- iv. A student who does not fulfill the requirements for any course shall not be allowed to take the examination for that course.
- v. A student shall not be admitted to an Examination Hall if he/she:
  - a. owes fees to the University College.
  - b. is under suspension from the University College.

### **13.2 Registration for Examinations**

- i. Students who have been registered for specific courses shall be deemed to have registered to write examinations in such courses. Such registration should have been done by the end of 28 days from the beginning of the semester.
- ii. The Examination shall be conducted as prescribed by the Academic Board.
- iii. Each course shall normally be examined by a written paper of 1-3 hours in addition to which there may be a practical paper and/ or an oral examination.

### **13.3 Examination Rules and Regulations:**

- 13.3.1 It shall be the duty of the candidate to consult the daily examination timetable (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make himself/ herself available at the appointed place at least half an hour before the examinations.
- 13.3.2 It is the responsibility of the candidate to find the examination room well in advance and be seated, at least, fifteen (15) minutes before the commencement of any examination paper.
- 13.3.3 It shall be the responsibility of the candidate to ensure that he/she is given the right question paper and other materials needed for the examination.
- 13.3.4 No student shall enter the Examination Hall until he/she is invited to enter the Examination Hall. A candidate arriving late may be refused entry to the examination. 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 half-hour. Any exception to this rule must be reported in writing to the relevant Head of Department by the Deputy Registrar.
- 13.3.5 Books, prepared notes, or any paper of any kind, hand-bags, briefcases or any other prohibited and/or foreign material are not to be taken into the examination room unless otherwise specified.
- 13.3.6 No programmable calculators, mobile phones, radio, or any other communication equipment or media are to be taken into the examination room or wash room.
- 13.3.7 It shall be the responsibility of the candidate to provide for himself/herself a pen, pencil, an eraser, rulers calculators, and any other item needed by the student. A candidate shall not be allowed to borrow

- any material from another candidate in the examination room.
- 13.3.8 Candidates are required to write their index numbers in full on every page of the script.
- 13.3.9 Candidates are required to use their index numbers (written in full) throughout the examination.
- 13.3.10 Under no circumstance 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.
- 13.3.11 Candidates may be required, at any time, to establish their identity by producing their student ID cards. A student without an ID card may be required to leave the examination room.
- 13.3.12 Any candidate leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
- 13.3.13 There should 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.
- 13.3.14 Any irregular conduct on the part of a 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.
- 13.3.15 Candidates should not remove from the examination room any unused material (e.g. answer booklets or parts thereof, supplementary answer sheets, graph sheets, drawing paper) supplied for the examination. Candidates may, however, retain their question papers except the rubrics state otherwise.
- 13.3.16 A candidate who finishes an examination ahead of time may leave the examination room after submitting his/her answer booklets. Such a candidate shall not be allowed to return to the examination room.

- 13.3.17 A candidate who fails to present himself/herself for an examination without satisfactory reason(s) shall be deemed to have failed the examination. Reasons for being absent from any paper, such as any of the following, shall not be entertained:
- a. Misreading end-of-semester Examination Timetable
  - b. Forgetting the date or time of examination
  - c. Inability to locate the examination hall
  - d. Inability to rouse oneself from sleep in time for the Examination
  - e. Loss of a relation
  - f. Pregnancy (without medical report).
- 13.3.18 Smoking or drinking of alcoholic beverages is not allowed in the examination hall.
- 13.3.19 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.
- 13.3.20 Further to (13.3.14), Grade F (Fail) 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 College examinations indefinitely
  - b. Suspension from the University College
  - c. Expulsion from the University College.
- 13.3.21 Details of sanctions for examination malpractices and misconduct can be found in appendix I.



### **13.4 Illness during the period of examinations**

- a. If a candidate is prevented by illness from taking the whole or part of any examination, he/she should immediately report to the hospital for a medical report on the state of his/her health. The report should state whether he/she can take the examination at all and, if he/she can, whether at the hospital or at the examination hall.
- b. The Medical Officer shall state in the report to the Deputy Registrar (Academic), the name and the examination number of the candidate, the nature of the illness and whether, in his/her opinion, the candidate is capable of taking the examination at the hospital.
- c. Where so recommended, the Deputy Registrar (Academic) on the advice of the Medical Officer, will arrange for the candidate to take the examination at the hospital under the supervision of an invigilator to be appointed by the Head of Department.

### **13.5 Deferment of Examination**

#### **13.5.1 On grounds of ill-health**

A student who is unable to take an end-of-semester examination on grounds of ill-health shall, on application to the Deputy Registrar (Academic), copied to the Head of Department and Dean of Students, and on the provision of a medical certificate issued or endorsed by a Medical Officer of a recognized Hospital or a recognized Medical Officer, be allowed to take the examination when it is next available.

#### **13.5.2 On grounds other than ill-health**

A student who wishes to defer his/her examination shall apply, in advance, to his/her Dean of Faculty, through the Head of Department and copied to the Dean/Vice Dean of Students, stating reasons why he/she wants to defer his/her examination. It shall be the students' responsibility to satisfy the University

College beyond any reasonable doubt why he/she wishes to defer the examination.

13.5.3 The decision of the Dean shall then be communicated to the Deputy Registrar (Academic), who shall also communicate same to the applicant before he/she leaves the University College.

13.5.4 Only when permission for deferment has been granted in writing may a student absent himself/herself from an examination.

