

# **BOLGATANGA TECHNICAL UNIVERSITY**



## **STUDENT HANDBOOK**

2022

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## **FOREWORD**

This Student Handbook is designed to enable you as a student understand the Technical University system, which you have just been matriculated into. It is also to help you organize yourself and settle down on campus.

The Handbook also contains the rules and regulations that affect your life in this University and intended to ensure that you live and study in peace and harmony. The Handbook, for this reason, should be read fully and referred to as often as possible.

Furthermore, it is very important to note that students have the added responsibility of keeping themselves abreast of current trends, requirements and regulations of their programmes of study which might be contained in other policy documents.

You are welcome to Bolgatanga Technical University. We wish you a happy stay and successful life on campus.

### **1.0 BRIEF HISTORY OF THE UNIVERSITY**

Bolgatanga Technical University was initially established as a Polytechnic in 1999, but began running its academic programmes in 2003. The then Polytechnic was converted to a Technical

University in April, 2020. The main campus of the University is located in Sumbrungu, near Bolgatanga, the capital town of the Upper East Region of Ghana.

## 2.0 MISSION OF THE UNIVERSITY

The mission of the University is to become a preferred Technical University fostering teaching, learning, research and community service for sustainable development.

## 3.0 VISION OF THE UNIVERSITY

This vision of the University is to provide a conducive environment for career-focused education, training and applied research programmes in science, technology, technical and vocational training for entrepreneurship development.

## 4.0 REGULATIONS ON ADMISSION

- (a) Only students who satisfy the minimum entry requirement for their respective programmes of study can be admitted to the University.
- (b) Any student found not qualified or found to have used fake results for admission will be withdrawn.

## 5.0 REGISTRATION

- (a) All students are required to register in their respective schools/departments at the beginning of every semester.
- (b) Students shall pay approved charges/fees to the University before registration.

(c) All registered students will have access to the facilities available to students in the University.

#### 5.1 FRESH (NEW) STUDENTS

Apart from schools/departmental registration, all fresh students are required to register at the Library, Halls of residence/affiliation, and comply with any other registration as may be required by the University.

#### 5.2 CONTINUING STUDENTS

All continuing students shall be required to register with their respective schools/departments at the beginning of every semester.

#### 5.3 PENALTY FOR LATE REGISTRATION OR NON-REGISTRATION

(a) Late registration may attract a penalty or a sanction or both.

(b) Students who fail to register in a semester shall lose their status as students.

#### 5.4 PAYMENT OF FEES

All students who owe the University shall settle their indebtedness before they are registered. Indebted students shall not have access to lectures, halls of residence and other facilities of the University.

## 6.0 NAMES OF STUDENTS

- (a) For the purpose of the University, a student is known only by the name on entry as captured in full in the Matriculation Register.
- (b) Unless otherwise certified by the relevant bodies/institutions, the name as captured in the Matriculation Register shall stand.

## 7.0 ORIENTATION OF STUDENTS

- (a) Orientation of all fresh students takes place at the beginning of each academic year. The aims of the orientation are as follows:
  - i. To induct fresh students and to guide them to adjust to the University environment.
  - ii. To expose students to facilities available in the University
  - iii. To educate fresh students on the rules and regulations that govern their conduct in the University.
- (b) It is compulsory for all fresh students to take part in orientation activities.

## 8.0 MATRICULATION

- (a) A matriculation ceremony is held for fresh students during the first semester of the academic year.
- (b) The purpose of the ceremony is to formally admit fresh students into the University.
- (c) Attendance at the ceremony is compulsory for all fresh students.
- (d) No fresh student shall be allowed to take any university examination until he/she has been duly matriculated.

## 9.0 IDENTTTTY CARDS (ID CARDS)

- (a) All registered students are issued with Identification (ID) cards.
- (b) Students are advised to carry their ID cards with them for identification purposes.