#### **14.0 GRADING SYSTEM (UNDERGRADUATE COURSES)**

a. Student performance in a course shall be graded as follows:

<b>Grade</b>	<b>Numerical Marks</b>	<b>Interpretation</b>	<b>Grade Point</b>
A	80-100	Outstanding	4.0
B+	75-79	Very Good	3.5
B	70-74	Good	3.0
C+	65-69	Fairly Good	2.5.
C	60-64	Average	2.0
D+	55-59	Below Average	1.5
D	50-54	Marginal Pass	1.0
*E	45-49	Unsatisfactory	0.5
F	0-44	Fail	0.0
X	-	Fail	0.0
Z	-	Disqualification	
I	-	Incomplete Course	-
Y	-	No Examination for Non-Payment of fees	-

**\*Note:** May be accepted as fulfilling pre-requisites for other courses.

#### **b. Grade Point (GP)**

Each letter grade is assigned an equivalent Grade Point as indicated above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent of the letter grade obtained in that course.

**c. 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 specified time, by the total number of credits of all courses for which the student has registered up to that time.

**d. Final Grade Point Average (FGPA)**

The Final Grade Point Average is the CGPA for all courses as weighted under (a) above, calculated up to the end of the student's academic programme divided by total credits earned.

**15.0 Release of Examination Results**

15.1 A provisional list of the results of all candidates in the end-of-semester examination shall be published by the Deans of Faculties soon after the recommendation of the Faculty Boards.

**15.2. Student Complaint on Results**

A student who has a complaint about results should submit a formal complaint to the respective Faculty Officer two weeks after the release of results.

15.3. The Faculty Officer in consultation with the Head of Department and the Dean should deal with the complaint within three weeks of receipt and the student should be informed accordingly.

15.4. No complaints shall be allowed after the expiration of the two - week period.

**16.0 Dissatisfaction with results of examinations**

16.1 A candidate who is not satisfied with the result of an examination affecting him/her may request a review, by submitting a written application to the Deputy Registrar (Academic) of the University College.

- 16.2 A review fee, to be determined from time to time by the Finance Committee of the University College on the recommendation of the Academic Board, shall be paid by the candidate.
- 16.3 An application for a review shall be submitted to the Deputy Registrar (Academic) not later than 21 days after publication of the said results and shall state the grounds for review.
- 16.4 An application submitted on a candidate's behalf by a person other than the aggrieved candidate shall only be entertained upon production of proof of authorisation by the candidate.
- 16.5 No action shall be taken on an application which is submitted outside the time stipulated in 16.3. Review shall not proceed unless the review fee is fully paid within the stipulated time.
- 16.6 The Academic Board of the University College may authorize the Deputy Registrar (Academic) to amend the results as released in the light of the review.
- 16.7 The Academic Board shall direct a refund of the review fee in whole or in part when a complaint succeeds. A review fee shall be forfeited if the complaint fails. If the complaint succeeds, the examiner whose paper was re-marked shall be surcharged.
- 16.8 If it emerges that a complaint is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from taking University College examination(s) for a stated period or an indefinite period.

## **17.0 PROGRESSION FROM ONE LEVEL TO ANOTHER: PASS, PROBATION AND WITHDRAWAL**

### **17.1 Level 100**

- 17.1.1 A level 100 candidate shall be deemed to have satisfied the requirements for progression to level 200, if he/she has obtained a CGPA of 1.00 or better overall at the end of level 100.
- 17.1.2 In addition to 17.1.1 the candidate shall have satisfied faculty/departmental requirements for entry to courses at level 200.

17.1.3 A candidate who obtains an E or F grade for any course at level 100 and proceeds to level 200 may repeat that course to improve his /her grade.

17.1.4 There shall be no probation at level 100.

17.1.5 A candidate who does not qualify to progress to level 200 on the basis of 17.1.1 and 17.1.2 above shall be asked by the Registrar to withdraw from the university college.

## 17.2 Level 200

17.2.1 **Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.00 or better and has accumulated a minimum of 30 credit passes of required courses at the end of level 200.

**Probation:** Means repeating failed courses and, where possible, making up the workload with the appropriate courses from the next level. Accordingly, a student shall be put on probation if he/she has:

- i. a CGPA of 1.00 or better and has obtained between 15 and 18 credit passes at Level 200 (or between 18 and 24 credit passes for students of Agriculture), or
- ii. a CGPA of less than 1.00 and has obtained 18 credit passes or more (or 24 credit passes or more for students of Agriculture).

## 17.3 Level 300

17.3.1 **Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.00 or better and has obtained a minimum of 90 credit passes of required courses at the end of Level 300.

17.3.2 **Probation:** Means repeating failed courses and, where possible, making up the workload with the appropriate courses for the next Level. A student at Level 300 who does not pass as in 17.3.1 shall be put on probation if he/she has:

- i. A CGPA of 1.00 or better and has obtained between 72 and 90 credit passes at the end of level 300. (In the Faculty of

Agriculture, a student on probation shall have obtained between 90 and 108 credit passes),or

- ii. A CGPA of less than 1.00 and has obtained 90 credit passes or more (or 70 credit passes or more in the case of student in the faculty of agriculture).

#### **17.4 Withdrawal from the University College**

- i. A student who does not pass as prescribed for Level 200 or 300 above and/or does not meet requirements for probation as in Levels 200 or 300 shall be asked by the Registrar to withdraw from the University College , or
- ii. A student who, after a year's probation, does not pass as prescribed for Levels 200 or 300 above shall be asked by the Registrar to withdraw from the University College.

#### **18.0 REQUIREMENTS FOR GRADUATION (DEGREE)**

18.1 A student shall be deemed to qualify for the award of a degree if he/she:

- a. Satisfies all the University College and Faculty requirements.
- b. Accumulates a minimum of 120 credits (or 90 credits for those admitted to level 300) including all core courses and prescribed electives, have a minimum of 1.00 grade point average.
- c. Has not failed more than 18 credits of core courses and prescribed electives and in the case of students in the Faculty of Agriculture 24 credits of core courses and prescribed electives, provided that the failed grades must not be lower than "E"

18.2. A student may be required to do practical work with a firm/institution/organization for not less than twelve (12) weeks. This is applicable only to some Faculties.