## 10.0 SPORTS AND RECREATION

- (a) The Sports Coach of the University is responsible for organizing sporting activities on campus for all students.
- (b) These activities are multi-disciplinary in nature. All students are encouraged to avail themselves for all sporting activities.

## 11.0 STUDENTS' CHANNELS OF COMMUNICATION

### 11.1 Hierarchical Order

- (a) All students shall follow the hierarchical order of authority to have their academic and non-academic requests, notifications and complaints resolved.
- (b) Except in very urgent circumstances, no student shall deal directly with Management without passing through the hierarchy.
- (c) The hierarchical order of authority is as follows:

#### **Academic Request**

Vice Chancellor

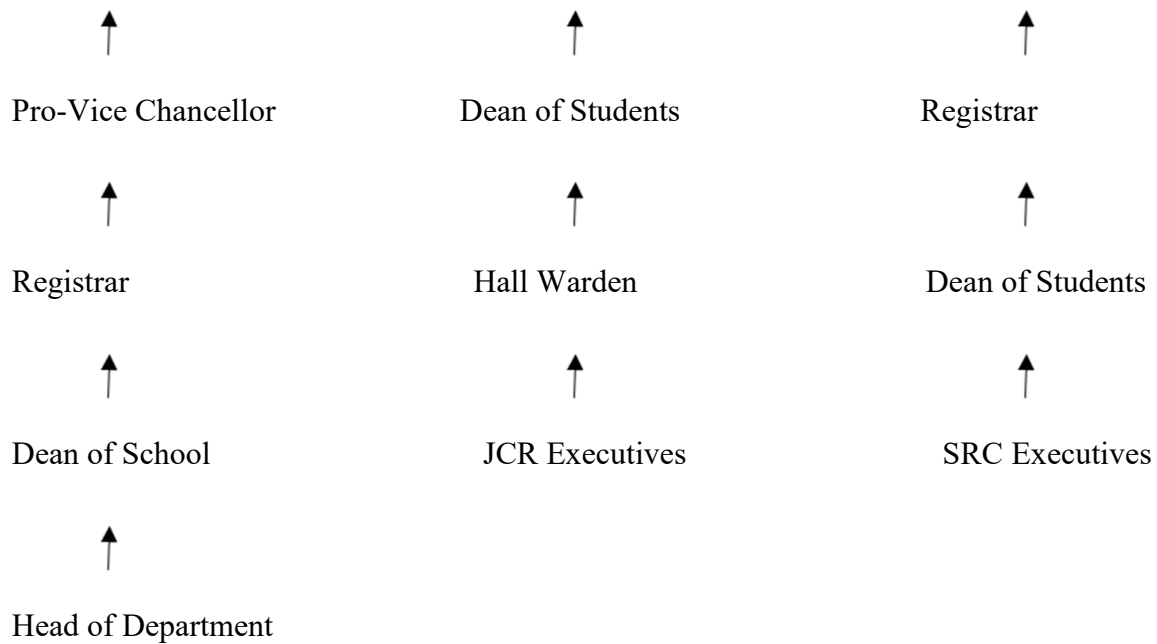
#### **Hostel Request**

Vice Chancellor

#### **Welfare Request**

Pro-Vice Chancellor





## 12.0 STUDENTS' REPRESENTATIVE COUNCIL

- (a) The Students' Representative Council (SRC) is the official mouth piece of the student body.
- (b) All registered students are automatic members of the SRC.
- (c) The SRC plays an active role in the academic as well as the welfare matters of students.
- (d) The SRC is represented on the Governing Council of the University as well as some statutory Boards and Committees of the University.
- (e) Subject to the University Statutes and Regulations, the University recognizes the STUDENTS' REPRESENTATIVE COUNCIL (SRC) as the only legitimate representative organ of the student body.
- (f) The University does not recognize any body or organization outside the University which purports to speak or act on behalf of the student body.
- (g) The Students' Representative Council (SRC) shall make representation to the Authorities of the University on matters affecting students.

(h) The SRC shall be governed by a constitution approved by the Academic Board of the University.