## 19.0 CLASSIFICATION OF DEGREES

- a. All end-of-semester results from all Levels shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the Bachelor's degree.
- b. In the determination of the FGPA, a weighted average of all repeat courses shall be used, as for instance, a 3-credit course with a 'E' at first attempt and an 'A' at second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.
- c. The FGPA for FIRST CLASS shall be 3.60-4.00.
- d. The Full scheme of classification shall read as follows:

First Class	FGPA of	3.60 -4.00
Second Class (Upper)	FGPA of	3.00 – 3.59
Second Class (Lower)	FGPA of	2.00 – 2.99
Third Class	FGPA of	1.50 – 1.99
Pass	FGPA of	1.00 – 1.49
Fail	FGPA of	0.00 – 0.99

- e. Level 100 courses shall count towards computation of the FGPA for the classification of the bachelor's degree.
- f. A pass in every University College and Faculty required courses shall be required of all undergraduate students for the award of a Bachelor's degree. The University required courses are listed in appendix II.

## 19.1 Award of Degree

- i. The Final results and the class of the degree shall be based on the final grade point average obtained by each candidate in all prescribed courses and approved electives taken in this or any other approved University.
- ii. A candidate who has satisfactorily completed all requirements for the degree with an overall FGPA of not less than 1.00 shall be awarded a degree as indicated in 19.1 above.

The Final results of candidates for the award of a Degree shall be published by the Registrar soon after they had been approved by the Academic Board.

## **19.2 Graduation**

The University College is affiliated to the University of Ghana. This means that candidates whose degree awards have been confirmed shall be awarded the degree under the seal of the University of Ghana at a graduation of the University College organized for that purpose.

## **19.3 Cancellation of Award**

The University College reserves the right to confirm or cancel an award. The University College may cancel an award if it becomes known to the College that:

- a. a candidate had entered the College with false qualifications, or
- b. a candidate had impersonated someone else, or
- c. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded, or
- d. there are other reasons that would have led to the withholding of confirmation of the award by the University College in the first place.

## **19.4 Clearance Certificate**

Any student who leaves the University College, either on completion of programme of study or for any other reason, must obtain a clearance certificate duly endorsed by the University College Librarian, Hostel Warden, and finally, the Finance Officer. The clearance certificate form will be available in the Finance Office.

## **20.0. ACADEMIC ADVISORS**

Students shall be assigned academic advisor(s), in every Department, who shall provide counselling on various courses offered by students.

### **20.1 Tutors**

Each student shall be assigned to a Tutor who will not necessarily be a lecturer. The Tutors will see to the general comportment of



students, including the development of their personality, monitoring their academic standards, and counselling them on all problems.

## **21.0 CHANNELS OF COMMUNICATION**

12.1 All students shall follow the following procedure to have their academic and non-academic complaints resolved, starting from the top of each sub-section, as shown below:

### **21.2 Academic Matters**

- Class Secretaries/Representatives
- Academic Counsellors/Tutors
- Heads of Department
- Deans of Faculties
- Registrar
- Vice Principal
- Principal

### **21.3 All matters affecting students collectively should go to the:**

- Departmental Student-Staff Consultative Committee, (if it is a Departmental matter)
- Inter-Faculty Board (if it is an inter-Faculty matter)
- Faculty Board (if it is an inter-Departmental matter)
- Institutional Student-Staff Consultative Committee

### **22.4 Non-Academic Matters**

- SRC
- Dean/Vice Dean of Students
- Registrar
- Vice Principal
- Principal

### **21.5 Hostel Matters**

#### **i. Students as a collective body**

- JCRC
- Hostel Warden
- Dean/Vice Dean of Students
- Registrar
- Vice Principal
- Principal

## **ii. Individual Students**

For all requests, notifications and complaints from individual students, the channels are the:

- Hostel Warden
- Dean or Vice Dean of Students as the case may be, (if the matter is still unresolved).

### **21.6 Junior Common Room Council (JCRC)**

- a) All JCRC requests and notifications affecting students of a particular Hostel as a group, shall go to the Hostel Warden.
- b) Any unresolved problem in a Hostel should be referred to the Dean of Students and copied to the SRC.
- c) All requests, notifications and redress of grievances affecting the student body as a whole should pass through the Dean/Vice Dean of Students to the appropriate officer.
- d) Where special Committees exist, grievances should be channeled to these Committees in the first instance.

### **21.7 Appeals**

As a last resort, all appeals may be made to the Principal and, if necessary, to the University College Council whose decision will be final.

## **22.0 HOSTELS**

22.1 Students who have been given residential accommodation on campus but wish to stay in town, must obtain prior written permission from the Hostel Warden. A student who disregards this regulation will lose his/her residential status.

### **22.2 Use of Appliances**

22.2.1 The following appliances may be used in the Hostels:

- irons

- table top electric stoves. For usage, safety measures should be taken to prevent the outbreak of fire
- television
- fridges
- freezers (only for communal use)

The Hostel Warden reserves the right to determine the number of fridges that can be used in one room.

22.2.2 Prior approval shall be sought for the use of the following

appliances, for which appropriate charges shall be levied:

- microwaves
- washing machines
- gas cookers
- electric stoves (except table stoves)

22.2.3 Students found using any of these appliances listed in 22.2.2 without approval shall lose their residential status after first being warned.