### 13.0 LECTURES AND EXAMINATIONS

- (a) Students shall attend lectures, tutorials and practical classes specified for their programmes of study.
- (b) They shall write all examinations and perform all practical work prescribed by their various Schools/Departments.
- (c) Any student who absents himself/herself from lectures, tutorials or practical classes consecutively for 14 days or more in any semester without permission shall be deemed not to have satisfied the attendance requirements for the semester. Any such defaulting student shall not be allowed to take part in the end of semester examinations.
- (d) All students must present themselves for the appropriate examinations in accordance with the regulations of the University.
- (e) Students who are prevented by ill-health from taking a prescribed examination must produce a medical certificate from a recognized medical institution, certifying their inability to sit for the examination.
- (f) No student will be allowed to take an examination in a course for which he/she has not registered.
- (g) Where a student registers for a course and fails to write the examinations, except for a good reason acceptable by the Academic Board, he/she shall be deemed to have failed the course.
- (h) A student is required to attend all lectures, seminars, workshop sessions and practical lessons for the course that he/she has registered in order to qualify to write the examinations.

#### 13.1 Re-sit Examinations

Re-sit examinations are held at the end of the academic year for only students who have taken the main examinations and failed.

### 13.2 Use of the University Library by Students

- (a) Students are required to familiarize themselves with the regulations of the Library.
- (b) All final year students are required to return Library books in their possession before or on the day of their final examination papers.
- (c) Final year students who do not return Library books in their possession by the stated period shall be sanctioned.
- (d) The names of all such students shall be sent to the Deans of School/Heads of Department concerned who shall ensure that the students are sanctioned.

### 13.3 Voluntary Withdrawal

- (a) Students who wish to withdraw voluntarily from the University before the completion of their programmes of study must serve written notice of their intention through their Heads of Department and Deans of School to the Registrar.
- (b) A minimum of four (4) weeks' notice is required before the proposed date of leaving the University.
- (c) Fees paid are not refundable.

## 14.0 RESIDENTIAL FACILITIES ARRANGEMENTS

### 14.1 University Accommodation

- (a) Admission to the University does not entitle any student at any time to University accommodation.
- (b) Places in Halls of Residence shall be allocated to students in accordance with a policy determined for the purpose, from time to time, by the Residence and Housing Committee of the Academic Board.

#### 14.2 Admission to the Halls of Residence

- (a) All students shall be affiliated to a hall of residence.
- (b) Affiliation to a hall does not give students automatic right to be admitted to the hall.
- (c) Priority shall be given to fresh students for admission in the halls of residence.

#### 14.3 Rules and Regulations

(a) At the beginning of each academic year, students admitted to the various halls of residence shall settle all fees to the University before signing the hall of residence book at their respective halls.

(b) Smoking is strictly prohibited in all halls and lecture rooms.

(c) The possession/use of illicit drugs is an offence that attracts expulsion from the University.

(d) The following are also strictly prohibited in the halls:

- i. The use of any material to partition or divide the rooms.
- ii. Unauthorized electrical connections.
- iii. Cooking in the hostel (Students are to cook only in the designated areas).

#### 14.4 Squatters

(a) Squatters shall not be allowed in the halls.

(b) Any student caught squatting shall pay the fees for the period he/she resided in the hall and shall be made to move out immediately.

(c) Any student who condones squatting shall be summarily withdrawn from the hall.

#### 14.5 Arrangements at the End-of-Semester

- (a) No student may vacate the hall of residence before the end of the semester without written permission from the Dean of Students or his/her Hall Tutor.
- (b) Each student must sign the Residence Book before leaving the hall of residence.

#### 14.6 Clearance Certificate

- (a) When a student completes his/her programme of study in the University, or leaves the University for any other reason, he/she shall obtain a clearance certificate from his/her Head of Department, Librarian and Hall Tutor.
- (b) Upon satisfactory clearance, the Hall Tutor shall issue him/her with a final exeat.

#### 14.6 Use of Hostels during Vacation

- (a) All students shall vacate the campus during vacation.
- (b) Students who obtain permission from relevant authorities to stay during holidays/vacations shall be allowed to stay in the designated halls.
- (c) Permitted students will be charged appropriate vacation residential fees. Such students would be required to keep the halls of residence tidy at all times.
- d) All University and Hall regulations shall continue to be in force during vacations. Infringement of any of such regulations shall attract disciplinary action.
- (e) Students are not permitted to leave their property in the halls of residence during vacation.
- (f) The University is not liable for the loss of students' property left at the halls during vacation.

#### 14.7 Visitors to the Halls of Residence

- (a) Visitation to the halls of residence is allowed during specified hours.

(b) A visitor to a hall, for purposes of these regulations, is a person who has not been assigned to the Hall as a residential student.

(c) Hall rooms shall be out of bounds to all visitors from 10:00pm to 6:00am.

#### 15.0 UNIVERSITY PROPERTY

(a) Students shall be liable for any loss or damage to University property caused by them or their visitors.

(b) This includes property belonging to recognized student bodies of the University.

(c) Students must not interfere/tamper with electrical installations of the University.

#### 16.0 PUBLIC FUNCTIONS WITHIN THE UNIVERSITY

(a) Permission to hold public functions within the University shall be formally obtained from the Registrar.

(b) Written applications for permission to hold public functions shall contain:

i. Date and time of the function

ii. Location of the function

iii. Names and description of organisers, Lecturers, Speakers or Artistes for the function, and

iv. Any other requirements prescribed by the University Statutes and Regulations in relation to public functions.

(c) This information shall reach the Registrar at least three days prior to the function. For the purpose of this section, a public function is one that persons external to the University are invited or entitled to attend.

(d) Meetings within the University shall be held at designated places under applicable conditions.

#### 17.0 CLUBS AND SOCIETIES

(a) There shall be freedom of association for all students.

(b) Associations, societies or clubs shall submit through the Dean of Students to the Registrar, a copy of their approved constitutions and particulars of the executive officers.

(c) Only associations, clubs/societies approved by the University Authority shall be recognized and entitled to operate.

(d) Any association, society or club that collects or receives official funds such as fees, dues or donations shall account for its financial operations in accordance with the University financial and stores regulations.

#### 18.0 ACADEMIC DRESS

Academic gowns or formal/appropriate dresses shall be worn by students on occasions to be specified by the University.

#### 19.0 DEMONSTRATIONS AND PROCESSIONS

(a) Any student or students who decide(s) to organize a procession/demonstration in the University shall notify the Vice Chancellor in writing.

(b) Such notice shall reach the Vice Chancellor not later than 48 hours before the procession/demonstration.

(c) The notification shall state the purpose of the procession/demonstration and the name(s) of the organizer(s).

(d) No procession/demonstration shall be held between the hours of 6:00 pm and 6:00 am.

(e) The procession/demonstration shall follow a route approved by the Vice Chancellor, so as to facilitate free passage of vehicular and pedestrian movement. The demonstrators shall not do anything to obstruct traffic.

(f) During the demonstration/procession, nothing shall be done or said that might offend, incur violence or cause a breach of peace.

(g) The fact that a procession/demonstration is not prohibited does not in any way imply that the University has either approved of it or is in sympathy with its objectives.

(h) The organizer(s) shall be held responsible for any acts of violence and/or breach of University rules and regulations, damage to University property that may occur during the procession/demonstration.

(i) This notwithstanding, any student or group of students who commit(s) an act of violence or breach (es) University/Hostel regulations during any procession/demonstration shall be severally or collectively held liable.

(j) The Vice Chancellor may prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstance:

i. If in the Vice Chancellor's opinion, the procession/demonstration is likely to lead to the breach of peace or cause serious interference with the work of the University.

ii. The Police shall be alerted by the Vice Chancellor as soon as an emergency occurs. If the situation gets out of hand or threatens to get out of hand and/or violence is resorted to, the Vice Chancellor shall ask the Police to assist to restore order.