### **22.3 End of Semester Arrangements for Hostel Residents**

22.3.1 All Junior Members accommodated in the University Hostels are expected to stay in residence till the end of semester. Any member who, by necessity, has to leave before the end of semester must seek permission in writing from the Hostel Warden.

22.3.2 MUCG officially closes on the last day of the semester. Students shall leave the Hostels within 24 hours of that day, unless an exemption has been granted by the Hostel Warden.

22.3.3 Every residential student must sign a Residence Book before departure. Failure to do so will attract sanctions from the Hostel Warden.

22.3.4 All residential Junior Members are to leave their vacation contact addresses at the Porters' Lodge of their Hostels before going down at the end of each semester.

22.3.5 No residential student is permitted under any circumstance to go down with the key to his or her room.

- a. All keys must be deposited at the Porters' Lodge with the Porter on duty. Any violation of this rule shall result in sanctions from the Hostel Warden.

In the case where a student does not hand over the key to the Porter before leaving, he/she will be surcharged with the cost of replacement with a new lock, while the Hostel authorities will not be responsible for any loss or damage to belongings left behind.

22.3.6 Vacation accommodation may be granted to a student only on application to the Hostel Warden.

22.3.7 A student who has been granted permission to stay in residence during vacation shall abide by the laid-down regulations of the University College.

## **23.0 BEHAVIOUR AND PERSONAL APPEARANCE**

### **23.1 Dressing**

Students are required to dress in a manner reflecting the sacred purpose of Christian education, which is represented in the mission of the Methodist University College Ghana. Students are expected to portray the principles of God's Kingdom through courteous behaviour and decent personal appearance, thereby enhancing the impact of the Methodist Church in the society.

In line with biblical counsel on Christian conduct, Methodist University College Ghana espouses the following principles of personal appearance.

Students of the College must exhibit:

- 23.1.1 Christian dignity and simplicity by avoiding carelessness, untidiness and the extreme show of extravagance, or excessive formality.

- 23.1.2 The ability to select presentable, durable work clothes for physical work, modest casual attire for recreational purposes, and more dignified clothing for classes, group worship, dining and office work.
- 23.1.2 The ability to provide the opportunity for others to appreciate their personalities without drawing attention through dress or grooming to one's body or person, especially in a sensuous manner.
- 23.1.3 The ability to demonstrate self-respect, a sense of mission, good grooming without excessive adornments like expensive jewelry, cosmetics or facial make-ups.
- 23.1.4 A flair for selecting clothing and hairstyle which expresses a God-given appreciation for good taste, beauty, creativity, and harmony, reflecting an inner freshness of the spirit.
- 23.1.5 The taste for wearing decent clothes, suitable for the different sexes and all occasions.

Swimming suits, and similar wear are not appropriate campus attire. Jeans, athletic wear or "T" shirts for specific work stations or outdoor recreational activities are acceptable.

Clothes are to be selected primarily for good personal health and decency. The aim in personal appearance should reflect our Christian mission, bearing in mind St. Paul's injunction. "Whether therefore you eat or drink, or whatsoever you do, do all to the glory of God." (1 Corinthians 10:31).

## **23.2 Female Students (in Residence and in the Community)**

Female students' dress should conform at all times to the general regulations stated above. To guide them in meeting this requirement, the following specifications are presented:

- 23.2.1 Skirts and blouses, sweaters and shirts, or other informal combinations may be worn for classes and everyday activity provided they comply with regulations.

23.2.2 Acceptable dress for church services and other formal public occasions must be either national or European costume.

23.2.3 The following regulations apply at all times to all dresses worn on campus:

- a. Skirts must be long enough (to cover knees).
- b. Transparent, sheer, or tight-fitting blouses and sweaters or skirts are not permitted.
- c. Dresses with low neckline or dresses that do not fully cover the shoulders and armpits are not permitted.
- d. Shorts, tight-fitting slacks and similar attire may not be worn outside the hostel or on the campus. However, proper fitting slacks may be worn for outdoor recreational occasions such as hiking, physical education, community service etc.
- e. The hair shall be well groomed at all times.
- f. Noticeable make-up, coloured nail polish and unnatural hair colour must be avoided.

### **23.3. Male Students (In Residence and in the Community)**

23.3.4 Male students' dress for school or general campus wear should consist of trousers and shirts, and all other costume must comply with the regulations.

23.3.2 Dress for church services or special formal occasions may be either national or European dress, provided the costume complies with the principles set forth in the general regulations.

23.3.3 Male students should not go barefoot or without shirts when in public places such as the classrooms, library or cafeteria.

### **23.4 Both Male and Female Students**

23.4.1 Noisy shoes and those that damage the floors are not permitted in the library or lecture rooms.

23.4.2 Persons who will be on the platform in any public meeting should dress in decent attire.

23.4.3 Students who drive cars on campus must have a valid driver's license and all legal requirements (roadworthy certificate, insurance, etc.) should be in order. Students are requested to inform their visitors to drive their vehicles at speeds not exceeding twenty kilometers per hour, around the College buildings or anywhere else on campus.

### **23.5 Noisemaking**

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

23.5.2 To maintain a suitable academic environment, it is desirable that the campuses of the University College are kept as quiet as possible at all times. Students shall not make undue noise on the campuses of MUCG.

23.5.3 Radios, stereophonic and musical instruments may be used quietly subject to such regulations as may be made by the University College authorities.

23.5.4 Club, society, religious and political meetings shall not be held in students' rooms.

### **23.6 Drunkenness**

23.6.1 Drunkenness and disorderly behaviour on any MUCG campus constitute a serious breach of discipline.

23.6.2 Habitual drunkenness on campus or in town, especially if accompanied by disorderly or scandalous conduct or behaviour, shall be considered as bringing MUCG into disrepute.