### 19.1 Penalties for Unauthorized Processions/Demonstrations

- (a) The penalty for an unauthorized procession/demonstration ranges from suspension for a minimum of two weeks to expulsion.
- (b) If it is clear that the student body generally is involved in an unlawful demonstration or procession, the University is to be closed down forthwith by the Vice Chancellor.

### 20.0 STUDENT PUBLICATIONS

- (a) The Vice Chancellor shall be informed of the intent to produce any student publications (e.g. magazines, journals, newspapers, etc) within the University and his approval shall be required for such publication.
- (b) A copy of each publication shall be lodged with the Vice Chancellor and the Librarian.
- (c) Each publication shall state the name of the Editor, the membership of the Editorial Board and the Publisher.
- (d) The Publisher, the members of the Editorial Board shall be held jointly and/or severally responsible for the whole contents of each publication.

### 21.0 USE OF UNIVERSITY TRANSPORT

- (a) All requests for the use of University transport must be submitted in writing to the Registrar through the SRC at least 7 days before the date of the journey.
- (b) Each requisition must contain the following:

- i. The destination and the purpose of the journey
- ii. The date and time when the transport will be required
- iii. The names of students/staff who wish to travel

## 22.0 UNIVERSITY MEDICAL SERVICE

(a) Students visiting the University Clinic/Sick Bay for treatment would be referred to the approved hospitals should the need arise.

(b) All new students shall undergo Medical Examinations at an approved hospital and shall present results within the period stipulated to the Registrar's Office.

## 23.0 COMMUNICATION WITH OUTSIDE ESTABLISHMENTS AND THE MEDIA

(a) Students communicating with the press or outside establishments shall do so in their private capacity only.

(b) No student shall communicate any official University information either directly or indirectly to the press or to any unauthorized person, without authorization from the Vice Chancellor or the Registrar.

## 24.0 PONDING

(a) 'Ponding' is prohibited by the University.

(b) Ponding is a punishable offence which shall attract a 'major' penalty.

(c) The University does not accept liability for any injuries from 'Ponding' and shall hold the student or group of students liable for any such offence.

## 25.0 PENALTIES FOR THE BREACH OF REGULATIONS

(a) A student who breaches the rules and regulations of the University shall be liable to one or more of the following penalties.

- i. A warning
- ii. A reprimand
- iii. Suspension from lectures or from the use of University Service or facilities for a stipulated period
- iv. Withdrawal from the University
- v. Expulsion from the University

(a) It shall be a misconduct for a junior member (student) of the University:

- i. To breach any of the rules and regulations spelt out in this handbook.
- ii. To be absent from campus without permission or reasonable excuse.
- iii. To be absent from lectures and other prescribed assignments without permission or reasonable excuse.
- iv. To be insubordinate to authorities of the University.
- v. To indulge in any anti-social activities while in residence or outside the campus which will tend to bring the name of the University into disrepute.

## 26.0 DISCIPLINARY RPOCEDURE IN THE HOSTEL

(a) The Vice Chancellor shall appoint an ad hoc Committee to investigate any alleged case of indiscipline made against a junior member at the hostel.

(b) The findings and recommendations of such a Committee shall be forwarded to the Vice Chancellor for his necessary action.

## 27.0 ASSESSMENT OF STUDENTS

(a) The term “assessment” refers to the strategies used for determining and describing the achievements of students over a whole range of knowledge, skills and attitudes as a result of undergoing a programme or a course of study.

## 28.0 COURSE ASSIGNMENT

(a) These shall include class exercises, tests, quizzes, homework, course papers (essay), practical exercises and student projects.

(b) The assignment shall carry 20% of the overall marks for the course.

## 29.0 MID-SEMESTER EXAMINATION

(a) This shall account for 20% of the overall marks for the course.

(b) A week will be set aside for mid-semester examinations and Deans of Schools are expected to plan a mid-semester examinations time-table for their respective schools.

(c) No mid-semester examinations should be held out-side this week without any permission from the Deans.

### 30.0 END OF SEMESTER EXAMINATIONS

(a) The last two weeks of the semester shall be devoted to the conduct of end-of-semester examinations and the Central Administration shall coordinate a master examinations timetable.

(b) The examinations shall not exceed a 3-hour duration for each Course and this shall account for the remaining 60% of the marks for the course.

### 31.0 QUALIFICATION FOR TAKING END-OF-SEMESTER EXAMINATIONS

(a) A student shall qualify to take the end-of-semester examinations in a course only when he/she has satisfied the following conditions:

- i. Obtained not less than 75% attendance of the contact hours assigned to the course
- ii. Completed the two other assessment components, that is assigned to the course

(b) A student who fails to write the end-of-semester examinations in a course, without reasonable excuse, shall be deemed to have failed that course and shall be made to either repeat or drop the course.

### 32.0 GRADING SYSTEM

(a) At the end of each semester, a student will be graded separately in each course on the basis of his/her performance in the three main components of assessment (assignments, mid-semester and end-of-semester examinations).

(b) In the Semester Course Unit System, a student is expected to pass in every registered course and to obtain at least a grade point of 1.50 before progressing in the programme.

(c) In order to describe the achievement of the students, various indicators and indices are used. The most important indices are numerical equivalent grade, the grade point, and the grade point average.

### 33.0 NUMERICAL EQUIVALENT GRADE

(a) Percentage marks will normally be used in the initial stages to grade students in the course.

(b) However, to facilitate the description of students' achievement the following Numerical Equivalent Grades (NEG) shall be used:

<b>MARK</b>	<b>LETTER GRADE</b>	<b>NEG</b>
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	1.0
0-49	F	0.0

### 34.0 GRADE POINT AND GRADE POINT AVERAGE

(a) To determine the academic standing of a student in a course and the performance in the programme as a whole, an index called Grade Point Average (GPA) shall be used.

(b) The GPA is defined as the total Grade Point (TGP) achieved divided by the Total Credits (TCR) earned by the student.

(c) The table below shows an example of the method to calculate the GPA of a student.

<b>COURSE TAKEN</b>	<b>COURSE CREDIT</b>	<b>NEG OBTAINED</b>	<b>GRADE POINT</b>
ENG.101	2	2	4(2+2)
MATH 103	3	5	15(3+5)
AFS 100	2	3	6(2+3)
CLS 111	3	2	6(3+2)
TCR	= 10		TGP = 31
GPA	= $\frac{\text{TGP}}{\text{TCR}}$	=	$\frac{31}{10} = 3.10$

CGPA

### 35.0 OTHER LETTER GRADINGS

(a) Sometimes, a student may not earn a numerical grade for a course at the end of the semester because he/she did not complete or has withdrawn from the course. In this connection, the grade INC (incomplete) is used.

(b) This grade is only used for a student who for a valid reason (as determined by the University) is unable to take part in an assessment.

### 36.0 CUMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average (CGPA) is an index used to determine the progression of students from one stage to another and the award of the final class at the end of the HND/Degree programme.

The calculation of cumulative grade point average is given as follows:

$$\sum(GP)_i$$

$$\sum(CR)_j$$

$CGPA_i = \frac{\sum(GP)_i}{\sum(CR)_j}$ , where  $i = 1, 2, 3, \dots, 5$ , and  $j = \text{sem1, sem2, sem3} \dots \text{sem6}$ .

Below is an example of the calculation of CGPA of a student who obtained the following records in three (3) consecutive semesters.