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

23.6.4 Any student in breach of any of these regulations will first be given a written warning, by the Hostel Warden or Dean of Students as appropriate.

23.6.5 If the student persists in drunken and disorderly behaviour, the Hostel Warden or Dean of Students shall recommend his/her suspension in the first instance and dismissal in the case of repetition of the offence.

### **23.7 Smoking**

23.7.1 Smoking is forbidden in all places on campus. Offenders will be warned in writing by the Dean or Vice Dean of Students. A second time offender will be subjected to disciplinary action.

23.7.2 Smoking is not allowed in students' rooms. Breach of this rule will lead to loss of Hostel accommodation.

### **24.0. DAMAGE TO/MODIFICATION OF MUCG PROPERTY**

24.1. Students shall not make attachments to University College property of any kind (e.g. furniture and fittings)

24.2. Students shall not interfere with the electrical installations in their rooms or any part of MUCG.

i. First offenders will be warned in writing by the Hostel Warden or Dean of Students.

ii. Subsequent breaches will lead to dismissal.

24.3 Students shall be surcharged for any loss or damage to University College property eg. furniture, books or equipment of any kind.

### **25.0. TRANSFER OF MUCG PROPERTY**



25.1 No student shall displace or remove MUCG property of any kind (e.g. furniture and fittings), without prior permission from the appropriate authorities e.g. Head of Department, Estate Officer, or Hostel Warden.

25.2 Sanctions, including cost of replacement, loss of accommodation, suspension and dismissal, shall be applied for the breach of this regulation.

## **26.0. KEEPING THE ENVIRONMENT CLEAN**

26.1 It is expected that all students will keep the environment clean and tidy at all times and refrain from degrading the surroundings.

Sanctions will include being made to clean up the mess/ collecting litter.

## **27.0. PUBLICATIONS**

The following shall govern all student publications:

27.1 The Dean/Vice Dean of Students will be informed of any intention to produce a student publication. A draft copy of the said publication should be attached Approval shall be duly given by the Registrar in writing before publication.

27.2 Copies of each publication shall be deposited with the Principal, Vice Principal, Registrar, Dean/Vice Dean of Students, Assistant Registrar (Publications), the Library, SRC and the Ghana Library Board.

27.3 Each issue of a publication shall indicate the names of the editor, members of the Editorial Board and the publishers.

27.4 Members of the Editorial Board shall be held jointly and severally responsible for the contents of the publication.

27.5 The Editorial Board shall ensure that no publication has elements of obscenity, derogatory and/or libellous statement(s), personal attack, falsehood or any statement that may cause disharmony.

27.6 The Registrar reserves the right to withdraw approval of any publication which flouts these rules and regulations.

**28.0. COMMUNICATION WITH GOVERNMENT, MINISTRIES, EMBASSIES AND THE PRESS**

28.1 All formal communication on MUCG matters should be forwarded through the Dean/Vice Dean of Students to the Registrar.

28.2 Students are not allowed to have formal communication with the Press, any Ministry or Embassy on behalf of MUCG and/or in respect of any matter.

**29.0 DEMONSTRATIONS, RALLIES, PROCESSIONS (DRAP) EITHER ON OR OFF CAMPUS**

29.1 Students wishing to organize a DRAP on any of the campuses of MUCG shall serve at least a week's prior written notice on the Registrar with copies to the Principal, Vice Principal, Dean/Vice Dean of Students.

29.2 The prior notice should reach the Registrar at least a week before the DRAP is due to commence.

29.3 The notice shall state the purpose of the DRAP; the name(s) of the organizer(s), the organizing body and the duration of the DRAP.

29.4 A DRAP shall be held at a place or places approved by the Registrar. Route marches shall avoid obstructing the flow of traffic and the movement of pedestrians.

29.5 During a DRAP, nothing shall be done or said that may provoke violence.

29.6 The organizers of a DRAP shall be held jointly and severally responsible for any act of violence or breach of a University College rule and regulation that occurs during the DRAP.

29.7 Participants in a DRAP shall be held jointly and severally liable for any act of lawlessness or destruction that occurs during the DRAP.

- 29.8 The Registrar may prescribe conditions, restrictions or limitations that he considers appropriate in any given situation.
- 29.9 Students wishing to stage a DRAP outside the campus of MUCG shall notify the Police with copies to the Dean of Students.
- 29.10 Students wishing to organize a DRAP outside shall notify the Registrar in writing through the Dean of Students and SRC.
- 29.11 Organizers and participants of a DRAP outside the campuses of MUCG shall be deemed to have familiarized themselves with the laws of the country on DRAP.
- 29.12 No DRAP shall be allowed between the hours of 6.00 pm. and 6.00 am. Exceptions may be granted depending upon the circumstance.
- 29.13 The granting of the permission to embark on a DRAP shall not prejudice the position of the University College vis-à-vis the objectives of the DRAP.
- 29.14 The authorities of MUCG 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.
- 29.15 Before a DRAP begins, any student who disagrees with the move, and wishes to dissociate himself/herself from it may do so by writing to the Registrar.
- 29.16 Any contravention of the above stated regulations on DRAP will attract a penalty which may include suspension or dismissal. In addition, any damage caused to University College property shall be repaired or replaced by the offending student(s).