Semester	Grade Point(GP)	Credit(CR)
1	70	21
2	67.5	24
3	58	20

The first cumulative grade point average in this example is

$$CGPA_1 = \frac{70+67.5}{21+24} = \frac{137.5}{45}$$



$$= 3.06$$

and the second is  $CGPA_2 = \frac{70+67.5+58}{21+24+20} = \frac{195.5}{65} = 3.01$

- a) For a student to progress from one year to another, he/she must obtain a minimum CGPA of 1.50 and must not trail in more than four (4) courses after re-sit.
- b) A student who obtains a CGPA greater than 1.0 but less than 1.50 after re-sit at the end of any academic year shall repeat the whole academic year. However, the student shall be withdrawn from the programme if in addition he/she is trailing in more than four (4) courses after the re-sit.
- c) A student who obtains a CGPA less than 1.0 at the end of the year after a re-sit shall be withdrawn from the program.

### 37.0 QUALIFICATION FOR THE AWARD OF CERTIFICATE/DIPLOMA/DEGREE

(a) To be considered for the award of any of the Certificates above, a candidate must have:

- i. The minimum entry requirements for the programme of study
- ii. Followed an approved programme of study in the University
- iii. Completed and passed all required courses
- iv. Taken courses to earn a minimum of the required credit hours
- v. Registered with the appropriate awarding body
- vi. Obtained a Final Cumulative Grade Point Average (FCGPA) of 1.50 and above in the entire Grade Point Average (GPA) of at least 1.50 in each of the required semesters.
- vii. Obtained the minimum number of credit hours required for graduation in a programme as shown in the table below:

S/n.	Programme	Minimum Credit HRS	Maximum Credit HRS
1	2 Year Top-up degree	63	84
2	4-Year Degree	120	168
3	3-Year HND	90	126
4	2-Year Diploma	*	*
5	1-Year Certificate	*	*

\*\* Refer to the Departments as approved by Academic Board.

## 38.0 REGULATIONS OF UNIVERSITY EXAMINATIONS

### 38.1 Instructions to Candidates

- (a) A candidate for the University examinations must have followed the approved course as a regular student over the required period, and must have registered for the examinations.
- (b) It is the duty of the candidate to consult the daily time-table (to be made available at least twenty-four hours ahead of time), to ascertain the papers to be written each day and to be present at the appointed place at least half an hour before the examinations.
- (c) A candidate shall be disallowed to write the University examinations if the candidate reports to the Examinations Hall more than half an hour after the commencement of the examinations.

- (d) It is the responsibility of the candidate to possess a pen, a pencil, an eraser, a ruler and a non-programmable calculator for the examinations if needed and ensure that the right question paper as well as any other material needed for the examinations are obtained from the invigilators.
- (e) A candidate during examinations shall write his or her name and sign in the attendance register of candidates for the examinations.
- (f) A candidate writing shall not bring to the Examinations Center or to the washroom of the Examinations Center any notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized or foreign material.
- (g) The material shall not be deposited at the entrance to the examinations room or the washroom.
- (h) A candidate shall not enter the examinations room until the candidate is invited or called or requested to enter the examinations room.
- (i) A candidate who is seen with notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized material in the examinations center shall be banned from writing the examinations and awarded a grade “F”
- (j) A candidate who is suspected of possessing unauthorized material shall be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.

- (k) A candidate shall, for the purpose of identification by the invigilator, place the student identity card on the examinations table to enable the invigilator to ascertain the identity of the person writing the examinations.
- (l) Communication between/among candidates is not permitted in the examinations hall.
- (m) A candidate shall not pass or attempt to pass information or an instrument to another candidate during examinations.
- (n) A candidate shall not copy or attempt to copy from another candidate during examinations.
- (o) A candidate shall not disturb or distract any other candidate during examinations.
- (p) A candidate may draw the attention of the invigilator by raising his or her hand.
- (q) Smoking or drinking of alcoholic beverages is not allowed in the examinations room.
- (r) A candidate may leave the examinations room temporarily, and only with the express permission of the Invigilator. In that case, the Invigilator shall be satisfied personally that a candidate does not carry on him or her an unauthorized material.
- (s) A candidate who is allowed to leave the examinations room temporarily will be accompanied by an attendant designated by the Invigilator.