### **30.0. REGULATIONS FOR STUDENTS ON OR OFF CAMPUS**

- 30.1 Every member of the University College community is bound by the laws of Ghana. The walls of MUCG do not protect anyone from the application of the laws of Ghana.
- 30.2 All regulations of MUCG are consistent with the laws of the nation and will be enforced accordingly. The University College will therefore not permit any behaviour by any student, whether on campus or off campus, that contravenes the laws of Ghana.
- 30.3 Every student is expected to use the officially-approved channels of communication and to follow the laid down procedures to resolve grievances.
- 30.4 For the presentation of petitions, resolutions, protests, etc, the residence of the Principal and other principal officers of MUCG are out of bounds. All negotiations with MUCG authorities should take place in the offices of such officials or at designated venues.
- 30.5 In all matters of negotiation, the Central Administration will meet only the authorized representatives of recognized student organizations in MUCG and agreements reached are deemed to be binding on both sides.

### **31.0. TRADING**

- 31.1 No unauthorized trading, including sale of food items and alcoholic beverages, shall take place on the University College campus.
- 31.2 Any student who trades in the Hostels does so at his/her own risk.
- 31.3 Any student who violates 31.1 shall be warned in writing in the first instance. Subsequent violations will attract confiscation of the items and or loss of residential status.
- 31.4 Hawkers are not allowed to sell in the Hostels. Any student who patronises any hawker in the Hostel shall lose his/her residential status.

### **32.0. CLUBS AND SOCIETIES**

- 32.1 Applications for the formation of a club or society should be forwarded to the Dean/Vice Dean of Students through the SRC who will place the request before the Students' Advisory Committee for consideration. The application should state the name of the founding members, officers and patrons. It should also include the constitution of the society and its proposed activities.
- 32.2. With the exception of a subject association, a society, union or an association can be given the mandate to operate only if it is open to all students. This mandate can be withdrawn if the club or society is found to be operating contrary to its approved objectives.
- 32.3. Student societies shall be of two kinds:
- a. Recognized Societies**  
These are societies that help in the promotion of the individual's own desires and aspiration (e.g. religious organizations).
  - b. Approved Societies**  
These are societies whose objectives help MUCG in the attainment of its broad objectives (e.g. departmental clubs).
- 32.4 Every approved society must have a Senior Member of the University College as its patron.
- 32.5 The names of the executive members of each society shall be forwarded to the Dean/Vice Dean of Students' Affairs and the Students' Representative Council.
- 32.6 The Treasurer of each approved society must present to the Registrar, through the Dean/Vice Dean of Students, a detailed annual financial statement. The annual financial statement must be duly signed by the Financial Secretary and the President of the society and presented at the end of each academic year.
- 32.7 Before arrangements are made to invite guest speakers or artistes from outside the University College to address a meeting or provide entertainment, a formal written request must be made

through the Patron to the Dean/Vice Dean of Students. No such invitation shall be made until permission is granted by the Registrar.

- 32.8 All requests, on behalf of members of a new club or society, for recognition or approval, should pass through the Dean/Vice Dean of Students to the Registrar.
- 32.9 Cases requiring settlement of grievances shall go to the Patron(s) of the club or society. Unresolved grievances shall be referred to the Dean/Vice Dean of Students.
- 32.10 Meetings shall be held in available space facilities in MUCG. In all cases, permission for use must be obtained from the Registrar. At least 48 hours notice must be given. The Officer granting the permission reserves the right to impose conditions pertaining to the use of such premises.

### **33.0. EXCURSIONS**

- 33.1 All excursions organized by students shall be governed by the following regulations:
- 33.2 The decision to undertake the trip should be taken at a general meeting of the club or society.
- 33.3. Written permission for an excursion or an educational tour should be sought from the Dean/Vice Dean of Students or the Head of Department concerned. The application letter should contain the list of those undertaking the trip.
- 33.4 The trip shall be restricted to University College members of the club or other students of the University College.
- 33.5 No student shall take part in any excursion organized outside or inside the University College without prior permission from MUCG authorities.
- 33.6 The purpose of any trip should relate to the aims and objectives of the club or society. This must be clearly stated in the application.

33.7 There should be evidence of correspondence between the club/society and the institution(s) or establishment(s) to be visited.

#### **34.0. USE OF UNIVERSITY COLLEGE TRANSPORT**

If University College transport is available, it may be requested for any approved journey(s) by the organizers of registered student groups. A fee may be charged. Guidelines for the use of a University College bus must be complied with.

34.1 All requests should contain the following particulars:

- b. The destination and purpose of the trip.
- c. The date and time when the transport will be required
- d. The name and signature of the organizer of the group who will be responsible for payments to the Finance Office before transport is provided.
- e. Requests for transport should be made to the Registrar through the SRC to the Dean/Vice Dean of Students or Head of Department, at least five (5) working days in advance.

#### **35.0. CREDIT UNION/MONEY LENDING**

35.1 MUCG 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.

35.2 No student shall operate a money lending or personal loan scheme. Students who indulge in these ventures do so at their own risk.

35.3 Students who contravene these rules shall be either suspended or dismissed.

#### **36.0. COLLECTION OF MONEY**

- 36.1 Permission to collect moneys, other than for club subscriptions, cinema shows or parties, must be obtained from the Registrar, the Head of Department or the Dean of Students.
- 36.2 Junior Members are advised to check the license or other valid authority of any collector who comes from outside the University College.
- 36.3 No student or group of students shall organize unauthorized local or foreign trips.
- 36.4 Students who breach these rules shall be warned in the first instance and suspended or dismissed for subsequent breaches.

### **37.0. ARMS AND AMMUNITION**

- 37.1. No student is allowed to possess any form of arms or ammunition, whether licensed or unlicensed, on campus.
- 37.2 Any breach of this rule will result in dismissal.

### **38.0. DRUGS**

- 38.1 Possession of, and indulgence in hard drugs on any part of the University College premises is prohibited.
- 38.2 Any student found with hard drugs will be dismissed.