- (t) A candidate who finishes examinations ahead of time may leave the examinations room after surrendering his or her answer booklets. Such a candidate shall not be allowed to return to the examinations room.
- (u) At the end of each examinations, candidates shall ensure that they do not take away any answer books/supplementary answer sheets, whether used or unused, from the examinations hall.
- (v) Candidates shall not in any way interfere with the stapling of the answer books. Any complaints about the answer booklets should be brought to the attention of the Invigilator.
- (w) A candidate who fails to be present at examinations without satisfactory reason shall be awarded a grade “F”.

### 38.2. Unacceptable Reasons for Absence from Examinations

- (a) The following shall not be accepted as reasons for being absent from any examinations of the University.
  - i. Mis-reading the time-table
  - ii. Forgetting the date or time of the examinations
  - iii. Inability to locate the examinations hall
  - iv. Inability to wake oneself from sleep in time for the examinations;
  - v. Failure to find transport
  - vi. Loss of a relation; or

vii. Pregnancy

38.3 Sanctions for the Breach of Examinations Regulations.

(a) A breach of a provision of the “Regulations made for the conduct of the University examinations may attract one or more of the following sanctions:

- i. A reprimand
- ii. Loss of marks
- iii. Cancellation of a paper in which case, zero shall be substituted for the mark earned
- iv. Withholding of results for a period
- v. Award of grade F

(b) In case of a breach, the details of the breach of the regulations and the sanctions shall be entered on the student’s transcript of academic records.

(c) Further sanctions may include:

- i. Being barred from the University examinations for a stated period
- ii. Being barred from the University examinations definitely
- iii. Suspension from the University or
- iv. Expulsion from the University

38.4 Release of Examinations Results

(a) The results of the University’s examinations shall be posted on the University’s notice board, and it is the responsibility of the candidate to consult the notice board for the results of the examinations taken. In some circumstances, a candidate may write to the Registrar

to request detailed results. The candidate may be required to provide a self-addressed envelope and pay a fee.

- (b) A candidate who is not satisfied with the results of the University examinations may request a review by the submission of an application. The fee for such an application shall not be less than three times the normal examinations fee.
- (c) An application for a review shall be submitted to the Registrar not later than twenty-one (21) days after the release of the results and shall state the grounds for the review.
- (d) An application submitted on a candidate's behalf by any person other than the aggrieved candidate shall not be attended to.
- (e) An action shall not be taken on an application which is submitted outside the time stipulated in (c) above. Also, a review shall not proceed unless the review fee is fully paid.
- (f) The Academic Board may authorize the Registrar to amend the results as released in the light of the review.
- (g) Where 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 the University examinations for a stated period or an indefinite period.

### 38.5 Examinations Malpractice or Offences

- (a) Examinations offences include:

- i. An attempt on the part of a candidate to gain an unfair advantage
  - ii. A breach of the Examinations Regulations and Instructions to candidates
  - iii. Refusal on the part of the candidate to occupy an assigned place in an examination room
  - iv. Any form of communication with another candidate
  - v. The possession of a book, paper or written information of any kind except as required by the rules of a particular examinations
  - vi. Smoking
  - vii. Leaving an examination room without the permission of the Invigilator
  - viii. Refusal to follow instructions.
- (b) The Chief Invigilator or Examinations Officer shall report to the Registrar any breach of examinations regulations during the end-of-semester examinations. The Registrar shall present the said report to the Academic Board who will constitute a committee to conduct an enquiry and report back to the Academic Board. In the instance of a breach of examinations rules, a candidate shall be required to complete and sign the Bolgatanga Technical University Examinations Malpractice Form.
- (c) The Academic Board shall review the report received in connection with an examinations malpractice or an offence.
- d) A grade “F” shall be awarded where it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper and the candidate may be barred from taking the University’s examinations for a stated period or indefinitely or be expelled from the University.



- e) In all instances of examinations malpractice or offence, a formal report shall be made to the Academic Board as soon as practicable.
  
- f) The Academic Board may review all the reported cases and may vary the sanctions as it deems fit.