### **39.0. USE OF VEHICLES**

- 39.1 The use of vehicles on campus by students is a privilege. Such use is at the student's own risk. Owners/Drivers should observe all traffic regulations. The privilege will be withdrawn if abused.
- 39.2 The University College does not provide garages for students' vehicles.
- 39.3 Any student who wishes to keep a vehicle on the campus of the University College shall inform the Dean of Students/Hostel Warden.
- 39.4 The University College will not accept responsibility for the loss of such vehicles and/or its content, nor for any damage that may occur to them or injury to their owners, drivers or passengers.



39.5. The car park in front and at the back of the Administration Block is for the exclusive use of staff and visitors.

#### **40.0. UNAUTHORISED USE OF COMBUSTIBLE SUBSTANCES**

40.1 Students are warned against the use of combustible substances such as petrol or gas in any part of the University College.

#### **41.0. IDENTITY CARDS**

41.1 Each student of MUCG should endeavour to carry on him/her the University College identity card.

41.2 In case of suspension, dismissal or withdrawal, the student concerned should surrender his/her identity card to the Registrar.

#### **42.0. RULES, DISCIPLINE AND SANCTIONS**

42.1 A Hostel Warden is directly responsible for the discipline of Junior Members in that Hostel.

42.2 Disciplinary measures shall be taken by the authorities of the Hostel against any student who violates Hostel regulations.

42.3 Deans of Faculties and Heads of Department are responsible for discipline in their respective Faculties and Departments.

42.4 It shall be an offence to disobey these officers in the discharge of their official duties.

42.5 A Junior Member who flouts the Statutes and regulations of MUCG shall be disciplined, but with the consent of the Principal or Vice Principal.

42.6 The operation of University College regulations is without prejudice to the application of the general laws of the land which apply also to all persons in the University College.

42.7 If a student violates any regulation of MUCG outside a student Hostel, it shall be reported to the Dean/Vice Dean of Students for appropriate sanctions.

- 42.8 For serious offences (or offences involving a group of students) the Dean/Vice Dean of Students shall appoint a Committee to investigate the matter and apply disciplinary sanctions or make recommendations to the Principal.
- 42.9 It shall be an offence for a Junior Member or group of Junior Members to “pond” any person in the University College, no matter the form the ponding takes.
- 42.10 When disputes arise between students from different Hostels, the Hostel Wardens shall resolve the dispute. Should attempts by the Hostel Wardens fail, the matter shall be referred to the Dean/Vice of Students.
- 42.11 The following offences shall attract some or all the sanctions listed under them:
- A. Theft**
- i. Loss of residential status
  - ii. Refund of the stolen item(s)
  - iii. Suspension or dismissal from MUCG, depending on the gravity of the offence.
- B. Embezzlement of Students’ Funds (e.g. JCRC, SRC, Clubs, Societies, Religious Groups)**
- i. Refund/Restoration of the embezzled funds
  - ii. Suspension/Dismissal from MUCG depending on the gravity of the offence
  - iii. Withholding of results for a definite period.
- C. Rape, Sexual Molestation, Fighting, Assault, Intimidation, Examination Malpractice, Arson, Drug use and peddling**
- i. MUCG shall reserve the right to conduct investigations into any allegations of rape, assault, drug abuse, arson, fighting, sexual molestation and other offences that are criminal in nature.

- ii. The recommendation of the investigative body may include suspension or dismissal of the affected student(s) from MUCG.
- iii. Sub-clauses i and ii above shall be without prejudice to any criminal action that may be initiated against the affected student(s) by the State
- iv. Other forms of offences including examination malpractice shall under recommendation of the investigative body lead to the withholding of results of the affected student(s), dismissal and any other sanction the investigative body may deem appropriate.

**D. Pondering of a Student**

- i. Suspension or dismissal from MUCG.
- ii. Withholding of result for a period determinable by MUCG authorities.
- iv. Compensation to victim.

**E. Unauthorized removal of MUCG property (e.g. furniture, fittings)**

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

**F. Mutilation or Unauthorized Removal of Library Books, Refusal to pay fines imposed.**

- i. A fine of not less than three (3) times the going price of the book(s) in issue
- ii. Withholding of results
- iii. Suspension or dismissal from the University College.

**G. On-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. Students shall have their semester and/or final results withheld if they refuse to comply with sub-clause ii above.

#### **H. Damage to MUCG Property**

- i. Repair/replacement of the property damaged
- ii. Suspension/rustication or dismissal should the culprit refuse to repair or replace the property.

The University College reserves the right to use other measures to recover the amount covering the cost of repair or replacement of the damaged property. The culprit shall also bear the cost involved in the recovery exercise.

#### **I. Conduct of classes toward Entrance Examination**

- i. No unauthorized person should, under any circumstances, conduct classes for candidates towards the University College's entrance examination.
- ii. Any person who violates the regulation shall be dismissed.

#### **J. Writing Anonymous Letter**

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

42.12 The sanctions stated for any of the offence(s) in (42.11) do not preclude prosecution by Civil Authorities.

### **43.0. APPEAL**

- 43.1 Any Junior Member who is aggrieved by any disciplinary action taken against him/her may appeal to the Dean/Vice Dean of Students through his/her Academic Advisor(s) or Tutor for a review. The appeal should be lodged within 7 (seven) days of the notification to him/her of the sanctions imposed on him/her.
- 43.2 The Dean or Vice Dean of Students upon the receipt of the appeal may request a reconsideration of the case by the appropriate authority.
- 43.3 Should the student still remain unsatisfied, he/she can appeal to the Principal either through the Vice Principal or the Dean/Vice Dean of Students.

#### **44.0. REVISION OF EXISTING RULES AND REGULATIONS**

The rules and regulations in this handbook are subject to review.

Any Junior Member of a recognized/approved society/club can propose amendments to the existing rules and regulations through the SRC, Dean/Vice Dean of Students to the Academic Board.

## **METHODIST UNIVERSITY COLLEGE GHANA**

### **EXAMINATION MALPRACTICE AND MISCONDUCT**

### **SCHEDULE OF OFFENCES AND PENALTIES**

**APPENDIX I**

**A. MALPRACTICE**

<b>OFFENCE</b>		<b>PENALTY</b>		
		<b>1<sup>ST</sup> OFFENCE</b>	<b>2<sup>ND</sup> OFFENCE</b>	<b>3<sup>RD</sup> OFFENCE</b>
(i)	Communicating with another candidate in examination hall in order to gain an unfair advantage	Cancellation of the candidate's paper	Cancellation and suspension for two (2) semesters	Dismissal
(ii)	Communicating with another person using electronic gadgets such as ipad, mobile phone during examination without permission	Cancellation of the candidate's paper and suspension for one (1) semester	Dismissal	
(iii)	Attempting or receiving assistance or assisting another candidate in examination room	Cancellation of the candidate's paper and suspension for two (2) semesters	Dismissal	
(iv)	Writing answers on question paper and exchanging with another candidate	Cancellation of the candidate's paper and/or suspension for two (2) Semesters	Dismissal	

(v)	Positioning examination paper in such a way that other candidates can copy	Cancellation of the candidate's paper and/or suspension for two (2) semesters	Cancellation and suspension for two (2) semesters	Dismissal
(vi)	Deliberately raising answer booklet to enable others to copy from it	Cancellation of the candidate's paper and/or suspension for two (2) semesters	Dismissal	
(vii)	Copying from another candidate	Cancellation of the candidate's paper and suspension for two (2) semesters	Dismissal	
(viii)	Exchanging of scripts and copying therefrom	Cancellation of the candidate's paper and/or suspension for two (2) semesters	Dismissal	
(ix)	Being in possession of foreign material (all forms) related to the examination and likely to be used during examination	Two (2) semesters suspension and cancellation of paper	Dismissal	
(x)	Copying from foreign material	Four (4) semesters suspension and	Dismissal	

	cancellation of paper		
(xi) Carrying programmed calculator which may give undue advantage to candidate	Cancellation of paper	Two (2) semesters suspension and cancellation of paper	Dismissal
(xii) Copying from programmed calculator	Two (2) semesters suspension and cancellation of paper	Dismissal	
(xiii) Leaving examination room without permission and unaccompanied and returning to the examination room	Reprimand	Two (2) semesters suspension and cancellation of paper	Dismissal
(xiv) Refusing to sit at appropriate table with candidate's ID written on it	Similar to challenging authority of invigilator. One semester suspension	Two (2) semesters suspension	Dismissal
(xv) Copying from prepared notes or from a colleague's script during examination	Cancellation of the candidate's paper and suspension for two (2) semesters	Dismissal	
(xvi) Impersonation: writing an examination	Dismissal of candidates involved		



using another candidate's ID			
(xvii) Collusion: instance of a candidate whose examination paper is being written by another candidate using his/her ID	Dismissal		
(xviii) Leakage of Examination Questions	Dismissal		

**Note:** New offences and penalties will be added on as and when it becomes necessary.

**B. MISCONDUCT**

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<b>OFFENCE</b>		<b>PENALTY</b>		
		<b>1<sup>st</sup> OFFENCE</b>	<b>2<sup>ND</sup> OFFENCE</b>	<b>3<sup>RD</sup> OFFENCE</b>
(i)	Persistently making noise/disturbing others during examination	Invigilators should stop candidate from continuing the examination and recommend counselling for him/her	Recommendation for counselling	Dismissal
(ii)	Candidate carrying ringing mobile phone in examination room causing disturbance	Seize phone and payment of a fine	Cancellation of candidate's paper and/or suspension for two (2) semesters	
(iii)	Bringing mobile phone into examination room	Payment of a predetermined fine	Double the fine	Triple the fine
(iv)	Cleaning index numbers written on examination tables forcing examinations to be held without ID numbers on tables and causing candidates to sit wherever they choose to	Two (2) semesters suspension and cancellation of paper	dismissal	
(v)	Challenging the authority of the invigilator/supervisor	Suspension for two (2) semesters, reprimand and apology	Dismissal	
(vi)	Rudeness/insulting behaviour to invigilator	Suspension for one (1) semester and apology	Dismissal	

(vii) Threatening behaviour to invigilator	Cancellation of the candidate's paper or suspension for two semesters, and signing a bond and apology	Dismissal	
(viii) Destroying materials suspected as evidence	Cancellation of paper and suspension for two (2) semesters		
(ix) Physical assault of invigilator	Dismissal		

## APPENDIX II

### **First Semester**

- i. MURE 110: Academic Writing I 3 Credits
- ii. MURM 110: Introduction to Mathematics 3 Credits
- iii. MURL 110: Introduction to Literature 3 Credits
- iv. MURC 110: Introduction to Computers: 3 Credits

### **Second Semester**

- v. MURR 110: Logic and Practical Reasoning 3 Credits
- vi. MURB 110: Behavioural Studies 3 Credits
- vii. MURS 110: Science and Technology  
in Our Lives 3 Credits

### **Level 200**

#### **First Semester**

- viii. MURE 210: Academic Writing II 3 Credits
- ix. MURX 210: Religion and Christian Ethics 3 Credits
- x. MURF/MURG: Functional French/German 3 Credits

#### **Second Semester**

- xi. MURA 210: African Studies 3 Credits
- xii. MURT 210: Entrepreneurship 3 Credits